



DEPARTMENT OF THE NAVY
TRAINING SQUADRON TEN
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PENSACOLA, FLORIDA 32508-5502

TRARONTENINST 5400.1N

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TRAINING SQUADRON TEN INSTRUCTION 5400.1N

Subj: TRAINING SQUADRON TEN ORGANIZATION MANUAL

Ref: (a) U.S. Navy Regulations, 1990
(b) OPNAVINST 3120.32C
(c) CNATRAININST 5452.22J
(d) TRARONTENINST 5355.1E
(e) JAGINST 5800.7E
(f) OPNAVINST 5750.12J
(g) OPNAVINST 3750.6R
(h) NAVSUPINST 4200.99
(i) TRARONTENNOTE 1301

Encl: (1) Squadron Organization

1. Purpose. The Training Squadron TEN (TRARON TEN) Organization Manual, together with other directives published by the Commanding Officer, serves to coordinate the various departments in accomplishment of the command's mission. This instruction has been revised completely and should be read in its entirety.

2. Cancellation. TRARONTENINST 5400.1M

3. Scope and Policy. This instruction supplements references (a) through (i) and establishes in detail the organizational structure of TRARON TEN. The functional guides constitute the formal delegation of authority by the Commanding Officer to responsible subordinates in the squadron. Since the contents of this manual are primarily limited to matters of internal organization, they shall in no way be construed as contravening, altering, or amending the provisions of reference (a), or the directives of other higher authority.

4. Objectives

a. To provide, by means of organizational charts and functional guides, a comprehensive and clearly defined presentation of the squadron organizational structure required for support of the squadron's mission.

b. To explain the duties, responsibilities, authority, and organizational relationships of key individuals in the squadron organization.

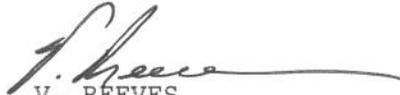
c. To delineate delegated authority and reporting relationships.

5. Compliance

a. All members assigned billets described in this manual must have a working knowledge of the manual in order to understand their responsibilities and to execute their duties.

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b. Department Heads shall review at least annually the description of billets within their respective departments and submit recommended changes to the Administrative Officer.



V. REEVES

Distribution:

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CHAPTER 1

GENERAL ORGANIZATIONAL RELATIONSHIPS

101. Chain-of-command. TRARON TEN operates under the administrative and functional control of Commander, Training Air Wing SIX (COMTRAWING SIX) and the Chief of Naval Air Training (CNATRA), who reports directly to the Commander Naval Air Forces (CNAF).

102. Mission. To provide quality flight training for multi-service Student Naval Flight Officers while enabling the personal and professional development of all assigned personnel.

103. Functions

a. Provide quality academic and flight training to assigned students per prescribed syllabi.

b. Maintain systematic records of academic training, in-flight training, and indoctrination progress for each student as defined by current directives.

c. Maintain Naval Flight Officer (NFO) training jackets for all assigned students.

d. Maintain administrative control of all assigned students.

e. Establish training review boards for students who fail to meet required standards, as well as those who drop from training at their own request, and administratively process them as directed by existing instructions.

f. Maintain disciplinary records and take disciplinary action, when appropriate, for assigned students according to existing instructions and Naval regulations.

g. Conduct ongoing instructor training to maintain a high state of academic and flight training proficiency.

h. Provide students to CNATRA and COMTRAWING SIX for advanced training. The mental and physical qualification, training progress record established at TRARON TEN, needs of the Navy, and preference of the individual student will be considered in assigning students the various pipelines of advanced training.

i. Make recommendations to CNATRA and COMTRAWING SIX regarding changes to academic and flight syllabi, facilities, and logistic requirements.

j. Keep CNATRA and COMTRAWING SIX fully advised regarding progress and results of training conducted.

104. Responsibility

a. The officers assigned as department heads are responsible to the Commanding Officer, through the Executive Officer, for the efficient performance of duty by all officers and personnel under their jurisdiction.

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b. Under the Executive Officer, the squadron is organized into the following departments:

- (1) Administrative Department
- (2) Resource Management Systems
- (3) Operations Department
- (4) Maintenance Department
- (5) Safety Department
- (6) Training Department
- (7) Academics Training Department
- (8) Student Control Department
- (9) Reserve Department

105. Squadron Organization. Outlined in Enclosure (1).

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CHAPTER 2

COMMAND201. Commanding Officer. (Routing Code 00)

a. Basic function. As outlined in reference (a), the Commanding Officer is charged with the ultimate responsibility for the safety, well-being and efficiency of the command until relieved of responsibility by competent authority.

b. Duties, responsibilities and authority. The duties and responsibilities of the Commanding Officer are established by U.S. Navy Regulations, general orders, customs, and tradition. The authority of the Commanding Officer is commensurate with his/her responsibility, subject to the limitations prescribed by law and by U.S. Navy Regulations. The Commanding Officer shall:

(1) Effect the required flow of well trained Student Naval Flight Officers (SNFOs) through the published syllabi as approved by CNATRA and COMTRAWING SIX.

(2) Provide for the safe operation and security of the aircraft in the command.

(3) Keep the Executive Officer informed of policies and methods, and normally issue all orders relative to the duties of the command through that officer to ensure continuity in the absence of the Commanding Officer.

(4) Ensure that all orders and regulations issued under his/her authority as Commanding Officer are per existing directives from higher authority.

(5) Provide for the professional growth of all assigned officers.

(6) Exercise personal supervision over squadron allotments granted under current appropriations to ensure unauthorized or over expenditures are not incurred, and to ensure maximum efficiency in the use of allotted funds.

(7) Ensure maximum flight proficiency requirements and standardization are maintained by assigned aviators.

c. Organizational relationship. The Commanding Officer reports to CNATRA via COMTRAWING SIX and to such other senior officers as may be prescribed in the administrative and operational chain-of-command.

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CHAPTER 3

EXECUTIVE301. Executive Officer. (Routing Code 01)

a. Basic function. The Executive Officer shall function as an aide or executive to the Commanding Officer in carrying out the mission of the squadron per U.S. Navy Regulations, and as amplified in this chapter. He/she is specifically charged with matters pertaining to morale, discipline, training, welfare, work, exercise, safety, rights, and privileges of individuals within the command.

b. Duties, responsibilities, and authority. The Executive Officer shall:

(1) Execute general supervision over the organization of the squadron as a whole, subject to the provisions of U.S. Navy Regulations and directives of higher authority.

(2) Keep informed as to current training doctrine and procedures in order to readily succeed to command of the squadron should the need arise.

(3) Assume command in the absence of the Commanding Officer.

(4) Keep informed and keep the Commanding Officer informed of all significant matters pertaining to the command.

(5) Control issuance and revision of all directives governing the administration and operation of the command, as well as the squadron's correspondence, files, and reports.

(6) Coordinate the activities of the various departments of the squadron as necessary to ensure mutual support and integrated effort.

(7) Review all correspondence and directives prepared for signature of the Commanding Officer.

(8) Conduct frequent inspections of the squadron to ensure high standards of cleanliness, safety, material preservation, and good order are maintained.

(9) Ensure adequate measures are taken for the security of squadron aircraft and material.

(10) Coordinate the individual education and professional training programs of the squadron in order to provide personnel with incentives and opportunities for self-improvement and professional advancement.

(11) Evaluate the performance of officer personnel through fitness reports. Prepare the initial drafts of fitness reports on department heads.

(12) Direct the assignment, training, and service indoctrination of junior officers.

(13) Exercise general supervision over the watch bills of the squadron.

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(14) Regulate the leave and liberty of personnel within limitations established by higher authority.

(15) Pursue a vigorous planned program of recreation, welfare, and athletics for officer personnel.

(16) Ensure personnel of the command are fully informed of their rights and obligations under the Uniform Code of Military Justice.

(17) Investigate all alleged violations of the Uniform Code of Military Justice, Navy Regulations, squadron regulations, and other military and civil laws, and recommend appropriate disciplinary action where indicated.

(18) Assign officers, not otherwise ordered to specific billets by higher authority, to departments, divisions, or other units within the command.

(19) Assign collateral duties to officer personnel.

(20) Ensure an active junior officer (lieutenant and below) retention program is conducted.

c. Organizational relationship. The Executive Officer is responsible to the Commanding Officer from whom he/she derives authority for the execution of duties.

302. Executive Assistant. (Routing Code 001)

a. Basic function. The Executive Assistant shall be directly responsible to the Executive Officer in matters assigned to undertake.

b. Duties, responsibilities, and authority

(1) Conduct liaison between the executive branch and all departments.

(2) Make recommendations to the Commanding Officer and/or Executive Officer for improved squadron policies.

(3) Perform such other duties as assigned by the Commanding Officer and/or Executive Officer.

c. Organizational relationship. The Executive Assistant reports to the Commanding Officer via the Executive Officer.

303. Senior Marine. (Routing Code 002)

a. Basic function. The Senior Marine serves as an advisor to the Commanding Officer on all matters concerning Marine Corps personnel (staff and student) assigned to the squadron. He/she should be the senior staff Marine Corps officer currently assigned to the squadron.

b. Duties, responsibilities and authority

(1) Maintain liaison with TRAWING SIX Senior Marine and the Commanding Officer, Marine Aviation Training Support Group (MATSG-21).

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(2) Maintain close contact with all Marine students assigned to the squadron, acting as their personal advisor in all affairs pertaining to their conduct, training, career, and welfare.

(3) Ensure all staff Marine officers meet annual and semi-annual training requirements for the Marine Corps as directed by Commanding Officer, MATSG-21.

(4) Act as the approving authority for all Marine officer leave requests, in coordination with the Executive Officer.

(5) Ensure all Marine Corps staff officer fitness reports are administratively correct. Student fitness reports are administratively handled by MATSG-21 CPAC.

(6) Oversee Marine Corps SNFO production in coordination with the Operations Department and the Student Control Department to ensure Marine Corps goals are met.

c. Organizational relationship. The Senior Marine reports to the Commanding Officer through the Executive Officer. The Senior Marine additionally reports to Commanding Officer MATSG-21 via CTW-6 Senior Marine.

304. Department Head

a. Basic function. In addition to the general duties prescribed in U.S. Navy regulations, a Department Head is the representative of the Commanding Officer in all matters which pertain to his/her department and is responsible for the efficient organization, administration, and operation of the department in support of the squadron's mission.

b. Duties, responsibilities, and authority

(1) Organization. The Department Head shall organize and assign officer personnel of the department, subject to the provisions of U.S. Navy regulations, squadron directives, and other pertinent directives.

(2) Administration

(a) Formulate and publish policies and procedures for the coordination and direction of the personnel within the department.

(b) Maintain an active and continuing safety program with the objective of promoting safety consciousness and preventing accidents and casualties.

(c) Ensure the maintenance of physical security and good order and discipline within the department spaces.

(d) Conduct a vigorous program of material and energy conservation, and efficient manpower utilization.

(e) Maintain the records, files, and publications of the department per current directives.

(f) Maintain an effective intra-department routing and tickler system which will ensure the accurate accountability and dependable handling of correspondence and reports.

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(g) Provide an effective method for dissemination of information within the department.

(h) Ensure the chain of command is used within the department.

(i) Review all correspondence, messages, and internal directives prepared within the department for approval or release per prescribed procedures.

(j) Sign "By direction" routine correspondence and reports pertaining to the department which do not affect the policy, mission, or efficiency of the command.

(k) Maintain a department turnover file containing useful data for the orientation of the relieving officer.

(3) Personnel administration

(a) Maintain a long range program of individual and team training within the framework of the squadron training program to achieve maximum use of individual capabilities, minimize the effect of personnel losses, and encourage the professional development and advancement of assigned personnel.

(b) Encourage assigned personnel to participate in correspondence courses and voluntary off-duty education and training.

(c) Maintain a long range leave program which will ensure the orderly use of accrued leave with a minimum of interference with departmental efficiency.

(d) Administer the leave and liberty of personnel per prescribed policies and procedures.

(e) Through quarterly counseling, supervise the training and professional development of junior officers.

(f) Prepare initial drafts of reports of fitness for all officers assigned to the department, including concurrent reports for officers temporarily assigned from other units.

(g) Establish procedures for expeditious accountability of assigned personnel.

(h) Review disciplinary offenses and make appropriate recommendations to the Executive Officer or Commanding Officer concerning their disposition.

(i) Establish policies and procedures through which assigned personnel may have direct access for the expression of grievances and complaints.

(j) Safeguard the physical, mental, and moral well-being of department personnel and maintain a high level of morale.

(4) Material

(a) Maintain assigned spaces and equipment in a high standard of cleanliness and material preservation. Promptly notify the squadron First Lieutenant of all material condition discrepancies and/or repairs.

(b) Maintain accurate and complete records of accountable material and equipment.

(c) Keep the Commanding Officer and the Executive Officer advised concerning all casualties, deficiencies, and anticipated difficulties which may significantly affect the readiness and administrative efficiency of the department.

c. Organizational relationship. The Department Head reports to:

(1) The Commanding Officer for the readiness of the department and the general condition of material and equipment and any circumstances or conditions which may affect the safety or readiness of the squadron.

(2) The Executive Officer for all administrative matters. The Executive Officer shall be kept informed regarding direct reports to the Commanding Officer.

305. Senior Watch Officer

a. Basic function. The Senior Watch Officer (SWO) is responsible for the assignment and general supervision of the squadron watch organization.

b. Duties, responsibilities and authority

(1) Supervise training of and establish requirements for qualifications of Squadron Duty Officers (SDOs) and Assistant Squadron Duty Officers (ASDOs).

(2) Publish monthly SDO watch assignments and maintain a master copy.

(3) Ensure all pertinent directives and information is available in the duty office for immediate reference.

(4) Maintain a required reading library of current directives for review by duty officers.

c. Organizational relationship. The SWO reports to the Executive Officer via the Operations Officer.

306. Bull Lieutenant. (Routing Code 004)

a. Basic Function. The Bull Lieutenant shall function as the Command's principal social event planner and coordinator.

b. Duties, responsibilities and authority

(1) Plan, organize, and coordinate the Command annual Christmas party.

(2) Plan, organize, and coordinate the Command annual luau.

(3) Plan, organize, and coordinate any required Hail and Farewell's.

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(4) Plan, organize, and coordinate any other required social functions as deemed by the Executive Officer (XO).

(5) Ensure the "Squadron Flag" is at all Squadron functions.

c. Organizational relationship. The Bull Lieutenant reports directly to the Executive Officer.

307. Diversity Officer

a. Basic Function. The Diversity Officer is responsible to the Commanding Officer for all diversity issues and ensuring that diversity is a command imperative.

b. Duties, responsibilities and authority

(1) Ensure the Command is in compliance with the DON diversity policy.

(2) Ensure the Command is in compliance with the CNO's diversity policy.

(3) Ensure the Command is in compliance with the Navy Diversity Strategy (Concept of Operations Message DTG 141430Z FEB 06).

(4) Ensure the Command is in compliance with the Commandant of the Marine Corps diversity policy.

(5) Assist the Commanding Officer in identifying leadership issues related to cultural diversity.

c. Organizational relationship. The Diversity Officer reports to the Commanding Officer for all diversity issues or policy guidance and to the Executive Officer for administrative matters.

308. Wardroom Officer. (Routing Code 005)

a. Basic function. The Wardroom Officer serves as Mess Manager for the TRARON TEN Commissioned Officers' Mess.

b. Duties, responsibilities and authority

(1) Ensure compliance with the by-laws of the TRARON TEN Officers' Mess.

(2) Take necessary action to provide gifts, plaques, flowers, memorials, etc., as required by the TRARON TEN Officers' Mess by-laws.

(3) Provide name tags for all officers.

(4) Collect funds, discharge the mess's financial obligations, account and maintain the mess's records, and submit required reports.

(5) Be solely accountable for any deficits which occur during his/her tenure.

(6) Provide necessary records or other materials to substantiate the state of the mess and be present when called upon by the audit board.

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(7) Conduct a complete monthly inventory of all mess property as part of the monthly mess statement.

