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

IN REPLY REFER TO:
TRARONEIGHTSIXINST 5452.1K
00 APR 18 2012

TRARON EIGHT SIX INSTRUCTION 5452.1K

Subj: TRAINING SQUADRON EIGHT SIX ORGANIZATIONAL MANUAL

Ref: (a) U.S. Navy Regulations, 1990
(b) CNATRAINST 5452.22J
(c) OPNAVINST 3120.32C

1. Purpose. To provide assigned personnel with a ready source of authoritative information concerning the administration and operation of Training Squadron Eight Six. This instruction contains numerous revisions and should be read in its entirety.

2. Cancellation. TRARONEIGHTSIXINST 5452.1J

3. Scope and Policy

a. This instruction supplements references (a) through (c). It establishes in further detail the administrative, operational and functional organization of Training Squadron EIGHT SIX. The functional guides herein constitute the formal assignment of responsibility and delegation of authority by the Commanding Officer to subordinates.

b. The contents of this manual are limited to matters of internal organization and shall not alter or amend the provisions of U.S. Navy Regulations or directives of higher authority.

4. Objectives. As outlined in reference (b), this instruction provides necessary information to accomplish the squadron's mission with maximum efficiency. To achieve these objectives, this instruction:

a. Provides functional guides and organizational charts to accomplish the basic mission of the squadron.

b. Assigns duties, responsibilities and authority to key individuals in the squadron.

5. Compliance

a. All squadron members assigned billets described in this manual must have a working knowledge of its contents.

b. All squadron personnel shall periodically review this manual and submit recommended changes to the squadron Administrative Officer.

6. Changes to this manual will be made per directives issued by the Commanding Officer. Custodians of this manual are responsible to make changes as directed upon receipt.

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B. S. HORSTMAN

Distribution: (TRARONEIGHTSIXINST 5216.6J)
List I and III (Less NAS Pensacola)

RECORD OF CHANGES

The Training Squadron EIGHT SIX Organizational Manual shall be kept current by issuance of changes promulgated by the Commanding Officer.

1. Changes will be inserted in the manual as directed by Change Transmittal Notices.

2. Pen and ink corrections will be utilized when feasible. Page changes will be utilized when large scale alterations are made.

3. Upon insertion of changes in the manual, a record shall be made in the space provided below.

CHANGE NUMBER	SIGNATURE OF PERSON ENTERING CHANGE	DATE ENTERED

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CHAPTER 1

ESTABLISHMENT, AUTHORIZATION, MISSION AND POLICY

101. Chain of Command. Training Squadron EIGHT SIX operates under the administrative and functional control of Commander, Training Air Wing SIX and the Chief of Naval Air Training.

102. Mission. The primary mission of Training Squadron EIGHT SIX is to provide advanced academic and in-flight training to Student Naval Flight Officers and international flight students to prepare them for designation as such in their respective services. Training will be per the prescribed syllabus, as directed by the Chief of Naval Air Training and Commander, Training Air Wing SIX and will consist of a high quality, uniform standard of instruction.

103. Responsibility. The command's responsibility is to maintain the highest level of preparedness in the art of professional military aviation in order to provide the most effective and efficient training to all students.

104. Administration and Operation. The administration and operation of Training Squadron EIGHT SIX shall be per directives issued by the Chief of Naval Air Training, Commander, Training Air Wing SIX, U.S. Navy Regulations, and other orders and instructions promulgated by higher authority.

105. Functions. The following tasks are assigned to Training Squadron EIGHT SIX:

1. Conduct training for Student Naval Flight Officers and international customers as directed.

2. Provide administrative control of all assigned students.

3. Accomplish training per prescribed curricula on a standardized basis ensuring high standards of qualification in the individual student.

4. Conduct effective and aggressive Aviation Ground Safety Programs in order to minimize personnel injuries and loss of life and equipment.

5. Conduct Instructor Qualification and Standardization Programs per prescribed directives.

6. Be prepared to provide aircraft and aircrew in support of local, state, and/or national emergency situations, if required, and as applicable in current directives.

7. Coordinate with the Chief of Naval Air Training Detachment Officer-in-Charge for all maintenance related requirements.

8. Indoctrinate and/or train all personnel in the elements of naval leadership.

9. Using TIMS, maintain systematic records of training progress of each student and provide training progress reports as required.

10. Make recommendations to the Chief of Naval Air Training, via Commander, Training Air Wing SIX, for changes in training curricula and associated materials and train devices.

