DEPARTMENT OF THE NAVY
COMMANDING OFFICER
TRARON EIGHT SIX
390 SAN CARLOS RD SUITE G
PENSACOLA FLORIDA 32508-5503

IN REPLY REFER TO:
TRARONEIGHTSIXINST 4790.1A
N4
JUN 5 2014

TRARON EIGHT SIX INSTRUCTION 4790.1A

From: Commanding Officer, Training Squadron EIGHT SIX

Subj: COMMAND ZONE INSPECTION PROGRAM

Encl: (1) VT-86 Zone Assignments
(2) Zone Inspection Deficiency Listing

1. Purpose. To publish procedures and policies governing zone inspections in order to ensure proper upkeep, cleanliness, and adherence to safety precautions in all working spaces.

2. Responsibilities

a. Executive Officer. The Executive Officer is responsible for the overall management and administration of the program and shall:

(1) Serve as the primary Inspection Officer. In the Executive Officer's absence, or at his direction, the First Lieutenant Officer will serve as the Inspection Officer.

(2) Make appropriate reports to the Commanding Officer.

b. Resources, Materials and Supplies Officer. The RMS Officer shall serve as the functional manager, responsible to the Executive Officer, for coordination and supervision of all administrative and functional facets of the Command Zone Inspection Program including, but not limited to:

(1) Record keeping and tracking of inspection results.

(2) Receiving, processing, and oversight of all material and/or Public Works requests for spaces requiring such.

c. Department Heads. Department Heads are responsible for the overall conditions of their Areas of Responsibility as assigned in enclosure (1).

3. Action

a. Zone Inspections will be at the direction of the First Lieutenant Officer and shall be executed not less than quarterly.

b. Each space shall be inspected for preservation, cleanliness, and overall readiness.

c. Enclosure (2) will be used to annotate deficiency, which shall then be reported to the Public Works trouble call desk.

4. Reports

a. Copies of Inspection results shall be maintained by the First Lieutenant for record keeping.

b. The Zone Inspection Program binder, kept in the RMS Office, will contain all historical inspection results.

J. D. TUTWILER

Distribution:
https://www.cnatra.navy.mil/tw6/vt86/Instructions.asp

VT-86 ZONE INSPECTION AREAS OF RESPONSIBILITY

RMS

RMS OFFICES (S125A-C / S122 / S125 / S132)
1ST FLOOR STUDENT READY ROOM (S134)
1ST FLOOR STORAGE SPACES (S134A)
WINGS (N206A)
COFFEE MESS STORAGE (N212 / N214)
WIVES CLUB STORAGE SPACE (S240A)

STUCON

STUCON OFFICES (S220 / S221)
STUDENT FLIGHT BRIEF SPACES (N210A-H)
STUDENT SIM BRIEF SPACES (UPSTAIRS 2B49 SIM AREA)

P&P

P&P OFFICE (S221A)
PERCH (S238)

OPS

OPS OFFICES (N-210 / N210A)

STAN

STAN OFFICE (S231B)
T&C BUILDING (STAGE MANAGER OFFICE)

SAFETY

SAFETY OFFICES (S219 / S220A)
T&C BUILDING (CLASSROOMS)

UMFO

UMFO OFFICES (S240D / S240F)
VMTS IGS ROOM (N207)

ADMIN

ADMIN OFFICE (S218)
COPY ROOM (S-259)

SAU

RESERVE OFFICE (S130)

EXECUTIVE SUITE

EXECUTIVE RECEPTION (N209)
CO/XO OFFICES (N209A-B)

SWO

READY ROOM (N206)
TIMS ROOM (N215)
T&C BUILDING (JMPS ROOM / PLANNING ROOM)

HEADS

ROOM #'S S212, S216, S217, N211, N213

ZONE INSPECTION DEFICIENCY LISTING

LANTFLT 4790/5 (1/77) S/N 0103-LF-647-9025

ZONE	DATE	LOCATION	
WORK CENTER		INSPECTOR	RECORDER
REVIEW	WORK CNTR. SUPER.	DIVISION OFFICER	DEPARTMENT HEAD
	OTHER (SPECIFY)	EXECUTIVE OFFICER	COMMANDING OFFICER

CATAGORY	GRADES	OUTSTANDING	EXCELLENT	SATISFACTORY	UNSATISFACTORY
	PRESERVATION				
	CLEANLINESS				
	OVERALL				

DEFICIENCY	ACTION	DIV. OFF. INITIALS