(8) Maintain a current roster of all members and maintain all records and statements for at least two years.

(9) Provide any additional services and goods and discharge any other duties as required by the TRARON TEN Officers' Mess by-laws, or as may be decided upon by the mess members.

c. Organizational relationship. The Wardroom Officer reports to the Executive Officer.

309. Urinalysis Program Coordinator (UPC)

a. Basic function. The UPC serves the squadron urinalysis liaison and will conduct urinalysis screenings of the entire squadron.

b. Duties, responsibilities and authority

(1) The UPC will plan and coordinate random squadron urinalysis testing as directed by reference (d).

(2) Together with the Drug/Alcohol Program Advisor (DAPA), keep the command informed about substance abuse problems.

c. Organizational relationship. The UPC reports to the Executive Officer.

310. Drug/Alcohol Program Advisor (DAPA)

a. Basic function. The DAPA serves as an advisor to the Commanding Officer on the nature and context of drug and alcohol use and abuse within the squadron. The DAPA also serves as the squadron coordinator for drug and alcohol education, identification, self-referral, and rehabilitation.

b. Duties, responsibilities, and authority

(1) Implement and maintain a comprehensive substance abuse prevention program.

(2) Assist in administering and coordinating Navy and squadron policies concerning drug and alcohol education, identification, and rehabilitation.

(3) Maintain liaison with the Counseling and Assistance Center (CAAC) and other counseling facilities to ensure an effective drug and alcohol prevention effort.

(4) Coordinate the scheduling of alcohol education and drug/alcohol abuse indoctrination/awareness courses.

(5) Maintain liaison with the Legal Officer to ensure timely drug/alcohol dependency reports are prepared on individuals found guilty of substance abuse.

(6) Serve as the squadron self-referral officer.

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(7) Together with the Urinalysis Program Coordinator, keep the squadron informed about substance abuse programs.

c. Organizational relationship. The DAPA reports to the Commanding Officer through the Executive Officer. Administratively, the DAPA reports to the Administrative Officer.

311. Command Managed Equal Opportunity Program Officer (CMEO)

a. Basic function. The CMEO Officer, under the direction of the Executive Officer, is responsible for the development, coordination, training support, management, and evaluation of the squadron's Equal Opportunity Program.

b. Duties, responsibilities, and authority

(1) Assist and advise the Commanding Officer and the Executive Officer on all matters pertaining to the administration of the squadron's Equal Opportunity Program.

(2) Supervise the Command Training Team (CTT).

(3) Supervise the Command Assessment Team (CAT).

(4) Maintain demographic data on squadron personnel and submit Equal Opportunity Quality Indications Reports as required.

(5) Serve as the squadron representative for all matters concerning equal opportunity and race relations.

c. Organizational relationship. The CMEO Officer reports to the Executive Officer through the Administrative Officer.

312. Sexual Assault Prevention Response Point of Contact (SAPR POC)

a. Basic function. The SAPR Point of Contact, under the direction of the Executive Officer, is responsible for facilitating awareness and prevention training, maintaining current information on victim resources (e.g., victim advocate services, counseling, medical care, etc.), and providing oversight of command compliance with SAPR program requirements in accordance with OPNAVINST 1752.4 series.

b. Duties, responsibilities and authority

(1) Assist and advise the Commanding Officer and the Executive Officer on all matters pertaining to the Sexual Assault Prevention Response Program.

(2) Serve as the squadron representative for all matters concerning Sexual Assault Prevention Response.

(3) Supervise Squadron SAPR team coordination between the Data Collection Coordinator, volunteer victim advocate(s), and POC.

(4) Ensure victim advocates obtain initial training, maintain required annual SAPR training, and are available to provide emotional support and assistance to eligible victims during initial assessment, medical,

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administrative, legal, and investigative procedures, and provide information and referral regarding further assistance and services.

(5) Attend monthly NAS Pensacola SAPR meetings with local Sexual Assault Response Coordinator.

(6) Following a sexual assault allegation, serve as the SAPR Command Liaison to act as the single point of contact between a victim and the CO, with direct access to the CO, responsible for promoting responsive command management of the alleged assault, acting as the command representative to the Sexual Assault Case Management Group, and ensuring the concerns and needs of the victim are communicated to the CO.

(7) Assist the Commanding Officer and SAPR Data Collection Coordinator (DCC) in initial SITREP submittal within 24 hours of the commencement of an investigation and follow-on information as required on all allegations of sexual assault as per OPNAVINST 1752.4.

c. Organizational relationship. The SAPR POC reports directly to the Executive Officer.

313. Sexual Assault Prevention Response Data Collection Coordinator (SAPR DCC)

a. Basic function. Manage data on sexual assault incidents involving the Command through a coordinated effort with all agencies involved in the reporting, investigation, or prosecution of sexual assault.

b. Duties, responsibilities, and authority

(1) Obtain data on sexual assault incidents involving the Command.

(2) Submit initial SITREP submittal within 24 hours of the commencement of an investigation and all follow-on information as required on all allegations of sexual assault as per OPNAVINST 1752.4.

(3) The SAPR DCC and the SAPR POC may be the same person, but it is not recommended due to a conflict of interest between each job.

c. Organizational relationship. The SAPR DCC reports to the Executive Officer via the SAPR POC.

314. Casualty Assistance Calls Officer (CACO)

a. Basic function. The broad purpose of the Navy's Casualty Assistance Calls Program (CACP) is to assure our service member's Next Of Kin (NOK) of the Navy's interest in their well-being, of our concern for members reported unaccounted-for and in a Duty-Status Whereabouts Unknown (DUSTWUN) category or missing status, of the Navy's sympathy in their loss in the case of a death, and to help the survivors adjust to the new conditions these tragic circumstances have imposed upon them.

b. Duties, responsibilities, and authority

(1) Make personal notification to the NOK of the casualty, provide circumstances of the incident as reported, and keep them informed of search efforts for the service member reported in a DUSTWUN or missing status.

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(2) In the case of death, determine the funeral home chosen by the family and the cemetery name/location. Update the family daily on the location of their loved one's remains and the anticipated shipment date.

(3) Inquire as to the needs of the family and extend assistance. Advise the NOK to contact local Red Cross representatives to inform other military active duty relatives of casualty incident occurrence.

(4) Contact the Bureau of Naval Personnel (Pers-663) to arrange for payment of Death Gratuity in death cases.

(5) Contact the Navy-Marine Corps Relief Society, the American Red Cross, and other service organizations if immediate financial assistance is desired but cannot be immediately arranged by other means.

(6) Assist in the arrangement of funeral or memorial services and military funeral honors, if requested; assist in providing a chaplain for pastoral care, if desired.

(7) Assist with transportation arrangements, including provision for dependents escort (see Joint Federal Travel Regulations (JFTR) U7550, when required).

(8) Assist in completing survivor benefits applications and in obtaining or photocopying documents necessary to substantiate survivor's claims.

c. Organizational relationship. The Casualty Assistance Calls Officer reports to the Executive Officer.

315. Command Financial Specialist (CFS)

a. Basic Function. The CFS shall function as the Command's principal advisor on policies and matters related to PFM (Personal Financial Management).

b. Duties, responsibilities, and authority

(1) Help Navy personnel develop sound financial skills.

(2) Provide a cohesive, standardized, and proactive approach to helping members with financial concerns through financial education, training, and counseling.

(3) Introduce basic financial management.

c. Organizational relationship. The Command Financial Specialist reports to the Commanding Officer.

316. Voting Assistance Officer (VAO)

a. Basic Function. The VAO aids in ensuring that all military citizens understand their voting rights and how to register and vote absentee under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA). The VAO is also responsible for providing accurate nonpartisan voting information and assistance.

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b. Duties, responsibilities, and authority

- (1) Learn the absentee voting process.
- (2) Attend a VAO training workshop.
- (3) Organize a local Voting Assistance Plan.
- (4) Review and/or create a "Continuity Folder" for passdown to future VAOs.
- (5) Distribute all voting materials and ensure 100% contact with members of the unit.

c. Organizational relationship. The VAO reports directly to the Commanding Officer.

317. Fleet Awareness Coordinator

a. Basic function. The Fleet Awareness Coordinator is responsible for coordinating all Fleet Awareness activities in COMTRAWING SIX to include briefs, static displays, and indoctrination flights by visiting fleet aircrews and community briefs for TRARON TEN students.

b. Duties, responsibilities, and authority

- (1) Be thoroughly familiar with pertinent instructions relating to the Fleet Awareness Program.
- (2) Coordinate with visiting fleet squadrons to establish: dates and times for briefs, static displays, indoctrination flights, audio-visual requirements for briefs, Ground Support Equipment (GSE) requirements, berthing, and transportation requirements.
- (3) Advertise Fleet Awareness visits by use of flyers, flight schedule notes, etc., to ensure students are aware of the visits. Coordinate with Student Control to maximize student participation.
- (4) Notify TRARON EIGHTY-SIX and Training Departments, as well as Naval Aviation Schools Command (Student Pool) of any Fleet visits which their students will be interested in.
- (5) Notify TRAWING FIVE (Student Control) of any static displays of Fleet aircraft.
- (6) If visiting crews require transportation, coordinate with COMTRAWING SIX secretary to get a sedan or van for the aircrew.
- (7) Reserve Griffith Hall Auditorium, Duck Pond, or base theater for fleet presentations.
- (8) Inform Transient Line of any special requirements concerning parking of aircraft, GSE requirements, static display times, or indoctrination flights.
- (9) Inform COMTRAWING SIX and TRARON TEN Commanding Officer as applicable of any VIP's on board the visiting aircraft.

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(10) Meet the aircraft and aircrew or arrange for their transportation to be available at Base Operations if unable to meet the aircraft.

(11) If crews will be conducting indoctrination flights:

(a) Coordinate with Student Control to select students to participate in the planned flights.

(b) Ensure Student Control selects the required number of students including alternates not later than one working day before the scheduled flights.

(c) Ensure the selected students are qualified to fly in the fleet aircraft.

(d) Ensure the students are notified of their selection to fly and time and place for the flight brief.

(e) Coordinate with the Flight Schedules Officer to have the indoctrination flight scheduled on the TRARON TEN flight schedule.

(f) Contact Sherman Air Traffic Control to arrange a course rules brief for the visiting aircrew prior to the indoctrination flight.

(12) Conduct the Fleet Awareness briefing:

(a) Ensure that the Griffith Hall auditorium is set up and ready for the brief.

(b) Introduce the aircrew to the students at the brief.

(c) Remain with the aircrew throughout the brief.

(13) Assist visiting aircrew throughout their visit at TRARON TEN.

(14) After a Fleet Awareness visit, draft a Letter of Appreciation to be signed by the Commanding Officer and ensure it is sent to the visiting squadron.

(15) Supervise the conduct of community briefs (Mini-fleet briefs) by TRAWING SIX.

(a) Ensure the TPO schedules a day of Mini-fleet briefs for each class of TRARON TEN.

(b) If the Mini-Fleet briefs must be scheduled on a different day than indicated on the ten day schedule, ensure the class is informed as soon as possible.

(c) On the day of the Mini-fleet brief, ensure the Griffith Hall Auditorium is set up with a projector, Fleet Awareness slides, DVD player, and a television prior to the first speaker.

(d) Monitor the progress of the Mini-Fleet briefs to ensure the speakers are on time and are staying within the time constraints. Substitute speakers as necessary to compensate for unforeseen scheduling problems.

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c. Organizational relationship. The Fleet Awareness Coordinator reports directly to the Executive Officer.

318. Navy-Marine Corps Relief Society Coordinator

a. Basic Function. The Navy-Marine Corps Relief Society (NMCRS) Coordinator is responsible for ensuring that all Navy and Marine Corps members of the Command are informed of their option to donate to the NMCRS.

b. Duties, responsibilities, and authority

(1) Ensure Command NMCRS fund raising program is executed in accordance with NMCRS policy and guidelines.

(2) Coordinate Command fund raising with NAS Pensacola NMCRS base representative.

(3) Ensure 100% contact among all Navy and Marine Corps Command personnel.

(4) Ensure Command personnel are informed of all methods available to donate to the NMCRS.

(5) Ensure Command personnel understand that donation to NMCRS is a choice and not a requirement.

c. Organizational relationship. The Navy-Marine Corps Relief Society Coordinator reports directly to the Executive Officer.

319. Combined Federal Campaign Coordinator

a. Basic Function. The Combined Federal Campaign (CFC) Coordinator is responsible for ensuring that all members of the Command are informed of their option to donate to the CFC.

b. Duties, responsibilities, and authority

(1) Ensure Command CFC fund raising program is executed in accordance with CFC policy and guidelines.

(2) Coordinate Command fund raising with NAS Pensacola CFC base representative.

(3) Ensure 100% contact among all Command personnel.

(4) Ensure Command personnel are informed of all methods available to donate to CFC.

(5) Ensure Command personnel understand that donation to CFC is a choice and not a requirement.

c. Organizational relationship. The Combined Federal Campaign Coordinator reports directly to the Executive Officer.

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320. Command Fitness Coordinator

a. Basic Function. The Command Fitness Coordinator is responsible for coordinating all physical fitness testing and remediation activities in the Command.

b. Duties, responsibilities, and authority. Ensure the Command PRT/PFA program is as per OPNAVINST 6110.1 series.

c. Organizational relationship. The Command Fitness Coordinator reports directly to the Executive Officer.

321. Captain's Cup Coordinator

a. Basic Function. The Captain's Cup Coordinator is responsible for coordinating all Captain's Cup activities in the Command.

b. Duties, responsibilities, and authority

(1) Ensure all Command personnel are properly informed of all upcoming Captain's Cup events.

(2) Coordinate with the NAS Pensacola Captain's Cup Coordinator to ensure the Command roster of Captain's Cup event participants is turned in by the appropriate date and time.

(3) Coordinate with the NAS Pensacola Captain's Cup Coordinator to ensure Command personnel know the appropriate location and start time of each Captain's Cup event.

c. Organizational relationship. The Captain's Cup Coordinator reports directly to the Executive Officer.

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CHAPTER 4

ADMINISTRATIVE DEPARTMENT401. Administrative Officer. (Routing Code N1)

a. Basic function. The Administrative Officer (AO) is head of the Administrative Department. In addition to those general duties for a department head prescribed in Chapter 3, the AO is responsible, under the Commanding Officer, for specific details in the administration and accountability of squadron correspondence, and the processing of all administrative matters relating to the squadron. The AO shall also function as an official aide to, and may be delegated to act for, the Executive Officer in the performance of administrative duties.

b. Duties, responsibilities, and authority

(1) Assist and advise the Commanding Officer and Executive Officer in all matters pertaining to the general administration of the squadron.

(2) Observe and report to the Commanding Officer and the Executive Officer the implementation and effectiveness of the administrative policies, procedures, and regulations of TRARON TEN.

(3) Review all correspondence and directives written for signature or review by the Commanding Officer, Executive Officer or officers authorized to sign "By direction" to ensure conformity with current directives and policies.

(4) Screen all correspondence and directives routed to the Commanding Officer and Executive Officer and ensure initiation of required action.

(5) Attend Department Head meetings, keeping such records as the Executive Officer may direct.

(6) Authorize subordinates, as necessary, to requisition supplies and services required by the Administrative Department.

(7) Ensure all incoming and outgoing official correspondence is properly accounted for and expeditiously routed.

(8) Serve as an advisor to squadron personnel on the technical format and clerical acceptability of squadron correspondence and directives.

(9) Ensure the maintenance of an up-to-date electronic reference library of all publications normally required for the administration of the squadron.

(10) Assist and advise the Commanding Officer and Executive Officer in all matters pertaining to the officer and civilian personnel of the squadron, including manning levels, fitness reports, promotions, receipts and transfers or other changes in the status of squadron personnel. Ensure all directives and communications relating to such matters are properly interpreted, executed, processed, and forwarded to the appropriate office for further processing.

(11) Ensure all procedures are established for the proper handling of all mail and other correspondence.

