



DEPARTMENT OF THE NAVY

TRAINING SQUADRON FOUR
250 SAN CARLOS ROAD SUITE I
PENSACOLA FL 32508-5502

TRARONFOURINST 11130.1

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01 June 2013

TRAINING SQUADRON FOUR INSTRUCTION 11130.1

Subj: SQUADRON DETACHMENT

1. Purpose. To publish the duties and responsibilities of specific personnel during a squadron detachment.

2. Discussion. To facilitate student training during extended periods of unfavorable weather as NAS Pensacola, Training Squadron FOUR will utilize squadron training detachments to complete Student Naval Flight Officer (SNFO) syllabus stories. An Officer-In-Charge (OIC) of each detachment will be designated and will have overall authority and responsibility for its execution. However, maximum coordination between all departments is required. The following paragraphs outline detachment responsibilities within the squadron.

3. Action.

a. Executive Officer will designate an OIC for each detachment.

b. Officer-In-Charge will:

(1) Coordinate all matters concerning movement and supervise departmental coordination.

(2) Designate the Operations Detachment Officer.

(3) Obtain and brief assigned aircrew concerning procedures at detachment airfields. This briefing will include but will not be limited to:

(a) The requirement for a minimum of one designated staff aircrew to attend weather briefings to ensure all flight crews are aware of any possible severe or extreme weather.

(b) The requirements for a flight weather briefing form (DD175-1) prepared by the meteorological forecaster for all flights.

(c) Survival procedures and conditions applicable to the detachment operating area (i.e., over water, desert, and mountain terrain) that are distinct from Pensacola area operations.

c. Operations Officer will:

(1) Coordinate in advance with the destination airfield arranging detachment dates, PPR when applicable, required support and general liaison.

(2) Coordinate with Naval Air Training Management Support Activity (NATMSACT) for required civilian contractors and pick up of maintenance parts and equipment.

(3) Work closely with the Detachment Officer-In-Charge.

d. Assistant Operations Officer will:

(1) Coordinate all matters concerning personnel berthing and subsistence at destination airfield.

(2) Obtain copies of pertinent instructions, regulations and notices for destination airfield and ensure destination airfield and ensure dissemination prior to deployment.

(3) Furnish appropriate authority at destination airfield with roster of aircrew.

(4) Coordinate Air Traffic Control (ATC) course rules briefing for local area.

(5) Determine security requirements at destination airfield and coordinate such requirements as necessary.

(6) Request necessary logistic support for departure and return flights.

(7) Obtain vehicles from supporting activity.

(8) Arrange for communications support at destination airfield.

(9) Coordinate with the supporting activity at the destination airfield to ensure that adequate maintenance support will be available.

(10) Publish a detachment notice at least two weeks prior to the detachment date listing specific objectives, schedules, personnel and other pertinent information. Supplementary information will (at a minimum) include:

(a) Special duties and assignments.

(b) Schedule of events including:

(1) A chronological listing of each item to be accomplished and assignment of responsibility to a specific individual.

(2) Reference defined for all reports and messages to be submitted.

(c) Officer Roster

(d) Departure Schedule

e. Detachment Operations Officer will:

(1) Serve as the Senior Watch Officer for the detachment.

(2) Serve as the Schedules Officer for the detachment.

(3) Coordinate cleanup of all detachment spaces.

(4) Coordinate with civilian contractors as required for pickup and return of maintenance supplies and equipment.

(5) Assume any other duties as directed by the Officer-In-Charge.

f. Detachment Duty Officer will:

(1) Establish detachment headquarters and initiate a Detachment Duty log.

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- (2) Determine the location of all detachment spaces.
- (3) Ensure spaces are unlocked and ready for occupancy.
- (4) Provide proper security for equipment and personal effects.
- (5) Keep the Officer-In-Charge informed of all pertinent information.

A handwritten signature in cursive script that reads "S. S. White". The signature is written in black ink and features a long, sweeping horizontal line extending to the right from the end of the name.

S. S. White

Distribution:
List II, Case, A-D