



DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING SIX
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PENSACOLA, FLORIDA 32508-5509

COMTRAWINGSIXINST 5354.2M
N1
3 Aug 16

COMTRAWINGSIX INSTRUCTION 5354.2M

From: Commander, Training Air Wing SIX

Subj: COMMAND PHILOSOPHY AND POLICY STATEMENTS

Ref: (a) OPNAVINST 3750.6 (Series)
(b) OPNAVINST 5100.23 (Series)
(c) SECNAVINST 5300.26D (Series)
(d) OPNAVINST 5354.1 (Series)
(e) SECNAVINST 5350.16A (Series)
(f) CNATRAININST 5370.2 (Series)

Encl: (1) COMTRAWING SIX Command Philosophy
(2) COMTRAWING SIX Policy Statement on Safety/NAVOSH
(3) COMTRAWING SIX Policy Statement on Sexual Harassment
(4) COMTRAWING SIX Policy Statement on Command Managed Equal Opportunity (CMEO)

1. Purpose. To promulgate policies and guidance that will reinforce and ensure awareness with respect to the Department of the Navy (DON) civilian and military personnel, in amplification of references (a) through (f).

2. Cancellation. COMTRAWINGSIXINST 5354.2L

3. Applicability. This instruction applies to all DON personnel, including active duty military, Reserve personnel performing active or inactive duty, and civilian.

4. Mission. The primary mission of Training Air Wing SIX is to safely train the world's finest combat quality Naval Flight Officers, committed to global security and prosperity, and projecting Naval Air Power worldwide.

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

6. Action

a. Commanding Officers of Squadrons VT-4, VT-10, and VT-86, Department Heads, supervisors, and all DON civilian and military personnel shall comply with and support enclosures (1) through (4).

b. Safety is paramount. A great degree of personal interest in safety, combined with assumption of responsibilities by all personnel, is required to achieve our objective. References (a) and (b) detail the duties and responsibilities of the safety officer and all supervisory and operational personnel in the various aspects of the safety program.

c. Hazards shall be reported by the best means available: verbal reports, anymouse, incident/hazard report forms, or ASAP.

d. Sexual harassment will not be tolerated at CTW-6. I fully support the Navy's sexual harassment policy published and defined in reference (c) and discussed in enclosure (3).

e. As defined in reference (d) and (e) and discussed in enclosure (4), acts of discrimination are contrary to our core values and won't be tolerated at CTW-6.

f. CTW-6 fully supports the Navy's Fraternalization Policy published and defined in reference (d). All personnel will be provided indoctrination and annual training on the subject of fraternization.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the Wing Admin Officer will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension granted.



MARK G. STOCKFISH

Releasability and distribution:

This instruction is cleared for public release and is available electronic only via TW-6 Website:

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

3 Aug 16



COMMAND PHILOSOPHY

The primary mission of Training Air Wing SIX is to safely train the world's finest combat quality Naval Flight Officers, committed to global security and prosperity, and projecting Naval Air Power worldwide.

GUIDING PRINCIPLES

1. **Pride.** Take pride in the fact that we provide for the safety, security, and prosperity of our nation. We must work daily to instill and reinforce the heroic legacy and attributes of our past Naval Aviation heroes, as well as the core values and qualities our Navy and country demand of today's naval officers and future naval leaders.
2. **Professionalism.** The core values of Honor, Courage, and Commitment are the very fabric of our team. We are the men and women of Naval Aviation, and we measure ourselves against the highest standards of duty, integrity, and accountability.
3. **Purpose.** Everything we do must support our primary mission. If we are spending our precious resources of people, time, or money on tasking that does not support our mission; I expect you to question that tasking, and together we will validate, transform, or eliminate it.
4. **Effective communication.** Clear and concise communication minimizes misunderstanding, and is fundamental to achieving our desired effects.
5. **Engaged leadership.** As members of an elite organization, we work with an expectation of success. Leaders must understand what that means and be engaged in meeting or exceeding that expectation.
6. **Teamwork.** People like to be part of a winning team and are willing to work harder and smarter to be on a winning team. We must continually strive to be the best in everything we do, and accelerate toward excellence in every endeavor.

FOCUS

Mission Accomplishment is my top priority; people represent our most important resource in executing it. Developing our people and supporting the well-being of our families are the foundation for all that we do.