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c. Organizational relationship. The Administrative Officer is directly responsible to the Executive Officer.

402. Assistant Administrative Officer. (Routing Code N11)

a. Basic function. The Assistant Administrative Officer (AAO) assists the Administrative Officer in supervising all functions of the department.

b. Duties, responsibilities, and authority

(1) Aid the AO in carrying out all duties related to the administration of the squadron and act as department head in the absence of the AO.

(2) Screen all correspondence and directives routed to the Commanding Officer and ensure initiation of required action.

(3) Review all outgoing correspondence for accuracy and conformity to published directives.

(4) Ensure squadron directives are kept current and supervise their periodic review.

(5) Ensure all command files and records are maintained properly.

(6) Supervise the performance of designated squadron mail support to ensure efficient handling of incoming and outgoing mail.

(7) Assist the officers in the command with preparation of correspondence and serve as an advisor on technical format.

(8) Supervise the endorsement of officers' special requests.

(9) Maintain status boards showing current officer manning, expected gains and losses, and submit required reports.

(10) Prepare officer manpower authorization changes as directed by the Commanding Officer.

(11) Assign sponsors to officers ordered to the command, and initiate sponsor letters.

(12) Ensure the department tickler system is kept current and that all required reports are submitted in a timely manner.

(13) Assume any additional duties as assigned by the CO, XO, or the AO.

c. Organizational relationship. The Assistant Administrative Officer reports to the Administrative Officer.

403. Command Security Manager.

a. Basic function. The Command Security Manager (CSM) shall assist the Commanding Officer in fulfilling his responsibilities for the security of classified information.

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b. Duties, responsibilities, and authority

(1) Serve as the Commanding Officer's advisor and direct representative in cases pertaining to the security of classified information and personnel security.

(2) Develop and publish command security procedures.

(3) Ensure all personnel authorized to handle classified material possess the appropriate security clearance.

(4) Formulate and coordinate a security orientation, education, and training program for the protection of classified information when required.

(5) Formulate and coordinate security control and storage measures for the protection of classified information within the command.

(6) Ensure threats to security and security violations are reported and, when necessary, investigated vigorously. Ensure incidents falling under the investigative jurisdiction of the Naval Criminal Investigative Service (NCIS) are immediately referred to the nearest NCIS officer as directed by reference (e).

(7) Ensure all personnel security investigations, clearances, and access are recorded.

(8) Coordinate the command program for continuous evaluation of eligibility for access to classified information or assignment to sensitive duties.

(9) Supervise the handling of communications traffic, ensuring proper routing, preparation, transmission, receipt, and secure storage, and the maintenance of a follow-up system for securing acknowledgments and replies.

(10) Ensure proper handling of classified messages.

(11) Advise the AO of current communications requirements and procedures contained in applicable directives promulgated by higher authority.

c. Organizational relationship. The Command Security Manager reports to the Administrative Officer.

404. Legal Officer

a. Basic function. The Legal Officer functions as an advisor to the Commanding Officer and the Executive Officer on the interpretation and application of the Uniform Code of Military Justice (UCMJ), the Manual for Courts-Martial (MCM), and other sources of military law, for the maintenance of discipline and the administration of justice within the command.

b. Duties, responsibilities, and authority

(1) Submit recommendations for the assignment of officers to JAG investigations.

(2) Ensure all personnel are fully acquainted with their rights and obligations under the UCMJ by conducting a comprehensive check-in with

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new squadron members, ensuring such information is periodically printed in the POW, and conducting periodic briefs.

(3) Recommend to the Commanding Officer the referral of cases for to higher authority.

(4) Advise and assist members and counsels of courts-martial in the execution of their duties.

(5) Supervise preparations for courts-martial.

(6) Review records of courts-martial and advise the Commanding Officer as the correctness of procedure, matters of law, and propriety of findings, sentencing, and jurisdictional issues.

(7) Initiate appropriate action concerning indebtedness of personnel, including informing the chain-of-command, drafting appropriate correspondence, counseling the member and documenting such counseling.

(8) Maintain prominently posted copies of the UCMJ as required.

(9) Supervise the maintenance of squadron legal records and the submission of required reports.

(10) Maintain a legal library containing appropriate references for handling squadron legal matters.

(11) Notify the Executive Officer, appropriate department head/division officer of all alleged offenses committed by squadron members.

(12) Be familiar with available legal services at the Naval Legal Service Office (NLSO) and aid squadron members in obtaining those services.

(13) Assist squadron personnel with the preparation of necessary legal documents.

(14) Take sworn statements, administer oaths, and provide notary services as directed by the JAG Manual.

(15) Brief each new class of students on squadron policies concerning legal matters and available legal services.

(16) Advise and assist officers assigned to conduct Judge Advocate General (JAG) investigations.

(17) Prepare a proposed Commanding Officer's endorsement for all JAG investigations.

c. Organizational relationship. The Legal Officer reports to the Administrative Officer.

405. Public Affairs Officer. (Routing Code 006)

a. Basic function. The Public Affairs Officer (PAO) is responsible for carrying out the squadron public affairs program, and is the direct representative of the Commanding Officer in public affairs matters.

b. Duties, responsibilities, and authority

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(1) Keep the Commanding Officer and the Executive Officer informed, through the Administrative Officer, of current public affairs trends, policies and programs, as well as directives governing the release of public information.

(2) Maintain a pass-down logbook of required duties and recurring public affairs events.

(3) Maintain required squadron historical records to aid in preparing the annual command operations report, the command scrapbook, and departing Commanding Officer's scrapbook as outlined in reference (f).

(4) Be alert to detect and exploit newsworthy material in the squadron, maintaining liaison with department heads to obtain news items.

(5) Prepare news releases on promotions, retirements, graduations, awards, etc. for submission to the local base newspaper when appropriate.

(6) Prepare feature articles on squadron personnel, special events, training programs, etc., for release to Navy publications such as the local base newspaper, ALL HANDS, Navy/Air Force Times, and Naval Aviation News.

(7) Provide photo coverage for all newsworthy events.

(8) Assist the squadron in conducting interviews with the press.

(9) Act as official host to squadron guests.

(10) Prepare and provide informational material for squadron guests and other interested people.

(11) Prepare squadron newsletters for all squadron members and dependents to include items of interest and information for all.

(12) Maintain appropriate bulletin boards in the hangar, posting items of interest and necessary directives.

(13) Coordinate arrangements for presentation of awards at quarters or whenever appropriate.

(14) Maintain an updated information booklet on Naval Flight Officer training to be distributed to visitors, recruiters, and other interested parties.

(15) Coordinate arrangements for participation by squadron personnel in civic and military observances.

(16) Maintain liaison with PAOs of other commands in order to derive maximum benefits from their public affairs programs and coordinate joint projects and local events.

(17) Maintain liaison with the Command Security Manager to ensure that proposed news releases contain no classified material.

(18) Maintain squadron social media site such as Facebook, as a forum to share pertinent unit information with the public.

c. Organizational relationship. The Public Affairs Officer reports to the Administrative Officer.

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406. Information Systems Officer

a. Basic function. The Information Systems officer (ISO) is responsible to the Administrative Officer for all facets of computerized communications and automated data processing as they apply to and support squadron operations.

b. Duties, responsibilities, and authority

(1) The proper operation of all Automated Data Processing equipment.

(2) Maintain an accurate inventory of all computer hardware distributed throughout VT-10.

(3) Act as liaison between the squadron, TRAWING SIX, and the Activity Customer Technical Representative (ACTR) for the management of acquisition timetables and the implementation of programs and policies.

(4) Track the disposition of all software and documentation issued to the squadron.

(5) Attend monthly ADP meetings to keep abreast of technical issues and applicable policies.

(6) Ensure that training is provided to squadron personnel for new equipment, software, and procedures.

(7) Maintain the CNATRA sponsored VT-10 website.

c. Organizational relationship. The Information Systems Officer reports to the Administrative Officer.

407. Educational Services Officer

a. Basic function. The Educational Services Officer (ESO) serves as the communication link between the Naval Air Station Educational Services Department and the squadron. He/she promotes the educational advancement of squadron personnel.

b. Duties, responsibilities, and authority

(1) Publicize information on available college sources, educational programs and opportunities through bulletin boards and Plan of the Week notes.

(2) Process applications for officer procurement programs.

c. Organizational relationship. The ESO reports to the Administrative Officer.

408. First Lieutenant. (Routing Code N22)

a. Basic Function. The First Lieutenant is responsible is responsible for all squadron buildings, spaces, and furniture.

b. Duties, responsibilities, and authority

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(1) Ensure the functional condition and cleanliness of the squadron buildings and grounds.

(2) Assign and supervise the preventive maintenance of automotive transportation and assume custody of the equipment assigned.

(3) Monitor the cleaning contract and assign additional clean-up duty as required.

(4) Maintain a liaison with the base recycling representative and ensure the squadron actively participates in the recycling program.

(5) Maintain a liaison with the Public Works representative.

(6) Supervise personnel when assigned to the First Lieutenant Division to include all working parties.

c. Organizational relationship. The First Lieutenant reports to the Admin Officer.

409. Administrative Department Office Supervisor. (Routing Code N12)

a. Basic function. The Admin Office Supervisor assists the Administrative Officer with the handling of all Administrative Department matters.

b. Duties, responsibilities and authority

(1) Supervise assigned civil service personnel.

(2) Oversee the preparation of all reports, correspondence, and other administrative matters as directed.

c. Organizational relationship. The Administrative Office Supervisor reports to the Administrative Officer.

410. Administrative Support. (Routing Code N13)

a. Basic function. Types general correspondence, awards, and instructions. Handles and routes mail and processes leave requests.

b. Duties, responsibilities and authority. Responsible for typing and formatting all correspondence, awards, and instructions. Routes incoming and outgoing mail. Processes leave requests and other administrative matters as directed.

c. Organizational relationship. The Administrative Support reports to the Administrative Office Supervisor.

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CHAPTER 5

COMMAND SERVICES DEPARTMENT501. Resource Management Systems (RMS) Officer. (Routing Code N2)

a. Basic function. The RMS Officer is head of the RMS Department. In addition to those general duties for a department head prescribed in Chapter 3, the RMSO is responsible, under the Commanding Officer, for all matters pertaining to the material condition of squadron spaces and squadron acquisitions.

b. Duties, responsibilities, and authority

(1) Submit work requests for alterations or additions to existing squadron facilities.

(2) Initiate action to procure furniture and equipment required by the squadron.

(3) Act as liaison between cleaning contractors and the squadron.

(4) Act as the squadron's Energy Conservation Officer and represent the squadron at all functions and meetings external to the squadron concerning energy conservation.

(5) Act as a focal point in the squadron for gathering new ideas on reducing energy consumption, and monitoring energy programs and plans in effect.

(6) Coordinate the maintenance of squadron buildings, spaces, and areas, and ensure adequate and efficient maintenance procedures.

(7) Personally supervise the maintenance of spaces, areas, and equipment not specifically assigned to other departments or divisions.

(8) Make frequent inspection tours of squadron areas and spaces.

(9) Initiate follow-up action to ensure corrective action is taken on all discrepancies noted on zone inspections.

(10) Submit work requests or trouble calls for the replacement or repair of damaged or missing hanger and office furniture, equipment, and fixtures, including windows, damaged walls, and similar items.

(11) Supervise the squadron self-help program.

(12) Exercise control over all vehicles assigned to the squadron, except aircraft support equipment, ensuring that all vehicles are maintained per appropriate directives.

c. Organizational relationship. The RMSO reports directly to the Executive Officer.

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502. Government Commercial Purchase Card (GCPC) Agency Program Coordinator (APC)

a. Basic Function. The APC shall be an individual designated by the CO in writing who is responsible for day-to-day oversight and audit management of the program. The squadron APC is a Level V position on the GCPC hierarchy string.

b. Duties, responsibilities, and authority

(1) Liaison with Level IV and Level III APC for updates and changes to GCPC policies.

(2) Conduct monthly and semi annual audits of squadron program, and then report results through the chain-of-command.

(3) Ensure all initial and recurrent training for staff and students per reference (h) is accomplished on time.

c. Organizational relationship. The Government Commercial Purchase Card Agency Program Coordinator reports to the RMSO.

503. GCPC Approving Official (AO)

a. Basic Function. The AO shall be an individual designated in writing who is responsible for ensuring proper use of the Government Commercial Purchase Card (GCPC) through approval of purchases for the squadron cardholder. This person shall not be the GPC Receiving Officer.

b. Duties, responsibilities, and authority

(1) Approve all squadron GCPC purchases.

(2) Review cardholder monthly statement of account to ensure purchases are made per NAVSUPINST 4200.99 series.

(3) Ensure all initial and recurrent training per NAVSUPINST 4200.99 series is accomplished on time.

504. Resource Management Systems Technician. (Routing Code N21)

a. Basic function. To oversee the administration of all funds required in the management and operation of TRARON TEN.

b. Duties, responsibilities and authority

(1) Maintain daily records of all squadron monetary transactions and compile all receipts, ensuring each transaction is listed and accounted for.

(2) Prepare, update, and submit detailed squadron financial plans. Maintain complete and accurate financial records required in the management of the command operational budget.

(3) Responsible for budgeting, documenting, and maintaining TAD funds allotted in support of formal training requirements for group IX personnel, staff, and student officers.

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(4) Prepare and submit a monthly report detailing the status of squadron funds. The report should include a breakdown of cost per hour, comments on significant trends, and recommendations for any changes of policy.

c. Organizational relationship. The Resource Management Systems Technician reports to the RMSO.

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CHAPTER 6

OPERATIONS DEPARTMENT**601. Operations Officer. (Routing Code N3)**

a. Basic function. The Operations Officer (OPSO) is directly responsible for the efficient management of personnel, material, and financial assets assigned in support of the primary mission of the squadron. The OPSO shall also be responsible for the performance of all personnel assigned under his/her functional control.

b. Duties, responsibilities, and authority

(1) Exercise full authority over squadron flight operations. Coordinate all instructor, student, and material assets to achieve maximum efficiency in the conduct of student training.

(2) In conjunction with the Training Department, ensure that approved student curricula are carried out as directed by higher authority.

(3) Make recommendations to the Training Officer regarding changes in flight support, flight curricula, facilities, and logistic support as may be required for the effective accomplishment of the assigned training mission.

(4) Enforce the SOPs and Naval Flight Standards with all officers flying in VT-10 lines ("Katt" callsign). Advise the Commander of all disciplinary actions necessary for flight infractions.

(5) Ensure that scheduling efforts reflect balanced priorities of flight requirements in order to maintain appropriate student flow and instructor qualifications.

(6) Develop plans to compensate for known schedule interruptions, HURREVACS, and major holidays.

(7) Monitor associate flight instructors' status and make recommendations to retain, obtain, or lose associate instructors.

c. Organizational relationship. The Operations Officer is directly responsible to the Executive Officer.

602. Assistant Operations Officers. (Routing Code N312)

a. Basic Function. Assistant Operations Officers (AOPS) execute the policy and directives of the OPSO and higher authority. They accomplish all duties assigned by the OPSO for the safe and efficient completion of all VT-10 flying operations. Collateral duties assigned to AOPS Officers are as follows: Airspace Liaison, XC Coordination and Reporting, Hurricane Evacuation Control Officer (HECO), and Production Monitoring Officer.

b. Duties, responsibilities, and authority

(1) The Airspace Liaison Officer shall liaison with TRAWING SIX for airspace procedures and training routes necessary for the conduct of student training.

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(2) The Airspace Liaison Officer shall negotiate and coordinate revisions of visual training routes with TRAWING SIX to meet local training requirements and comply with higher authority instructions.

(3) The Airspace Liaison Officer shall disseminate FAA, CNO, CNATRA, and TRAWING SIX instructions to the TRARON TEN staff officers.

(4) The Airspace Liaison Officer shall perform such other duties relating to FAA Regulations/airspace utilization as may be directed.

(5) Cross Country (XC) Coordinator shall collect all XC requests, ensure they are properly filled out, and forward to the OPSO by COB each Tuesday. Ensure each flight commander has approved all requests and proper training will be accomplished.

