



DEPARTMENT OF THE NAVY  
COMMANDING OFFICER TRARON FOUR  
250 SAN CARLOS ROAD SUITE I  
PENSACOLA, FLORIDA 32508-5510

Canc: May 2017

TRARONFOURNOTE 1301  
Code N1  
20 October 2016

TRARON FOUR NOTICE 1301

From: Commanding Officer, Training Squadron FOUR

Subj: DUTY ASSIGNMENTS

Ref: (a) OPNAVINST 3120.32C

Encl: (1) Duty Assignments  
(2) Training Squadron FOUR Boards/Councils/Teams  
(3) COMTRAWING SIX and NAS PENSACOLA Boards/Councils

1. Purpose. To issue assignments of primary duty, board, and committee membership for personnel attached to Training Squadron FOUR per Reference (a).

2. Action

a. Assumption of assignments in enclosures (1) through (3) are effective 20 October 2016 and turnover shall be completed in an orderly transition of responsibilities and authority, supervised by respective Department Heads. Turnover shall be coordinated and approved by the Executive Officer. Due to the nature of their billets, "By Direction" authority is granted to Department Heads to sign routine correspondence and documents pertaining to their department. This authorization is for routine correspondence necessary for the efficient administration of the squadron. In exercising this authority, you are reminded that all correspondence and documents must be signed by the Commanding Officer that establish policy; center on the command's mission or efficiency and are addressed to higher authority; deal with certain aspects of military justice; are required by law or regulation or are of a controversial nature. Billet duties and responsibilities are described in reference (a).

b. Members of boards and committees are individually responsible to determine the date and time of scheduled meetings.

3. Changes. Department Heads shall submit corrected information for this notice to the Administrative Officer.

4. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

A handwritten signature in black ink, appearing to read "S. R. WEEKS".

S. R. WEEKS

Releasability and distribution: This notice is cleared for public release and is available electronically only via Training Squadron FOUR Web site, <https://www.cnatra.navy.mil/> TW6/VT4/Notices

## DUTY ASSIGNMENTS

Note - Positions requiring designation letters are denoted by asterisk.

### EXECUTIVE BRANCH

Commanding Officer	CDR Weeks
Executive Officer	CDR Shepard
Executive Assistant	LCDR Ramsey
BULL Lieutenant	LT Jones
*CACO	LT Perron
Captains Cup Coordinator	LT Gomez
CMEO (Cmd Mng'd Equal Opp Officer)	LT Merriman
*CFS - Command Financial Specialist	LT Nebeker
Command Fitness Lead/Coordinator - Navy	LT Nebeker
CDO - Command Diversity Officer	LT Yoshimura
DAPA - Drug/Alcohol Program Advisor	LT Cline
*Deployability Coordinator	LCDR Dumlao
Flight Surgeon	LT Reynolds
CIAC - Command Individual Augmentee Coord	Mr. Perry
Legal Officer	LT Bates
NFAAS Officer	LCDR Dumlao
*OMBUDSMAN	Mrs. Harris
ORM Manager	CDR Shepard
PII - Personal Identifiable Information Coord	LCDR Dumlao
*SAPR POC - Sexual Assault Prevention & Response Point of Contact	LT Harden
*VWAC COORD - Victim & Witness Assistance Coordinator	LT Harden
*VWAC PR - Victim & Witness Assistance Program Representative	LT Harden
*SAPR VA - Sexual Assault Prevention & Response Victim Advocate	LT Wald and LT Wolff
SHO - Sexual Harassment Officer	LT Yoshimura
*Suicide Prevention Coordinator	LT Yoshimura
Transportation Officer	LT Perron
*Urinalysis Coordinator	LT Jones
*Voting Assistance Officer	LT Bates
Wardroom Mess Officer	LT Law

### ADMINISTRATIVE DEPARTMENT

AO - Administrative Officer	LCDR Dumlao
Asst Administrative Officer	LT Merriman
PAO - Public Affairs Officer	LT Merriman
*Command Overnight Express Mail Manager	LCDR Dumlao

*CSM - Command Security Manager Admin Supervisor *GTC APC - Gov't Travel Card Agency Pgrm Coord	LCDR Dumlao Mr. Vines Ms. Reado (CTW-6)
*Asst. Travel Card Agency Program Coordinator E-Leave Coordinator *OMM - Official Mail Manager *CPC - Command Personnel Coordinator *Management Internal Control Program Coordinator First Lieutenant RMS - Resource Management Specialist TCO - Telephone Communications Officer Building Manager *TOPS	Mrs. Foshee (VT-10) LCDR Dumlao LCDR Dumlao Mr. Vines Mr. Vines LT Perron Mrs. Foshee (VT-10) Mrs. Foshee (VT-10) LT Perron Mr. Vines