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CAPT Mark G. Stockfish, USN
Commander, Training Air Wing SIX



COMMAND SAFETY POLICY

1. The primary mission of Training Air Wing SIX is to **safely train** the world's finest combat quality Naval Flight Officers, committed to global security and prosperity, and projecting Naval Air Power worldwide.
2. To accomplish our mission, the Commander, Training Air Wing SIX Guiding Principles of **pride, professionalism, purpose, effective communication, engaged leadership, and teamwork** will continue to guide and shape our activities.
3. Safety must remain at the forefront of all that we do. However, **zero risk is not achievable nor affordable**. We will manage risk and move forward to accomplish our mission while safeguarding our people and equipment. We will empower our people and their families to collectively embrace a proactive command culture of risk identification and management to achieve zero **preventable** mishaps.
4. The Chief of Naval Air Training Principles of Operational Excellence apply to every activity at all times - **integrity, level of knowledge, procedural compliance, formal communications, questioning attitude, forceful backup, and risk management**. Following and adhering to these principles will ensure safe mission execution no matter your role or experience. Virtually every mishap, close call or operational failure, both on and off duty, can be traced to a violation of one or more of these principles.
5. Our goal is to provide a safe and healthful workplace for all personnel. Safety is an all hands evolution - **be part of the solution** - not the problem - by using systematic processes and collaborating with others to effect change that grows relationships and supports our mission.

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CAPT Mark G. Stockfish, USN
Commander, Training Air Wing SIX



COMMAND POLICY ON SEXUAL HARASSMENT

1. The Training Air Wing SIX team must be composed of an optimally integrated group of men and women who are able to work together to accomplish the mission. Each member of the team is entitled to be treated fairly, with dignity and respect, and must be allowed to work in an environment free of unlawful discrimination.
2. Commander, Training Air Wing SIX (CTW-6) is committed to maintaining a work environment free from unlawful discriminatory practices and inappropriate behavior. In support of this commitment, it is CTW-6 policy that:
 - a. Sexual harassment is prohibited. All CTW-6 personnel, military and civilian, will be provided a work environment free from unlawful discrimination which includes sexual harassment. Off-duty behaviors that affect the military workplace may also be considered to be sexual harassment.
 - b. All CTW-6 personnel, military and civilian, will be educated and trained annually in the areas of identification, prevention, resolution and elimination of sexual harassment.
 - c. Individuals who believe they have been sexually harassed shall be provided the opportunity to seek resolution and redress. Commanders and those in supervisory positions shall ensure that notification of sexual harassment can be made in a command climate that does not tolerate acts of reprisal, intimidation, or further acts of harassment. All personnel shall be made aware of the avenues of resolution and redress that are available.
 - d. All reported incidents of sexual harassment shall be investigated and resolved at the lowest appropriate level. All incidents shall be resolved promptly and with sensitivity. Confidentiality will be maintained to the extent possible.
 - e. Counseling support or referral services will be made available for all personnel involved in incidents of sexual harassment.
3. Each member of the Training Air Wing SIX team is expected to abide by the Navy Core Values of Honor, Courage and Commitment. Sailors, Marines and civilians who model the Core Values do not engage in negative behaviors such as sexual harassment, and do not condone those behaviors in others.

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Commander, Training Air Wing SIX



COMMAND POLICY ON EQUAL OPPORTUNITY

1. The objective of Command Managed Equal Opportunity (CMEO) is to promote positive command morale and quality of life by providing an environment in which all personnel can perform to their maximum ability, unimpeded by institutional or individual biases based on race, color, sex, religion, sexual orientation or national origin. Leaders must create, shape and maintain a positive Equal Employment/Equal Opportunity (EEO/EO) environment through policy, communication, training, education, enforcement and assessment.
2. Commander, Training Air Wing SIX (CTW-6) and Training Squadrons FOUR, TEN, and EIGHT SIX (VT-4, VT-10, and VT-86) shall designate in writing a Command Managed Equal Opportunity (CMEO) Program Officer and EEO Specialist/Counselor to administer and manage EO programs. CMEOs and EEO Specialist/Counselors shall:
 - a. Establish an EEO/EO and POSH board for posting of For Official Use Only information in CTW-6, VT-4, VT-10, and VT-86 spaces. These boards will include CMEO and EEO Specialist/Counselor contact information, command EO policies, and information on other avenues of redress.
 - b. Advise CTW-6 and the Commanding Officers of VT-4, VT-10, and VT-86 on all EEO/EO and sexual harassment complaints
 - c. Ensure the effectiveness of EEO/EO and POSH coverage to all civilian employees and military personnel.
 - d. Meet with civilian employees and military personnel to resolve EEO/EO and sexual harassment complaints and ensure fair, impartial, and timely investigation and resolution of complaints.
 - e. Ensure that military and civilian personnel are annually assessed, educated, and trained in the identification, prevention, resolution, and elimination of discrimination in employment and sexual harassment.
3. Acts of unlawful discrimination are contrary to our Navy Core Values of honor, courage and commitment. Additionally, these practices adversely affect good order and discipline, unit cohesion, mission readiness and prevent our Navy from attaining the highest level of operational readiness. All Service members are entitled to an environment free from personal, social, or institutional barriers that prevent service members from rising to the highest level of responsibility possible.

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