(6) XC Coordinator shall complete the XC routing Excel Sheet and forward to all necessary personnel to inform them of CO approved XCs. This allows MX, N4, Wing OPS, Scheduling, and Admin to prepare for upcoming XCs.

(7) XC Coordinator shall collect information from all instructors who participated in XC activities and create an AAR (After Action Report) that includes: how many Xs were completed, how many Xs were planned, reasons for any deviations, and how many personnel were briefed at each SOAR event. Send both weekly and quarterly reports to squadron leadership and Wing OPS.

(8) The HECO shall negotiate and coordinate revisions of HURREVAC routes of flight with TRAWING SIX.

(9) The HECO shall annually review Squadron Destructive Weather Bill and HURREVAC Plan.

(10) The HECO shall disseminate information concerning HURREVAC to TRARON TEN staff.

(11) The Production Monitoring Officer shall maintain flight statistics and advise the OPSO of daily, monthly, and quarterly production requirements. Recommend Saturday fly days as necessary to keep time-to-train deviations at a minimum. Work with StuCon to ensure the squadron is meeting all production goals and advise OPSO of all deviations.

(12) The Production Monitoring Officer shall maintain the Operations Production Excel tracker and all associated graphs and charts. Ensure Flight Commanders are updating the student tracker on a weekly basis.

(13) The Production Monitoring Officer shall update DH slides and tracking devices to ensure the CO is informed of all operational issues.

c. Organizational relationship. The Assistant Operations Officers reports directly to the OPSO.

603. Logs and Records Support. (Routing Code N311)

a. Basic function. The Logs and Records Support is responsible for the maintenance and upkeep of instructor and student flight records and for submission of required statistical reports.

b. Duties, responsibilities, and authority

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(1) Ensure periodic statistical and flight reports are submitted as required by current instructions.

(2) Prepare and submit a monthly individual flight time report reflecting staff, associate, and reserve Pilot/NFO individual flight time totals for the month.

(3) Ensure staff and student flight/simulator time is correctly logged in their flight log books.

(4) Ensure assigned staff Pilots/NFOs verify their flight log books on a monthly basis. Ensure all student log books are signed on a monthly basis.

(5) Ensure student flight time logs are closed out upon transfer. Verify and sign all fiscal year totals.

(6) Ensure the daily Aviation Statistical Report is correct and properly submitted.

(7) Ensure timely verification and submission of all Individual Flight Activity Reports annually.

c. Organizational relationship. The Logs and Records Support reports to the OPSO.

604. Operations Duty Officer. (Routing Code N37)

a. Basic function. The Operations Duty Officer (ODO) is responsible for all matters relating to daily flight operations to include flight schedule and ground schedule production for the accomplishment of student and staff flight training. The ODO shall act as the overall manager for any short term planning factors which may affect the primary mission of the squadron.

b. Duties, responsibilities, and authority

(1) Supervise and coordinate the daily flight and ground training schedule to ensure the most efficient use of available students, instructors, and aircraft.

(2) Advise the OPSO concerning matters affecting the daily flight or ground schedule and the accomplishment of flight or ground training.

(3) Assist the SDO when restrictive weather conditions exist and make recommendations concerning the conduct of flight operations.

(4) Ensure that a SDO is present in the ready room at all times during normal working hours when flight operations are in progress.

(5) Ensure the capability of operating squadron aircraft at remote bases during periods of inclement weather for the purpose of conducting student training.

(6) Ensure a smooth, efficient flow of the daily operations schedule.

c. Organizational relationship. The Operations Duty Officer reports directly to the OPSO. The Operations Duty Officer works with the scheduling officers to achieve training objectives.

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605. Schedules Officer. (Routing Code N371)

a. Basic function. The Schedules Officer is responsible for the preparation and publication of the daily ground and flight training schedules.

b. Duties, responsibilities, and authority

(1) Prepare and publish an accurate daily training schedule of all flight and ground training events.

(2) Coordinate with the Student Control Officer, Operations Duty Officer, Training Officer, maintenance personnel, and simulator contractor personnel for the proper and efficient use of students, instructors, aircraft, and simulators in the execution and planning of the daily flight schedule.

(3) Coordinate with the Operations Duty Officer and the Squadron Duty Officer in the daily execution of the flight schedule and advise in the case of changes or cancellations.

(4) Maintain or employ suitable records to ensure an even student flow, proper and fair instructor utilization, and smooth flight operational planning. Records should include:

- (a) Daily flight and ground schedules,
- (b) Master daily flight and ground schedules,
- (c) Daily and monthly flight recaps,
- (d) Student/instructor leave,
- (e) Daily student accountability,
- (f) Medical evacuations, up/down chits.

(5) Make recommendations to the ODO for the improvement of the daily flight schedule.

c. Organizational relationship. The Schedules Officer reports to the OPSO.

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CHAPTER 7

MAINTENANCE DEPARTMENT701. Maintenance Officer. (Routing Code N4)

a. Basic function. The Maintenance Officer (MO) is responsible to the Commanding Officer for the operation of the Maintenance Department. He/she shall be responsible as the interface between maintenance and squadron operations via direct contact with CNATRA N4. In addition, the MO shall be familiar with the contract to make sure all activities are appropriately coordinated except as otherwise prescribed in this manual or in U.S. Navy Regulations.

b. Duties, responsibilities, and authority

(1) Verify the operation of the Maintenance Department in accordance with OPNAVINST 4790.2 series.

(2) Schedule and attend weekly maintenance meetings via N4.

(3) Generate a weekly status report containing the availability and operational capability of all T-6 and T-39 aircraft.

(4) Act as the single point of contact with the Wing Logistics Officer on all matters concerning maintenance and logistics.

c. Organizational relationship. The Maintenance Officer reports to the Commanding Officer for operational readiness and availability of all assigned aircraft and to the Executive Officer for administrative matters.

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CHAPTER 8
SAFETY DEPARTMENT

801. Safety Officer. (Routing Code N5)

a. Basic function. The Safety Officer is responsible to the Commanding Officer for all matters concerning the Squadron Safety and Naval Air Training and Operating Procedures Standardization (NATOPS) Programs. He/She shall coordinate the efforts of all command personnel in an aggressive command mishap prevention program and supervise the command NATOPS program.

b. Duties, responsibilities, and authority

(1) Acts as the CO's representative on all safety matters and as head of the Safety Department.

(2) Shall be a Naval Aviator or Naval Flight Officer, and have an experience level commensurate with the responsibility of department heads.

(3) Should be an Aviation Safety Officer (ASO) Course graduate.

(4) May be the ASO in addition to normal duties; but if so assigned, may not have other responsibilities within the command.

(5) Reports to the CO on a frequent basis (not less than monthly) concerning the safety posture of the command. Formal written reports are recommended where follow-up action is required.

(6) Ensures all required reports are prepared and submitted per applicable instructions.

(7) Establishes in writing the duties and responsibilities of personnel assigned to the Safety Department.

(8) Disseminates safety information throughout the squadron and manages the dissemination procedures to ensure all hands are made aware of all safety information and preventative measures necessary to preclude occurrence or recurrence of mishaps.

(9) Maintains records, as necessary, to document the squadron safety program, and maintain files of safety information.

(10) Communicates regularly with other department heads and coordinates safety matters.

(11) Ensures safety councils are organized and supported.

(12) Conducts liaison with associated commands and facilities [CNATRA, Training Wing SIX (TW-6), NAS Pensacola, medical, maintenance and administration contractors, etc.] to enhance safety. Arranges, directs and participates in squadron, station, and staff specialized accident prevention conferences.

(13) Conducts and coordinates safety surveys, utilizing the latest edition of the Naval Safety Center (NAVSAFECEN) Aviation Safety Review Check List and the NAVSAFECEN Navy Safety and Occupational Health (SOH) Program Evaluation Guide for shore activities.

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(14) Maintains a current pre-mishap planning manual and conducts training to ensure personnel assigned responsibilities under this plan are familiar with their duties.

(15) Ensures funding for schooling involving safety and mishap prevention training is included in the annual squadron budget submission.

(16) Plans and implements effective and interesting Safety Stand-Down and "Back-in-the-Saddle" safety programs and maintains a lessons-learned file per applicable instructions.

(17) Ensures proper recognition of all personnel who have prevented mishaps through their alertness and skill, or otherwise have made a significant contribution to the squadron safety program.

(18) Monitors flight operations and training procedures and provides recommendations regarding safety.

(19) Monitors student safety critiques and ensures prompt feedback for mishap prevention.

(20) Supervises the squadron's NATOPS program.

c. Organizational relationship. The Safety Officer reports to the Executive Officer.

802. Safety/NATOPS Support. (Routing Code N511)

a. Basic function. The Safety/NATOPS Support assists the Safety Officer with the handling of all Safety Department administrative matters.

b. Duties, responsibilities and authority

(1) Maintains files and records as directed.

(2) Prepares reports, letters, memoranda, examinations, messages and other necessary paperwork.

c. Organizational relationship. The Safety/NATOPS Support reports to the Safety Officer.

803. Aviation Safety Officer. (Routing Code N52)

a. Basic function. The Aviation Safety Officer (ASO) is the principal assistant to the Safety Officer in all matters concerning the Squadron Aviation Safety Program. The ASO shall carry out the policies of the Commanding Officer and Safety Officer in implementing the squadron's mishap prevention program.

b. Duties, responsibilities, and authority

(1) Shall be an ASO Course graduate.

(2) Should not have other responsibilities within the squadron except normal aviation duties.

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(3) Administers the squadron's Aviation Safety Program per reference (g), and should be thoroughly familiar with all pertinent OPNAV, CNATRA, and CTW-6 instructions relating to aviation safety.

(4) Serves as a principal assistant to the Safety Officer in mishap prevention, investigation, and reporting.

(5) Conducts mishap board training on a regular basis, not less than quarterly, in the areas of aircraft mishap investigation.

(6) Acts as a permanent member of the Squadron Aircraft Mishap Board, investigating all aircraft incidents and mishaps while preparing all necessary reports.

(7) Maintains mishap investigation kits for use by Aircraft Mishap Board members.

(8) Shall provide quarterly pre-mishap plan and aviation safety training.

(9) Reviews and updates the squadron Pre-Mishap Planning Manual as often as required but not less than semi-annually.

(10) Works with the Senior Watch Officer (SWO) to ensure all prospective Command Duty Officers are briefed on the contents, changes to, and importance of the squadron Pre-Mishap Planning Manual.

(11) Conducts High Risk screenings of all new instructors.

(12) Maintains liaison with the squadron Flight Surgeon and utilizes their services whenever appropriate or desired.

(13) Shall conduct quarterly Human Factors Council (HFC) meetings and when necessary, Human Factor Boards (HFB).

(14) Maintains close liaison with other Naval Air Training Command (NATRACOM) Squadron Aviation Safety Officers in an attempt to discover methods for improvement of the squadron's aviation safety program.

(15) Conducts safety training as required at officer meetings on subjects pertinent to flight and ground safety of aircraft and personnel.

(16) Monitors, evaluates and provides recommendations on all departmental and staff proposals affecting flight operations, training procedures and aircraft maintenance procedures that pertain to flight safety.

(17) Monitors all squadron flight activities to ensure they are being conducted per appropriate directives. When discrepancies or adverse conditions develop, the ASO takes immediate appropriate action and informs the CO and XO of the situation.

(18) Qualified as an ORM Instructor after graduation from the Aviation Safety Officer course and designated by the XO (the ORM Program Manager) to train command personnel.

(19) Investigates "Anymouse" and Hazard Reports (HAZREPS) and recommends appropriate action. Prepares and releases all HAZREPS.

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(20) In conjunction with the Ground Safety Officer (GSO), organizes and maintains a safety read binder and ensures periodic review by all instructors.

(21) Implements, monitors, and maintains the squadron Aviation Safety Awareness Program (ASAP) per applicable instructions.

(22) In conjunction with the GSO, coordinates the display of all safety information, slogans, posters and periodicals throughout the squadron.

(23) Maintains the squadron safety library with the GSO.

c. Organizational relationship. The Aviation Safety Officer reports to the Safety Officer and maintains direct access to the CO and XO.

804. Ground Safety Officer. (Routing Code N53)

a. Basic function. The Ground Safety Officer (GSO) is responsible to the Safety Officer for the development and conduct of an effective ground safety program within the squadron.

b. Duties, responsibilities, and authority

(1) Educates all squadron personnel on matters concerning general safety, i.e., occupational, motor vehicle (including motorcycle) and traffic safety, recreation, athletics, home safety, and fire prevention.

(2) Maintains full and complete knowledge of, and ensures compliance with, all orders, instructions, notices, and regulations governing ground safety and prepares all reports required by notices and regulations governing ground safety.

(3) Conducts an aggressive and continuing accident prevention program and promotes ground, industrial, home, and recreational safety by means of posters, bulletin boards, lectures, and other devices to stimulate awareness throughout the squadron with regard to accident prevention.

(4) Maintains safety training records and schedules required training set forth in the Navy Safety and Occupational Health (SOH) program.

(5) Serves as the squadron's Navy SOH Representative and ensures maximum compliance with applicable Occupational Safety and Health Administration (OSHA) directives.

(6) Serves as the Squadron Hazardous Material Program Coordinator.

(7) Coordinates and supervises a Hearing Conservation Program.

(8) Monitors the High Risk Training Safety Program and conducts training for students' and instructors' off-duty activities and ensures proper Operational Risk Management (ORM) documentation is completed for all high risk activities per CNATRA and TRAWING instructions.

(9) Submits all non-aviation and personal injury mishap reports.

(10) Conducts liaison with personnel and organizations outside the command (Station Safety Officer, dispensary, station security, station

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armory, fire departments, local and law enforcement, etc.,) to ensure excellence of the ground safety training program.

(11) Maintains and provides training for the Enterprise Safety Application Management System (ESAMS).

(12) Originates and oversees publication of the squadron's quarterly safety publication, *The Scratching Post*.

(13) In conjunction with the ASO, coordinates the display of all safety information, slogans, posters and periodicals throughout the squadron.

(14) In conjunction with the ASO, organizes and maintains a safety read binder and ensures periodic review by all instructors.

(15) Maintains the squadron safety library with the ASO.

(16) In the absence of a full-time Assistant Safety Officer, the Ground Safety Officer will be the acting Assistant Safety Officer.

c. Organizational relationship. The Ground Safety Officer reports to the Safety Officer.

805. T-6A NATOPS Officer. (Routing Code N54)

a. Basic function. The T-6A NATOPS officer is responsible for administering the squadron's T-6A NATOPS Program per applicable instructions. The T-6A NATOPS Officer is authorized direct liaison with the T-6A NATOPS Evaluator(s) and TW-6 T-6A NATOPS Officer.

b. Duties, responsibilities, and authority

(1) The T-6A NATOPS Officer shall be one of the most knowledgeable and experienced T-6A aviators in the squadron.

(2) Reports to the Safety Officer on all matters concerning T-6A aircrew NATOPS qualifications and proficiency.

(3) Maintains all T-6A flight instructor NATOPS jackets. All NATOPS jackets shall be maintained in a secure container with positive accounting.

(4) Ensures all T-6A flight instructor NATOPS manuals and pocket check lists are current and accounted for, and maintains liaison with Book Issue Division. Also, provides an effective medium to distribute and account for NATOPS Interim Changes to all aircrew.

(5) Performs T-6A NATOPS check flights on a scheduled and unscheduled basis, including NATOPS written examinations and the recording of the events in logs and records.

(6) Promotes and consolidates proposed T-6A NATOPS changes and submits them to the T-6A Model Manager via the chain-of-command. In addition, attends annual NATOPS conferences.

(7) Maintains respective survival training programs and provides training on T-6A aircrew survival equipment.

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(8) Ensures ORM training is documented.

c. Organizational relationship. The T-6A NATOPS Officer reports to the Safety Officer.