### OPERATIONS DEPARTMENT

OPSO – Operations Officer AOPSO - Assistant Operations Officer SOFF - Schedules Officer FOPS – Schedules Officer COPS – Schedules Officer COPS- Schedule Technician FOPS- Flight Schedule Support ATTO - Anti-Terrorism Training Officer SWO - Senior Watch Officer	LCDR Annen LT Harris Mrs. Fietz LT Cline LT Harden Mrs. Valade Ms. Bitjoka LT Bates LT Harris
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### TRAINING DEPARTMENT

Training Officer Assistant Training Officer MCS Core/Common Nav Courseware Manager MCS Future Development Manager MCS MPR Courseware Manager MCS E-2 Courseware Manager MCS E-6B Courseware Manager MCS IUT Courseware Manager Ground Training Officer Training Office Automation Clerk	LCDR Hansler LT Nebeker LT Nebeker LT Bates LT Yoshimura LT Wald LT Wolff LT Wolff LT Perron Ms. Dumas
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### SAFETY DEPARTMENT

*Safety Officer *Aviation Safety Officer *Aviation Safety Officer Ground Safety Officer NATOPS Officer	LCDR Micklethwait LT Perron LT Wolff LT Perron LT Perron
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NATOPS Clerk  
WESS Safety Officer  
Disaster Preparedness Officer  
HECO - Hurricane Evacuation Control Officer

Ms. Dumas  
LT Perron  
LT Perron  
LT Perron

### **STUDENT CONTROL DEPARTMENT**

Student Control Officer  
Assistant Student Control Officer  
Production Officer  
SMS - Student Monitoring System Officer  
Senior Class Advisor  
\*IMSO - International Military  
Winging Coordinator  
Student Control Support

LCDR O'Neill  
LT Gomez  
LT Mackey  
LT Law  
LT Gomez  
LT Jones  
LT Jones  
Mr. Perry

### **RESERVE DEPARTMENT**

Reserve Commanding Officer  
Reserve Executive Officer  
Reserve Operations Department Head  
Reserve Training Department Head  
Reserve FTS Department Head  
Reserve Administrative Department Head  
Reserve Safety Department Head

CDR Marek  
CDR Taylor  
LCDR Sagehorn  
LCDR Fitzgerald  
LCDR Dumlao  
LT Kingsman  
LT Norton

**TRAINING SQUADRON FOUR BOARDS/COUNCILS/TEAMS**

**PRIMARY MISHAP BOARD**

*(OPNAVINST 3750.6R)*

By Designation

**ALTERNATE MISHAP BOARD**

*(OPNAVINST 3750.6R)*

By Designation

**HUMAN FACTORS COUNCIL**

*(OPNAVINST 3750.6R)*

\*CO or XO

\*Aviation Safety Officer

\*Operations Officer

\*Training Officer

\*Flight Surgeon

SAU CO/Reserve Dept Head

**HUMAN FACTORS BOARD**

*(OPNAVINST 3750.6R)*

\*XO

\*Aviation Safety Officer

\*Flight Surgeon

\*Senior Aviation Officer

**AVIATION SAFETY COUNCIL**

*(OPNAVINST 3750.6R)*

CO or XO

Safety Officer

\*Aviation Safety Officer

\*Ground Safety Officer

\*Flight Surgeon

**STANDARDIZATION BOARD**

*(CNATRAINST 3710.13G)*

\*Commanding Officer

\*Operations Officer

Training Officer

\*Standardization Officer

\*Safety Officer

NATOPS Officer

Stage Standardization Officers

\*TRAINING SIX Standardization Rep

\*Required by governing instruction

**COMMAND ASSESSMENT TEAM**

**COMMAND TRAINING TEAM**

*(OPNAVINST 5354.1F)*

Executive Officer

Administrative Officer

CMEO Program Officer

Admin Supervisor

**CASUALTY ASSISTANCE TEAM**

Executive Officer (Team Leader)

CACOs

Legal Officer

PAO

**AWARDS BOARD**

Executive Officer

Department Heads

**COMTRAWING SIX AND NAS PENSACOLA BOARDS/COUNCILS**

**AIRSPACE/ATC ADVISORY BOARD**  
(COMTRAWINGSIXINST 5451.1K)  
Assistant Operations Officer

**AVIATION SAFETY COUNCIL**  
(COMTRAWINGSIXINST 3750.5H)  
Aviation Safety Officer

**COMTRAWINGSIX STANDARDIZATION BOARD**  
(CNATRAINST 3710.13G)  
Standardization Officer

**ENERGY CONSERVATION BOARD**  
(NASPNCLAINST 4100.2F)  
1<sup>st</sup> Lieutenant

**FORCE PROTECTION WORKING GROUP**  
(NASPNCLAINST 5500.1H)  
Anti-terrorism Training Officer

**FOREIGN OBJECT DAMAGE PREVENTION COUNCIL**  
(COMTRAWINGSIXINST 13700.1P)  
Aviation Safety Officer

**HEALTH SERVICES CONSUMERS COUNCIL**  
(NAVHOSPPNCLAINST 6010.1)  
Flight Surgeon

**TRAINING REVIEW BOARD (SENIOR MEMBERS)**  
(CNATRAINST 1500.4H)  
All Command O-4s