806. T-39G/N NATOPS Officer. (Routing Code N55)

a. Basic function. The T-39G/N NATOPS officer is responsible for administering the squadron's T-39G/N NATOPS Program per applicable instructions. The T-39G/N NATOPS Officer is authorized direct liaison with the T-39G/N NATOPS Evaluator(s) and TW-6 T-39G/N NATOPS Officer.

b. Duties, responsibilities and authority

(1) The T-39G/N NATOPS Officer shall be one of the most knowledgeable and experienced T-39G/N aviators in the squadron.

(2) Reports to the Safety Officer on all matters concerning T-39G/N aircrew NATOPS qualifications and proficiency.

(3) Maintains all T-39G/N flight instructor NATOPS jackets. All NATOPS jackets shall be maintained in a secure container with positive accounting.

(4) Ensures all T-39G/N flight instructor NATOPS manuals and pocket check lists are current and accounted for, and maintains liaison with Book Issue Division. Also, provides an effective medium to distribute and account for NATOPS Interim Changes to all aircrew.

(5) Performs T-39G/N NATOPS check flights on a scheduled and unscheduled basis, including NATOPS written examinations and the recording of the events in logs and records.

(6) Promotes and consolidates proposed T-39G/N NATOPS changes and submits them to the T-39G/N Model Manager via the chain-of-command. In addition, attends annual NATOPS conferences.

(7) Maintains respective survival training programs and provides training on T-39G/N aircrew survival equipment.

(8) Ensures ORM training is documented.

c. Organizational relationship. The T-39G/N NATOPS Officer reports to the Safety Officer.

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CHAPTER 9
TRAINING DEPARTMENT

901. Training Officer. (Routing Code N6)

a. Basic function. As head of the Training Department, the Training Officer (TO) is directly responsible for the training syllabi of all staff and student personnel assigned under his functional control. This does not include instructor NATOPS training.

b. Duties, responsibilities, and authority

(1) Ensure the approved student flight curricula as directed by CNATRA, COMTRAWING SIX, and other higher authority are carried out, assuring high standards of training.

(2) Make recommendations to the Commanding Officer regarding such changes in the flight curricula as may be required for the effective accomplishment of the assigned training mission.

(3) Ensure long range planning occurs in order to meet training requirements with a smooth training flow.

(4) Ensure prescribed training publications are correct.

(5) Provide guidance to, and resolve conflicts between the training divisions. Act as overall manager of all special projects in the assignment of goals, the establishment of priorities, and the time frame for completion.

(6) Ensure all T-6A/T-39 instructors are current in all appropriate stages. This includes, but is not limited to, boldface exams, academic tests, instrument ground school, academic classes, and flights for each appropriate stage.

(7) Ensure all paperwork is correct and up to date for each instructor. Ensure that FIST jackets are updated appropriately.

c. Organizational relationship. The Training Officer reports directly to the Executive Officer.

902. Standardization Officer. (Routing Code N61)

a. Basic function. The Standardization Officer (Stan Officer) assists the Training Officer in the management of the Training Department. The Stan Officer shall ensure that the command functions involved in student training are carried out in an efficient manner and within the guidelines promulgated by higher authority. In addition, the Stan Officer is responsible for instructor standardization, designation, and currency for all instructors flying with VT-10.

b. Duties, responsibilities, and authority

(1) Execute the policy and directives of the TO and higher authority.

(2) The Stan Officer shall be a thoroughly experienced officer with demonstrated superior ability as an instructor.

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(3) Gather, process, evaluate, and report on feedback data regarding training quality from internal and external sources, including technical manuals, operating instructions, task analysis, questionnaires, student critiques, structured interviews and debriefing of instructors returning from fleet duties.

(4) Provide direction, guidance, and assistance to the Wing Stage Managers for the writing or re-writing of instructional material.

(5) Maintain a central standardization library per CNATRA directives.

(6) Establish qualification criteria for all phases of instructor training. Ensure all required currency and upgrade flights are scheduled appropriately. Provide the scheduling shop with requested standardization flights.

(7) Convene the Quarterly Squadron Standardization Board as required by COMTRAWING SIX directives. Make recommendations to the Commanding Officer for instructor upgrades to VNAV, Formation, and all Standardization flight positions.

(8) Ensure the approved training syllabi are executed with the highest possible standards of quality and flight safety.

(9) Keep the TO fully advised regarding progress and results of training being conducted under his cognizance; in the TO absence, advise the Executive Officer.

(10) Publish within the Training Department changes in procedures, syllabi and/or methods when directed by competent authority.

(11) Regularly review current syllabi and make recommendations to the TO for improvements as appropriate.

(12) Coordinate all instructor, student and material assets to achieve maximum efficiency in the conduct of student training.

c. Organizational relationship. The Standardization Officer reports directly to the Training Officer.

903. Safety/Training Support. (Routing Code N611)

a. Basic function. The Safety/Training Support is responsible for all administrative functions in the Safety and Training Department.

b. Duties, responsibilities, and authority

(1) Responsible for the administration of functions connected with the training syllabus.

(2) Ensure all administrative correspondence from the Safety/Training Department is in the proper format.

(3) Coordinate internal routing of all incoming correspondence within the Safety/Training Department.

(4) Maintain Training Department tickler for required reports, instructions, and internal correspondence.

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(5) Coordinate, collate inputs, prepare, and distribute the Monthly Training Plan for the Commanding Officer's signature by the 25th of each month.

(6) Maintain the appropriate computer tracking system of instructor currencies.

(7) Assists in the maintenance of instructor FIST and NATOPS jackets.

c. Organizational relationship. The Safety/Training Support reports directly to the Training Officer.

904. General Military Training Officer. (Routing Code N65)

a. Basic function. The General Military Training Officer (GMTO) shall be responsible for administering the General Military Training Program for the squadron. The GMTO shall facilitate the educational and professional development of squadron staff and student personnel. The GMTO position may be combined with another Training Department position.

b. Duties, responsibilities, and authority

(1) Ensure adequate time is designated each month for squadron General Military Training (GMT). Ensure all appropriate training is complete each fiscal year.

(2) Obtain appropriate guest speaker/subject matter experts.

(3) Obtain appropriate training devices.

(4) Obtain quotas and schedule personnel for various schools and courses.

c. Organizational relationship. The General Military Training Officer reports to the Training Officer.

905. T-6 Primary Squadron Stage Manager. (Routing Code N62)

a. Basic function. The T-6 Primary Squadron Stage Manager is responsible for the contact and instrument stages. The stage manager manages flight instructors' qualifications and subsequent reevaluations to ensure consistent, high quality flight instruction. He/she is responsible for the measurement of student flight performance to the standards prescribed by CNATRA.

b. Duties, responsibilities, and authority. The T-6 Primary Squadron Stage Manager shall be an experienced T-6 pilot and flight instructor. He/she shall maintain the following qualifications at a minimum: Contact Stan, Instrument Stan, Crew Resource Management (CRM) Instructor or Facilitator, and Out-of-Control (OCF) Stan.

(1) Manage flight instructor (pilot) qualifications by:

(a) Examining Instructors Under Training (IUTs) in their IUT syllabus.

(b) Conducting annual standardization check flights of instructors to renew currency.

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(c) Monitor the progress of new instructors. Ensure new instructors receive their Checkride qualification after completing 10 flights in the appropriate stage.

(d) Preparing and delivering instruction and examinations annually to instructors.

(e) Disseminating information regarding changes to procedures or curriculum affecting conduct of flight or grading to standardization evaluators and flight instructors.

(f) Initiation, through the Standardization Officer, of designation letters for Instructors Under Training successfully completing contact or instrument standardization upgrades.

(2) Evaluate and report student Contact/Instrument flight performance per standards set forth in the CNATRA curriculum by:

(a) Flying a cross-section of student training flights with emphasis on flying designated check flights.

(b) Soliciting from instructors and students, through questionnaires and interviews, observations on effectiveness and efficiency of flight training.

(3) Make recommendations to the Stan Officer for additional Instrument and Contact standardization pilots.

(4) Assist the Training and Standardization Officer in their duties.

c. Organizational relationships. The T-6 Primary Squadron Stage Manager reports directly to the Standardization Officer.

906. T-6 Intermediate Squadron Stage Manager. (Routing Code N63)

a. Basic function. The T-6 Intermediate Squadron Stage Manager is responsible for the contact and instrument stages. The stage manager manages flight instructors' qualifications and subsequent reevaluations to ensure consistent, high quality flight instruction. He/she is responsible for the measurement of student flight performance to the standards prescribed by CNATRA.

b. Duties, responsibilities, and authority. The T-6 Intermediate Squadron Stage Manager shall be an experienced T-6 pilot and flight instructor. He/she shall maintain the following qualifications at a minimum: VNAV Stan, and Formation Stan.

(1) Manage flight instructor (pilot) qualifications by:

(a) Examining Instructors Under Training in their IUT syllabus. Ensure new instructors receive the appropriate amount of training to upgrade to the appropriate stage.

(b) Conducting annual standardization check flights of instructors to renew currency.

(c) Monitor the progress of new instructors. Ensure new instructors receive their Checkride qualification after completing 10 flights in the VNAV stage.

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(d) Preparing and delivering instruction and examinations annually to instructors.

(e) Disseminate to standardization evaluators and flight instructors information regarding changes to procedures or curriculum affecting conduct of flight or grading.

(f) Initiating, through the Standardization Officer, designation letters for Instructors Under Training successfully completing contact or instrument standardization upgrades.

(2) Evaluate and report student VNAV and formation flight performance per standards set forth in the CNATRA curriculum by:

(a) Flying a cross section of student training flights with emphasis on flying designated check flights.

(b) Soliciting from instructors and students, through questionnaires and interviews, observations on effectiveness and efficiency of flight training.

(3) Ensure instructors are available to teach VNAV and formation academics by:

(a) Upgrading to teach VNAV and formation academics.

(b) Upgrading at least one other instructor to teach VNAV and formation academics.

(c) Monitoring the weekly academic schedule and schedule instructors to teach the appropriate courses.

(4) Make recommendations to the Stan Officer for additional VNAV and Formation standardization pilots.

(5) Assist the Training and Standardization Officer in their duties.

c. Organizational relationships. The T-6 Intermediate Standardization Officer reports directly to the Standardization Officer.

907. T-39 Standardization Officer/IUT Manager. (Routing Code N66)

a. Basic function. The T-39 Standardization Officer is responsible for Naval Flight Officer qualification and subsequent reevaluation to ensure consistent, high quality flight instruction. He/she is responsible for the measurement of student flight performance to the standards prescribed in the Intermediate Jet Multi-Service NFO Training System curriculum.

b. Duties, responsibilities and authority. The T-39 Standardization Officer shall be an experienced T-39 NFO and flight instructor.

(1) Manage Naval Flight Officer flight instructor qualifications by:

(a) Examining Naval Flight Officer Instructors Under Training in their instructor syllabus.

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(b) Conducting Instructor Under Training standardization check flights to provide initial qualification of T-39 instructors.

(c) Conducting annual standardization check flights of instructors to renew currency.

(d) Preparing and delivering instruction and examinations annually to instructors in the T-39 curriculum.

(e) Disseminating to standardization evaluators and flight instructors information regarding changes to ANAV and VNAV procedures or T-39 curriculum affecting conduct of flight or grading.

(f) Initiating, through the Standardization Officer, designation letters for Instructors Under Training successfully completing Instructor Under Training Flight Instructor Course.

(g) Processing and maintaining standardization records of all squadron and associate officers serving in an instructor capacity.

(2) Evaluate and report student flight performance according to standards in the Intermediate Jet Multi-Service NFO curriculum by:

(a) Flying a cross-section of student training flights, with emphasis on flying designated check flights.

(b) Screening trainee ATJs and trainee flight grade analyses to observe trends in student performance and instructor grading.

(c) Attending TRBs to observe trends in student performance and instructor grading.

(d) Soliciting from instructors and students, through questionnaires and interviews, observations on effectiveness and efficiency of flight training.

(3) Produce and maintain current Low Level Navigation Standardization charts and products for all routes flown during the T-39 VNAV syllabus.

c. Organizational relationship. The T-39 Standardization Officer reports directly to the Standardization/Training Officer.

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CHAPTER 10

ACADEMICS DEPARTMENT

1001. Academics Training Officer. (Routing Code N7) Academics will be organized at the wing level under a Director of Academics with TRARON TEN and TRARON EIGHT-SIX providing instructors and COMTRAWING SIX providing staff officers and support personnel. Additionally, COMTRAWING SIX provides contractors to support simulators and augment instruction of specialized courses. COMTRAWING SIX Academics shall be directed by the COMTRAWING SIX Director of Academics (DOA). Academic Training Officer (ATO) billets will be staffed by representatives from each squadron. The Senior ATO will serve as Assistant Director of Academics (ADOA) during the Director of Academics (DOA) absence and when the ADOA position is not filled.

a. Basic Function. The Academics Training Officer is responsible for directing the delivery of academic instruction within their respective phase of training. In addition to assisting the Director of Academics and Assistant Director of Academics and serving in either position during their absence, ATOs are directly responsible for the management of students within their squadrons.

b. Duties, responsibilities, and authority

(1) The ATO is responsible for Stage Manager duties for academic courseware as outlined by CNATRINST directives.

(2) Recommend assignment and utilization of instructors and staff within academics.

(3) Serve as the senior member of their parent squadron within the CTW-6 academics environment.

(4) Primary conduit for squadron related inputs to the COMTRAWING SIX academic process.

(5) Coordinates leave and activities related to the Student Control Offices for students.

(6) Ensure all academic staff members assigned to the CTW-6 Academic Department are aware of their duties and responsibilities.

(7) Coordinate resolution of conflicts regarding student, instructor, and course schedules.

(8) Ensure quality of instruction.

(9) Ensure proper pass-down requirements are maintained for both curriculum and staff-related subordinate positions.

(10) Verify qualifications and standardization of instructors, and make recommendations to the DOA as necessary.

(11) Ensure security and maintenance of instructional materials to include both text-based as well as related equipment and training devices.

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(12) Review student course critiques and identify possible trends regarding instructor, courseware, or general curriculum issues.

(13) Review records of students who are marginal and who fail to maintain satisfactory academic performance as set forth in applicable curriculum directives and make recommendations concerning assignment of remedial action and/or referral to a Progress Review Board (PRB).

(14) Review and sign student Academic Training Reports ("blue cards").

(15) Submit recommendations for COMTRAWING SIX Academic Instructors of the Quarter and Year.

(16) Additional duties as prescribed by the DOA.

c. Organizational Relationship. The Academic Training Officers are nominated by their respective squadrons and designated by COMTRAWING SIX. They report directly to the Director of Academics and also serve as primary liaison between their parent squadrons in all matters relating to the academic process.

1002. Assistant Academics Training Officer. (Routing Code N71)

a. Basic function. The Assistant Academic Training Officer (AATO) serve as the alternate for their squadron Academics Training Officers and ensure compliance of CNATRA and COMTRAWING SIX directives regarding the management and delivery of instruction.

b. Duties, responsibilities, and authority

(1) Ensure the approved academic training syllabi, as directed by CNATRA, COMTRAWING SIX, and higher authority are carried out.

(2) Ensure the optimum support of COMTRAWING SIX instructional and administrative needs pertaining to training devices, usage policy for the 2B47 Communication/Navigation trainer, and related Computer Assisted Instruction (CAI).

(3) Ensure quality of instruction, to include:

(a) Course maintenance.

(b) Ensure Annual reviews of Instructor Guides, textbooks, tests, and other related instructional products are accomplished in compliance with applicable CNATRA and NAVEDTRA directives.

(c) Security and maintenance of instructional materials to include text-based, related equipment, and training devices.

(d) Review student course critiques to identify trends regarding instructor, courseware, or general curriculum issues.

(e) Function as the ATO, as necessary, and perform additional duties as directed by the respective ATO or the DOA.

(f) Coordinate with DOA regarding condition of academic facilities and surrounding grounds.

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c. Organizational relationship. The Assistant Academic Training Officers reports directly to the ATO for their respective squadrons.

1003. Academics Standardization Officer. (Routing Code N72)

a. Basic Function. Academic Standardization Officers (ASOs) are responsible for ensuring overall standardization of all academic courseware and instructor qualifications. They report deficiencies to the AATO, ATO or DOA as necessary.

b. Duties, responsibilities, and authority

- (1) Ensure the quality and standardization of courseware delivery.
- (2) Ensure semi-annual standardization checks are accomplished on all instructors as necessary.
- (3) Recommend, supervise, and ensure the qualifications of all instructors and course managers. Report deficiencies to the appropriate ATO.
- (4) Ensure the standardization of courseware and related materials.
- (5) Supervise annual courseware review and standardization processes, ensuring courseware managers are aware of their responsibilities regarding courseware and related instructional materials. Discrepancies regarding courseware will be reported to their AATO.
- (6) Coordinate standardization of courseware and curriculum related issues through squadron and wing standardization officers and stage managers, ensuring compliance with CNATRA, and local directives.
- (7) Review student critiques for trends regarding courseware standardization or instructor delivery.
- (8) Additional duties as directed by the ATO or DOA.

c. Organizational Relationship. The Academic Standardization Officers report to their respective ATOs or the DOA regarding instructor qualifications, while coordinating courseware issues through either their ATOs, Squadron Standardization Officers, or CNATRA Stage Managers.

1004. Academics Instructors and Course Managers

a. Basic Function. Course Managers are assigned to be the Lead Instructor, Subject Matter Expert, and Courseware Evaluator for each course. A cadre of instructors, either attached to COMTRAWING SIX Academics, or associate instructors serving as course instructors, will assist Course Managers on courseware evaluation and management. Course Managers will work closely with Stage Managers, COMTRAWING SIX Curriculum Courseware Coordinators, CNATRA and other course influences.

b. Duties, Responsibilities, and Authority

- (1) Present academic classroom instruction, exams, and reviews per the weekly academic schedule.
- (2) Course Manager instructors prepare and maintain the official course instructor guides.

(3) Prepare and maintain instructor pass-down binders. Instructional material will be based on the instructor guide and student courseware.

(4) Review instructor guides, course workbooks, homework problems, examinations, audio-visual material, and course critiques.

(5) The following courses will have a Course Manager and instructors under the Primary ATO:

(1) Meteorology,

(2) Flight Information Publication (FLIP),

(3) Communications,

(4) Instruments 1,

(5) Flight Planning,

(6) Instruments 2,

(7) T-6 Aircraft Systems Familiarization (ASF),

(8) T-6 Naval Air Training and Operating Procedures Standardization (NATOPS),

(9) Contact Prep,

(10) Crew Resource Management (CRM),

(11) T-6/T-39 Visual Navigation (VNAV),

(12) Formation Preparations,

(13) T-39 NATOPS,

(14) T-39 Flight Preparation.

c. Organizational Relationship. The staff assigned to academic instruction will report to the Academics Training Officer under the cognizance of the Director of Academics.

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CHAPTER 11
STUDENT CONTROL DEPARTMENT

1101. Student Control Officer. (Code N8)

a. Basic function. The Student Control Officer (SCO) is directly responsible for the conduct of administrative and personnel matters pertaining to assigned Navy and Marine Flight Officer students.

b. Duties, responsibilities, and authority

(1) Maintain systematic records of flight support and in-flight training progress of each student as delineated in current directives.

(2) Maintain Aviation Training Jackets (ATJs) for all assigned students.

(3) Counsel and assist student officers on matters relating to official or personal affairs.

(4) Supervise assigned civilian personnel.

(5) Coordinate advanced training selection and student flow through both Primary and Intermediate stages of instruction.

c. Organizational relationship. The Student Control Officer is directly responsible to the Executive Officer.

1102. Assistant Student Control Officer. (Code N81)

a. Basic function. The Assistant Student Control Officer (ASCO) is directly responsible for the efficient management of the Student Control Office. The ASCO shall ensure the administration and control of all student flight officers is carried out in an efficient manner as prescribed by directives of higher authority.

b. Duties, responsibilities, and authority

(1) Execute the policy and directives of the SCO.

(2) Keep the SCO fully advised regarding all administrative and personnel matters pertaining to Student NFOs and Student CSOs; in the SCOs absence, advise the Executive Officer.

(3) Monitor and exercise full authority over the staff officer Class Advisor Program to achieve the maximum potential of each student by providing guidance in both military and personal matters.

c. Organizational relationship. The Assistant Student Control Officer reports directly to the Student Control Officer.

1103. Student Control Support. (Routing Code N811/N812/N813)

a. Basic function. Student Control Support is responsible for the preparation and upkeep of all records and forms pertaining to the ATJs.

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b. Duties, responsibilities and authority

- (1) Ensure preparation and accuracy of all ATJ records prior to student's enrollment, attrition, or graduation.
- (2) Ensure accuracy of all ATFs prior to placement in ATJs.
- (3) Ensure the proper maintenance of all ATJs.
- (4) Supervise the preparation and maintenance of required records and statistics for the purpose of monitoring student performance.
- (5) Ensure accurate completion and prompt transmittal of student ATJs to other commands.
- (6) Assist in the preparation of records pertaining to individual flight performance of all assigned students.
- (7) Responsible for the maintenance and review of student academic records to ensure minimum academic standards as prescribed by CNATRA, COMTRAWING SIX, and other higher authority.
- (8) Use the ATJ to determine which students require fleet aircraft cockpit "fit checks," and ensure all required "fit checks" are conducted.

c. Organizational relationship. Student control support personnel report to the Student Control Officer.

1104. Student Control Officer Assistants. (Routing Codes N82/N83)

a. Basic function. The Student Control Officer Assistants (SCOA) are responsible for the initiation, coordination, and completion of general administrative functions of the Student Control Office.

b. Duties, responsibilities, and authority

- (1) Supervise and conduct indoctrination lectures for each new class upon commencement of academic training.
- (2) Evaluate all requests for administrative support and ensure proper distribution of assigned clerical tasks.
- (3) Review all correspondence for accuracy and format.
- (4) Maintain a file of all correspondence.
- (5) Ensure student officer smooth fitness reports are prepared for Student Control Officer signature or the Commanding Officer if it is of a disciplinary nature.
- (6) Track status of students medically "down."
- (7) Maintain student NATOPS jackets.
- (8) Track student NATOPS qualifications to include anthropometric qualifications and aviation flight physicals.
- (9) Assist in collation of pertinent data for graduation selections.

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c. Organizational relationship. The Student Control Officer Assistants report to the Student Control Officer.

1105. Class Advisor

a. Basic function. The Class Advisors assist the Student Control Officer and are responsible for mentoring and counseling their assigned class.

b. Duties, responsibilities, and authority

(1) Perform all duties and responsibilities as outlined in CNATRA and COMDRAWINGSIX 5351.1 series instructions.

(2) Assume primary advisor duties for students assigned.

(3) Be familiar with the personal history of each student, including educational background, marital status, previous military or flight experience, hometown, performance indicators such as AQT/FAR, and previous flight training scores. Students should be fully aware of their responsibility to meet performance standards and that failure to do so may result in attrition.

(4) Attempt to resolve interpersonal difficulties within the command.

(5) Act as a mentor and role model in resolving training related difficulties. Provide a leadership role model as part of the continuing development of officer qualities.

(6) Conduct and document weekly reviews to monitor class and student progress.

(7) Counsel students experiencing training or personal difficulties and any student who is considering leaving the flight training program, i.e., "drop on request" (DOR).

(8) Conduct weekly Aviation Training Jacket (ATJ) reviews to monitor progress and ensure ATJ correctness and completeness.

(9) Conduct ATJ reviews and counseling with those students identified as having marginal or unsatisfactory performance. Provide recommendations for remediation to the Student Control Officer.

(10) Interview students whose progress results in an unsatisfactory event or an initial progress check, referring the student to the Student Control Officer with any recommendations for further counseling or remediation. The lack of progress advisor should attempt to determine the reason for the student's and provide guidance to the student to correct the problem. If an advisor feels additional counseling is necessary due to a student being unresponsive to counseling at the advisor level, the advisor shall refer the student to the Student Control Officer for further counseling.

(11) Inform Student Control of potential student problems that could impact successful completion and inform students of potential alternative training tracks.

(12) Encourage class cohesiveness and camaraderie through inclusive, militarily appropriate events.

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(13) Counsel students on officer-like qualities.

(14) Inform the Student Control Officer should conditions preclude performance of any or all advisor duties.

(15) Document all interviews, counseling sessions and jacket reviews on CNATRA form 1542/66, Jacket Review Dividers. If more detailed information needs to be documented, use CNATRA form 1542/16, Supplementary Jacket Forms.

c. Organizational relationship. Class Advisors report to the Student Control Officer.

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CHAPTER 12

RESERVE DEPARTMENT11. Squadron Augment Unit Commanding Officer (Routing Code) (00R)

a. Basic Function. The Squadron Augment Unit (SAU) Commanding Officer directly assists the VT-10 Commanding Officer and is responsible for the organization, performance of duty, and good order and discipline of the reserve unit and the full integration of the assigned Reserve personnel into the squadron.

b. Duties, responsibilities, and authority

(1) The SAU Commanding Officer is the senior advisor to the Squadron Commanding Officer and Executive Officer for all reserve matters.

(2) Use all proper means to promote morale and preserve the ethical and spiritual well being of the personnel in the reserve unit.

(3) Delegate authority to appropriate Reserve Department Heads and the Reserve Department Officers for carrying out specialized command duties.

(4) Ensure allotted funds and materials are appropriated to enhance operational effectiveness and command mission.

(5) Oversee all fiscal, manpower, and administrative matters for the Reserve Department and the Reserve personnel assigned to the squadron augment unit.

c. Organizational Relationship. The Squadron Augment Unit (SAU) Commanding Officer reports administratively to the Training Air Wing Reserve Component Commander and operationally to the VT-10 Commanding Officer.

1202. Squadron Augment Unit Executive Officer (Routing Code) (01R)

a. Basic function. The SAU Executive Officer shall function as an aide or executive to the SAU Commanding Officer in carrying out the mission of the SAU per U.S. Navy Regulations, and as amplified in this chapter. He/she is specifically charged with matters pertaining to morale, discipline, training, welfare, work, exercise, safety, rights, and privileges of individuals within the SAU.

b. Duties, responsibilities, and authority

(1) Execute general supervision over the organization of the SAU, subject to the provisions of U.S. Navy Regulations and directives of higher authority.

(2) Keep informed as to current training doctrine and procedures in order to readily succeed to command of the SAU should the need arise.

(3) Control issuance and revision of all directives governing the administration and operation of the command, as well as the SAU's correspondence, files, and reports.

(4) Coordinate the activities of the various departments of the squadron as necessary to ensure mutual support and integrated effort.

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(5) Evaluate the performance of reserve officer personnel through fitness reports. Prepare the initial drafts of fitness reports on department heads.

(6) Ensure personnel of the SAU are fully informed of their rights and obligations under the Uniform Code of Military Justice.

(7) Investigate all alleged violations of the Uniform Code of Military Justice, Navy Regulations, squadron regulations, and other military and civil laws. Recommend appropriate disciplinary action as required.

(8) Assign reserve officers, not otherwise ordered to specific billets by higher authority, to departments, divisions, or other units within the SAU.

(9) Assign collateral duties to reserve officer personnel.

c. Organizational relationship. The Executive Officer is responsible to the SAU Commanding Officer from whom he/she derives authority for the execution of duties.

1203. Executive Assistant (Asst RDH). (Routing Code 00R11)

a. Basic function. The Executive Assistant shall be directly responsible to the Executive Officer in matters assigned to undertake.

b. Duties, responsibilities, and authority

(1) Conduct liaison between the executive branch and all departments.

(2) Perform such other duties as assigned by the SAU Commanding Officer and/or SAU Executive Officer.

c. Organizational relationship. The Executive Assistant reports to the SAU Commanding Officer via the SAU Executive Officer.

1204. Senior Marine. (Routing Code) (00R2)

a. Basic function. The SAU Senior Marine serves as an advisor to the SAU Commanding Officer on all matters concerning Marine Corps personnel (staff and student) assigned to the SAU. He/she should be the senior staff Marine Corps reserve officer currently assigned to the SAU.

b. Duties, responsibilities, and authority

(1) Maintain liaison with squadron Senior Marine, Training Squadron TEN.

(2) Assist the active duty Senior Marine in maintaining contact with all Marine students assigned to the squadron, acting as their personal advisor in all affairs pertaining to their conduct, training, career, and welfare.

(3) Ensure all SAU Marine officers meet annual and semi-annual training requirements for the Marine Corps as directed by higher authority.

(4) Ensure all Marine Corps reserve officer fitness reports are administratively correct.

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c. Organizational relationship. The Senior Marine reports to the Commanding Officer through the Executive Officer. The Senior Marine additionally reports to Commanding Officer MATSG-21 via CTW-6 Senior Marine.

1205. Reserve Department Head (00R1)

a. Basic Function. Assist in all matters pertaining to the training and administration of the assigned reservists in support of TRARON TEN.

b. Duties, responsibilities, and authority

(1) Execute the duties and responsibilities of a department head.

(2) Maintain high morale within the unit. Promote efficiency and welfare of the department, ensuring the necessary quantity and quality of department work is attained.

(3) Manage daily reserve issues to include pay, leave and IDT, AFTP, AT, and ADT utilization.

(4) Oversee the full integration of the reserve unit within the squadron.

(5) Ensure a high degree of standardization is maintained and that assigned aircrew meet the minimum flight proficiency requirements.

(6) Promulgate policies and procedures for the organization and operation of the department.

(7) Ensure the monthly production report and other required information is provided to the TRAWING Reserve Component Commander via the SAU Commanding Officer.

c. Organizational Relationship. The Reserve Department head reports to the Squadron Augment Unit (SAU) Commanding Officer administratively and operationally.

1206. FTS Reserve Department Head

a. Basic Function. Provide full time presence and support for SAU Commanding Officer on daily operations, training, and the administration of SELRES Officers.

b. Duties, responsibilities, and authority

(1) Assist in the duties and responsibilities of a Squadron Department Head keeping the Active and Reserve Commanding Officers informed of all Reserve issues.

(2) Serve as the point of contact for and maintain continuous communication with TRAWING FTS Officer-in-Charge.

(3) Liaison with the Reserve Department Heads to ensure compliance with Command and Reserve directives.

(4) Supervise the training syllabus of newly gained SELRES Flight Instructors.

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(5) Maintain the responsibility for the execution of Reserve Officer AT, ADT, IDT, and IDTT drill periods and matters concerning pay, leave and official travel.

(6) Maintain high morale within the SAU unit. Promote the efficiency and welfare of the department.

c. Organizational Relationship. The FTS Reserve Department Head reports to the VT-10 Commanding Officer on matters concerning training, administration, and scheduling of selected reserve officers and to the VT-10 Executive Officer for the administration of the department.

1207. Reserve Operations Officer

a. Basic Function. The Reserve Operations Officer is a special advisor to the Squadron Operations Officer.

b. Duties, responsibilities, and authority

(1) Advise the Squadron Operations Officer on all matters to include reserve specific matters.

(2) Augment the squadron in the full capacity of his active duty counterpart in the event of that individual's prolonged absence, should a recall to active duty necessitate such activities.

(3) Liaison with the Operations Officer to provide optimal scheduling and availability of SELRES instructors to augment the active duty instructors.

(4) Maintain an estimated forecast of the periods of availability for unit members and ensure reservists maintain currency and achieve annual flight time requirements.

(5) Advise the SAU Commanding Officer of reserve flight production.

(6) Perform other duties as assigned.

c. Organizational Relationship. The Reserve Operations Officer reports directly to the VT-10 Operations Officer and FTS Reserve Department Head.

1208. Reserve Administrative Officer

a. Basic Function. The Reserve Administrative Officer shall serve as a special advisor to the Squadron Administrative Department Head.

b. Duties, responsibilities, and authority

(1) Advise the Squadron Administrative Officer on all matters to include reserve specific matters.

(2) Maintain required records, files, publications, and other official correspondence. Advise the SAU Commanding Officer on the status of administrative policies, procedures, and regulations of the SAU.

(3) Keep informed on Navy administrative matters affecting SAU personnel including pay, leave, and retirement issues.

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(4) Initiate and coordinate with squadron awards officer regarding SELRES awards to include Instructor of the Quarter/Year.

c. Organizational Relationship. The Reserve Administrative Officer reports directly to the VT-10 Administrative Officer and the FTS Reserve Department Head.

1209. Reserve Safety Officer

a. Basic Function. The Reserve Safety Officer shall serve as a special advisor to the Squadron Safety Officer.

b. Duties, responsibilities, and authority

(1) Advise the Squadron Safety Officer on all matters to include reserve specific matters.

(2) Ensure all reservists are informed of and comply with current safety instructions and directives.

c. Organizational Relationship. The Reserve Safety Officer reports directly to the VT-10 Safety Officer and the FTS Reserve Department Head.

1210. Reserve Training and Curriculum Officer

a. Basic Function. The Reserve Training Officer shall serve as the special advisor to the Squadron Training Officer.

b. Duties, responsibilities, and authority

(1) Advise the squadron Training Officer on all matters to include reserve specific matters.

(2) Coordinate with SAU Commanding Officer with respect to the organization and execution of drill weekend activities.

(3) Maintain an effective liaison with SAU Operations and STAN to ensure completion of annual training requirements.

c. Organizational Relationship. The Reserve Training Officer reports directly to the VT-10 Training Officer and the FTS Reserve Department Head.

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CHAPTER 13

SQUADRON BOARDS AND COMMITTEES

1301. **General.** Membership on any official board, council or committee shall normally be assigned by the Executive Officer and approved by the Commanding Officer as delineated in reference (i). Boards and committees are formed to advise and assist the Commanding Officer and the Executive Officer through inventories and audits, or through the senior member of each official board, council or committee ensuring required actions are completed and reports are initiated as appropriate.

1302. **Procedures.** Senior members of councils/committees/boards for which a meeting is scheduled are enjoined to proceed as follows:

a. Review all pertinent references and list the objectives of the meeting.

b. Review the minutes of the last meeting of the group and determine any follow up action required or pending.

c. Collect agenda items and inform members in advance if possible.

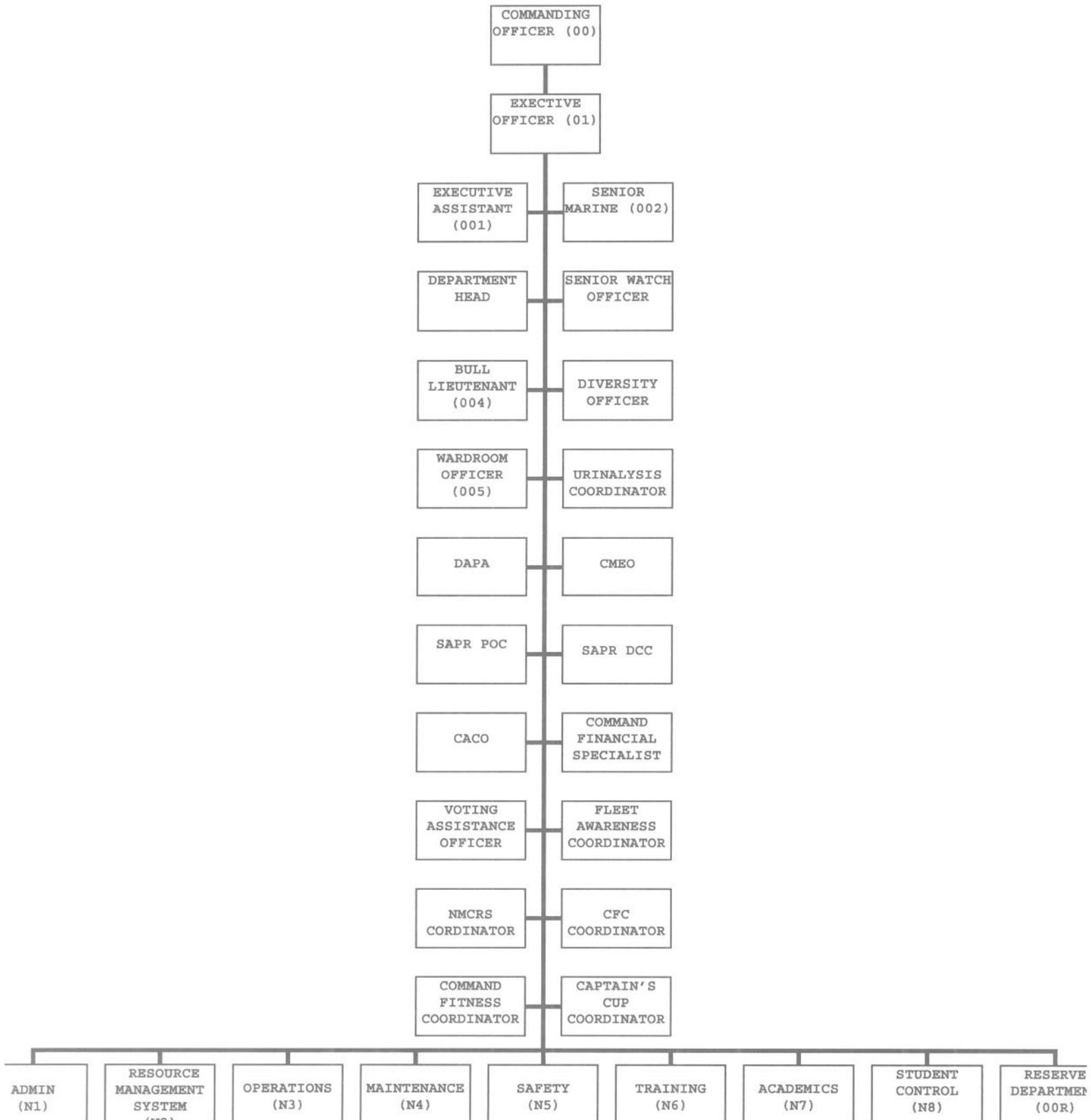
d. Determine whether key members or alternates will be available at scheduled times.

e. Assign a recorder to keep the minutes of the meeting. After final action and review by the Commanding Officer, proceedings of an unclassified nature shall be disseminated by posting on appropriate bulletin board, or any other appropriate means.

1303. **Duties, responsibilities and membership.** TRARON TEN Boards and Committees with billet specific membership are listed in reference (i). Boards and committees whose members are individually appointed are listed in reference (i). Each individual listed as a member of a board or committee shall have a working knowledge of the applicable instructions as listed in reference (i) in order to properly understand their responsibilities and to execute their duties. In cases where no instruction exists, the individuals concerned shall receive a detailed pass down on the operation and function of the board or committee to which they have been assigned.

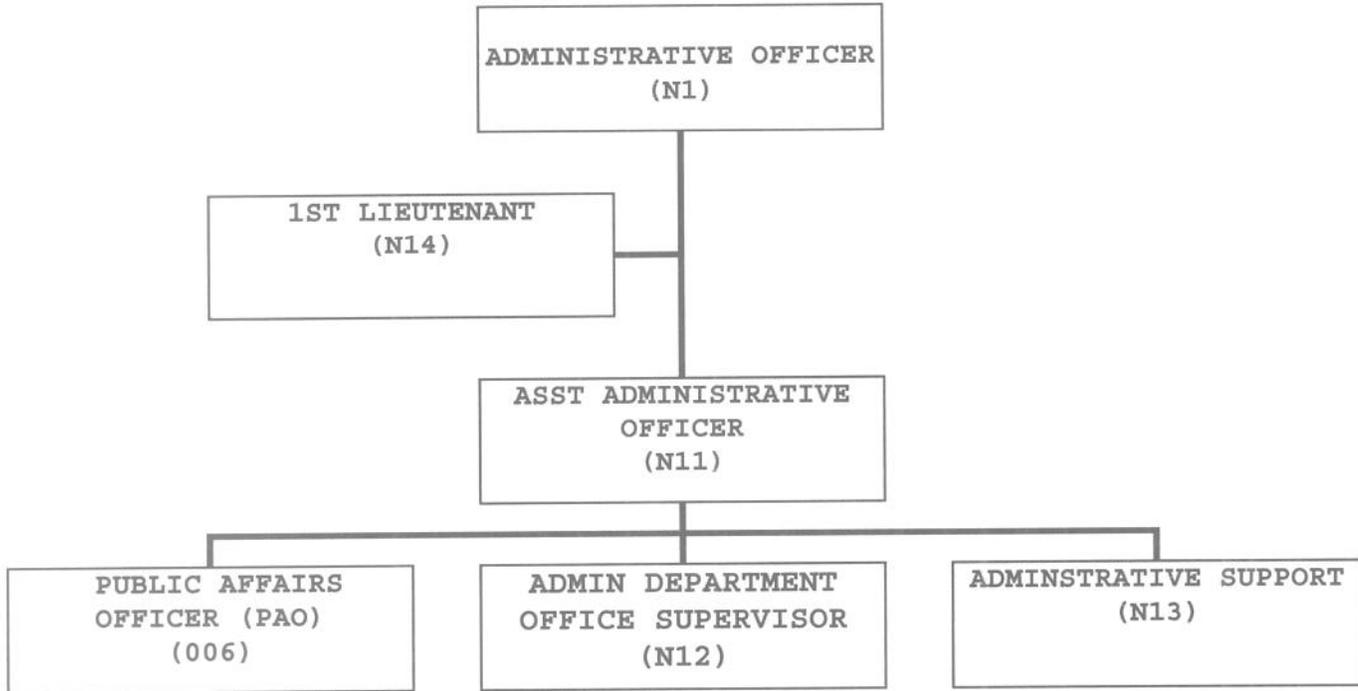
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EXECUTIVE DEPARTMENT



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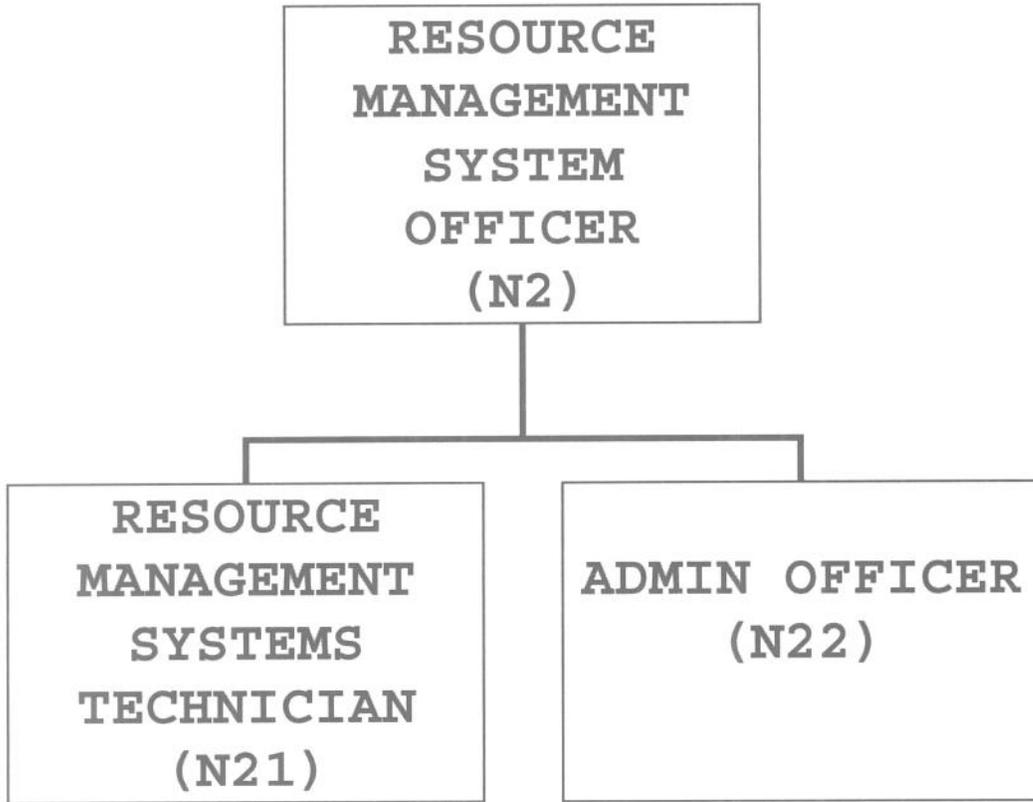
ADMINISTRATIVE DEPARTMENT



COLLATERAL JOBS:
Command Security Manager (CSM)
Legal Officer
Information Systems Officer (ADP)
Education Services Officer (ESO)

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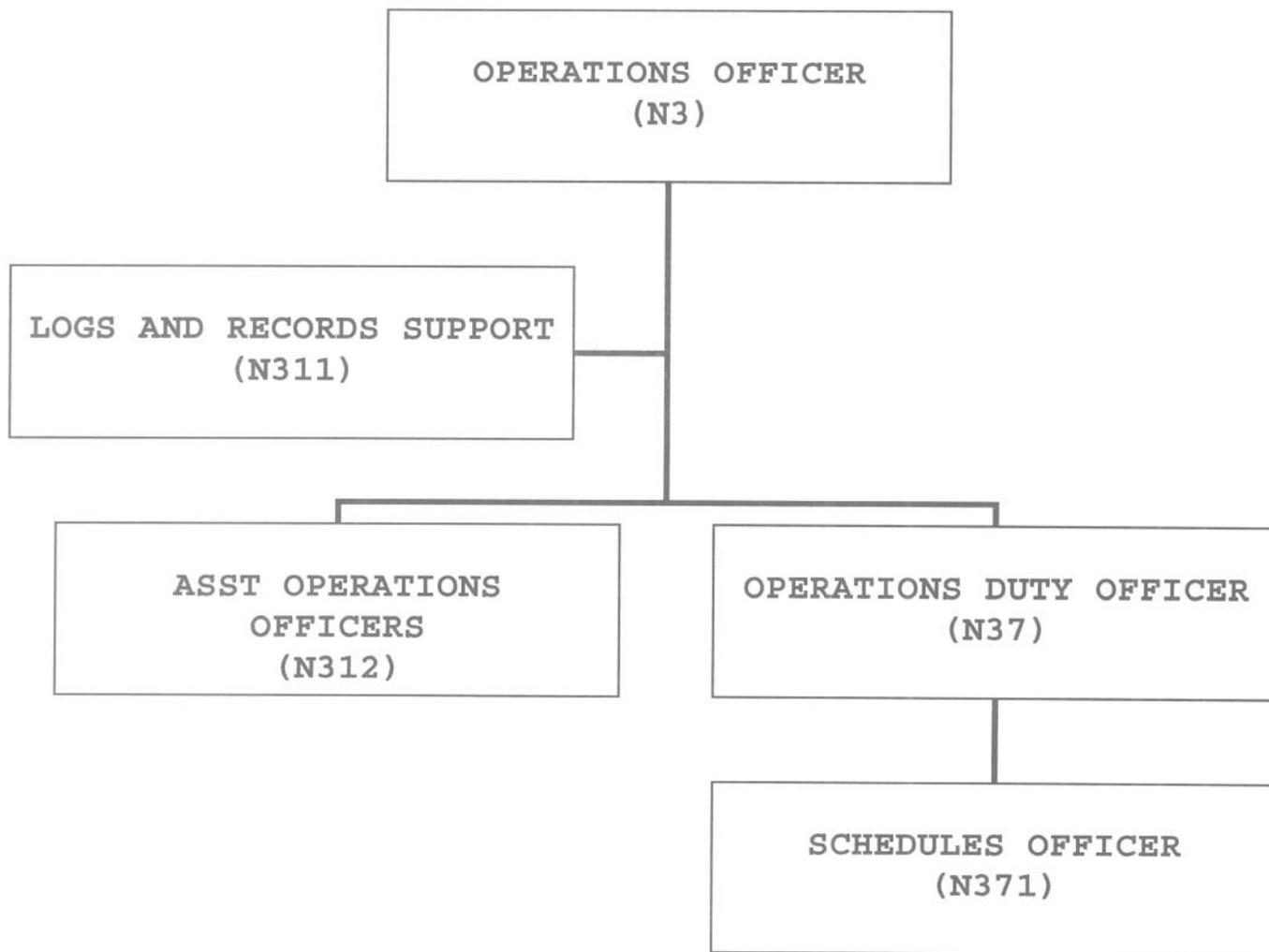
COMMAND SERVICES DEPARTMENT



COLLATERAL JOBS:
Energy Conservation Officer
Government Commercial Purchase Card (GCPC)
Agency Program Coordinator (APC)

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OPERATIONS DEPARTMENT



COLLATERAL JOBS:
Airspace Liaison/FAA Liaison
HUREVAC Officer (HECO)

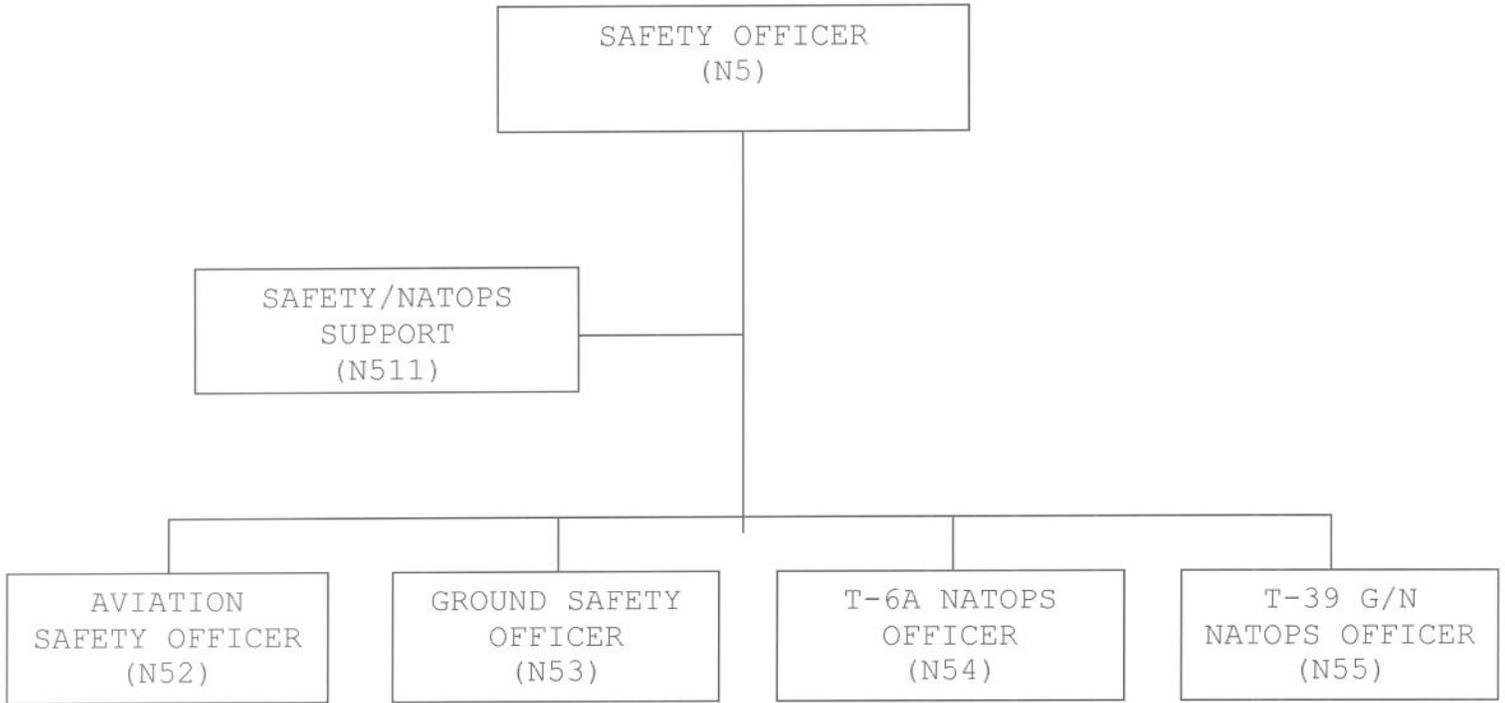
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MAINTENANCE DEPARTMENT

MAINTENANCE OFFICER
(N4)

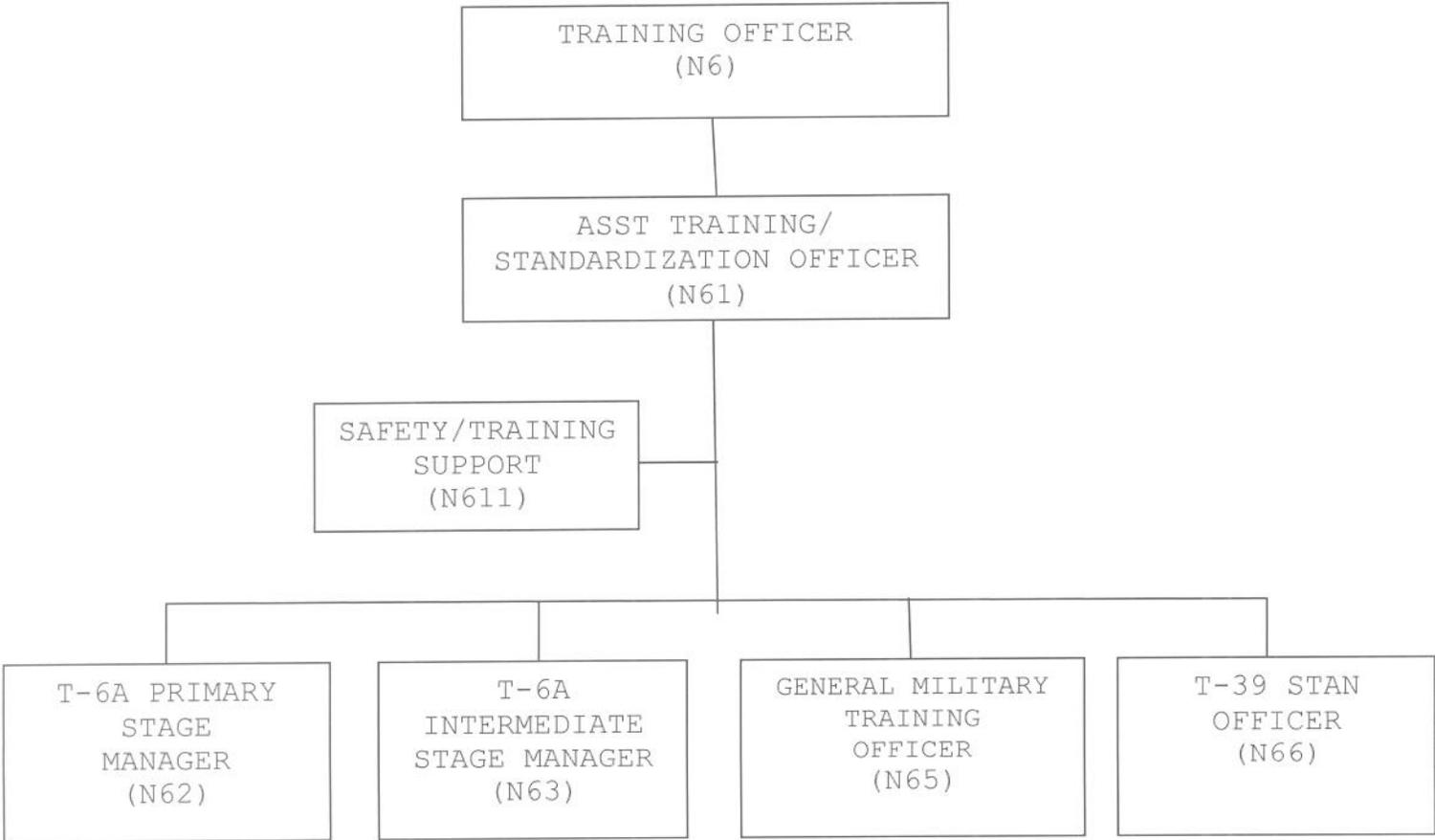
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SAFETY DEPARTMENT



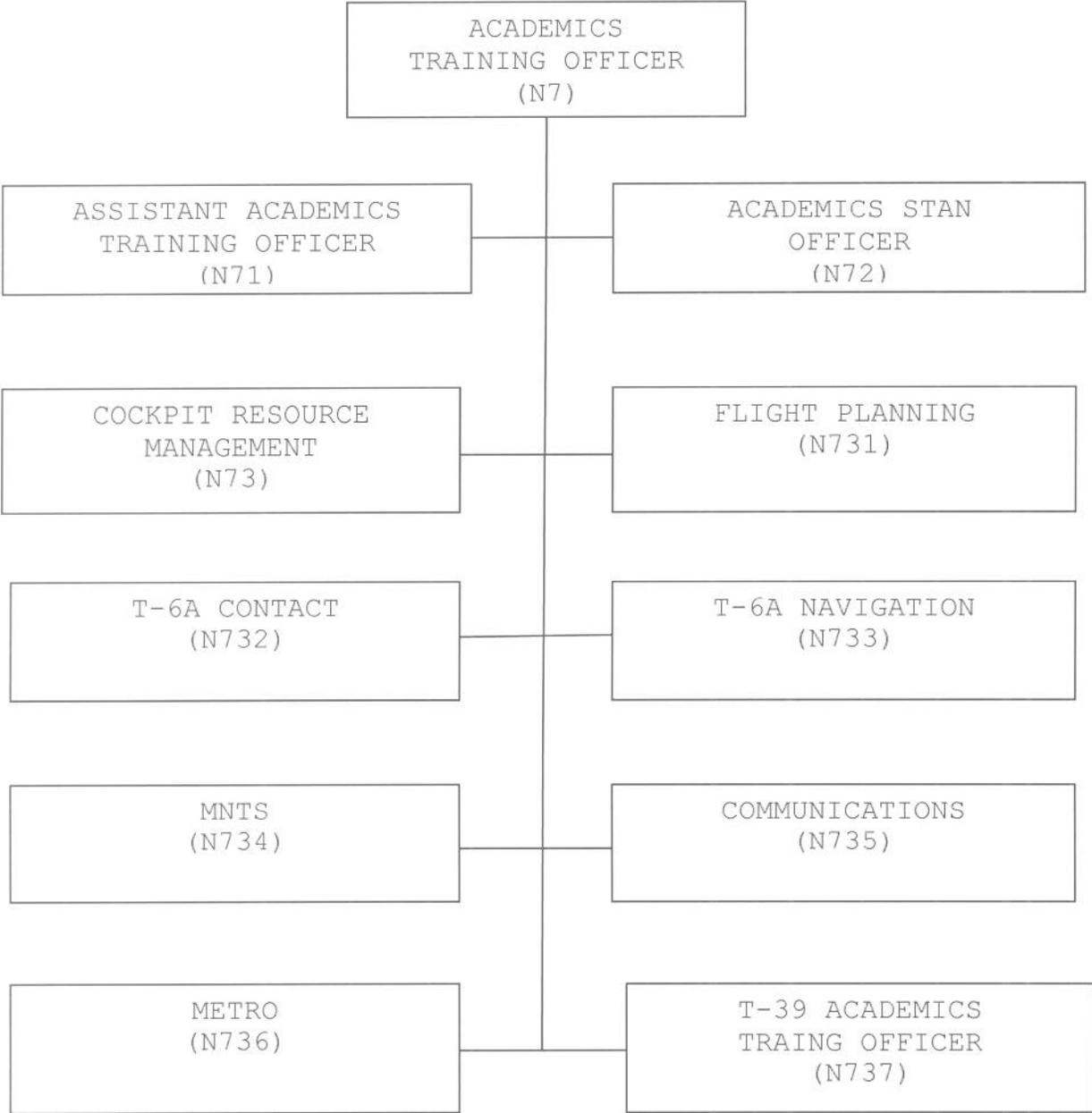
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TRAINING DEPARTMENT



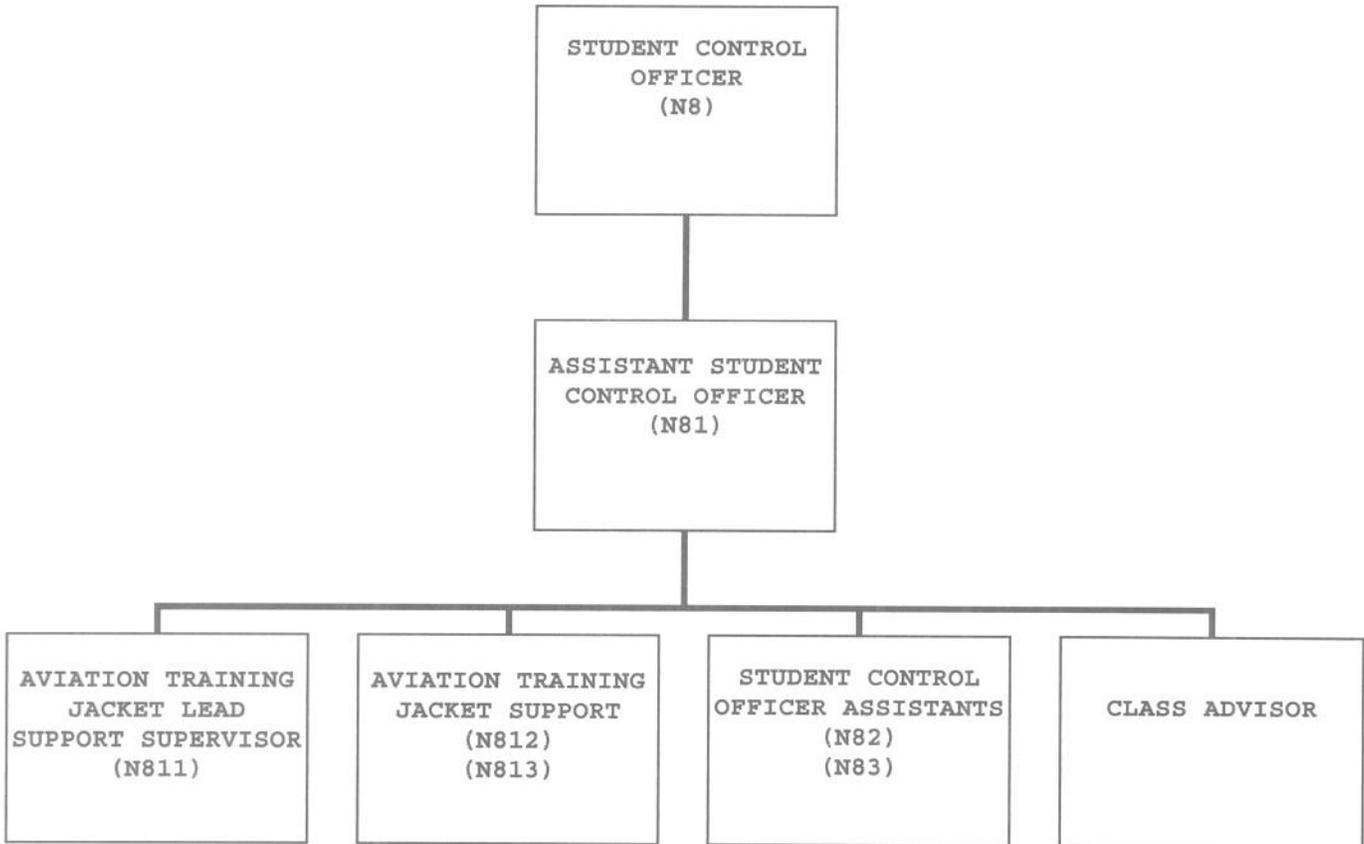
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ACADEMICS DEPARTMENT



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STUDENT CONTROL DEPARTMENT



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RESERVE DEPARTMENT