11. Keep the Chief of Naval Air Training advised, via the TRAWING SIX Commander, of the status of support and funds in those areas which direct communication with activities outside the NATRACOM has been authorized, such as carrier and weapons training detachments, etc.

12. Maintain a resource management system which accurately documents all transactions involving the utilization of authorized funds; ensures that proper claims or charges are associated with temporary additional duty orders or material received; and report funds status as required by higher authority.

13. Ensure their Reserve Squadron Augment Unit (SAU) is fully integrated into the operational aspects of the squadron through establishment of a Reserve Department, manage assigned Full Time Support (FTS) billets to manage daily Selected Reserve (SELRES) instructor aircrew operational staffing to meet squadron mission requirements, and ensure a balanced cadre of experienced SELRES Instructor Pilots with sufficient qualifications to enhance squadron training and operations.

14. Serve as an effective instrument of the U.S. foreign policy by initiating and continuing action programs which promote positive relations between the command and foreign nationals. Assist individual foreign military personnel and their families to work effectively, and live with dignity and satisfaction while associated with the NATRACOM.

15. Perform administrative services to include: Military awards control, mail management, centralized publications/directives/files/records administration, classified material control, personnel security accountability, correspondence and message processing, fitness and evaluation reports, Individual Tempo (ITEMPO) program management, personnel support, oversight of Defense Travel System.

16. Ensure civilian resources are being utilized in the most effective and efficient manner. Ensure civilian performance appraisals are processed per directives.

17. Provide required administrative support to assigned civilian personnel.

18. Exercise budgetary and funding control over funds allocated by the Commander, Training Air Wing SIX.

19. Mentor squadron officers, providing counsel/advice in all matters pertaining to their professional and personal development as Naval officers and aviators.

20. Plan, direct, and coordinate the production of aviators and NFOs. Maintain constant liaison with the Commander, Training Air Wing SIX to ensure production goals are met.

21. Provide recommendations to the Commander, Training Air Wing SIX regarding attrition or continuation of training for students who fail to meet flight training standards, violate UCMJ, or fail to uphold standards of conduct.

CHAPTER 2

ADMINISTRATIVE ORGANIZATION

201. General. The Organizational Manual outlines the squadron administrative organization and serves to coordinate the various departments during general evolutions and emergencies in conjunction with other orders and instructions. It regulates the conduct of personnel in the administration and operation of the squadron.

202. Objective. The ultimate objective of the squadron administrative organization is the efficient accomplishment of its purpose by:

1. Logically grouping and clearly defining the functions to be performed.

2. Delegating authority and responsibility throughout the command.

3. Clarifying command and organizational relationships.

4. Coordinating and improving channels of communication among related activities.

5. Improving manpower utilization through better organizational control.

203. Responsibility

1. The officers assigned as Department Heads are responsible to the Commanding Officer, through the Executive Officer, for the efficient performance of duty by all staff under their immediate jurisdiction.

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

a. Administrative Department (N1)

b. Safety Department (N2)

c. Operations Department (N3)

d. Resources Management System Department (N4)

e. Plans and Productions (N5)

f. Standardization Department (N6)

g. Training and Curriculum Department (N7)

h. Student Control Department (N8)

i. Virtual Mission Training System (VMTS) Department (N9)

j. Reserve Department (N00R)

SECTION I - COMMAND

204. Commanding Officer (00)

1. Basic Function. The Commanding Officer is responsible for the overall performance of the squadron and the accomplishment of its assigned mission and tasks per Navy Regulations and the directives from higher authority.

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

a. Direct the resources of the squadron in the safe and efficient accomplishment of its mission.

b. Keep the Executive Officer informed of his policies and normally issue all orders relative to the duties of the command through the Executive Officer. Require communication of an official nature from subordinates be routed via the Executive Officer.

c. Carry out any inspections and testing as prescribed by competent authority to ensure the proper preservation, repair, maintenance and operation of the squadron spaces and equipment assigned.

d. Ensure the high morale, mental well-being, physical fitness, personal appearance, and professional development of assigned personnel.

e. Properly utilize and account for all public funds and government equipment which are assigned to the command.

f. Require that squadron personnel are instructed and drilled in all applicable safety precautions and procedures.

g. Establish a written policy statement to ensure all squadron personnel comply with Department of the Navy Equal Employment Opportunity Policy.

3. Organizational Relationships

a. The Commanding Officer reports to the Commander, Training Air Wing SIX and to other superiors as prescribed in the administrative and operational chain of command.

205. Commanding Officer (Acting). An officer who is acting as Commanding Officer during the temporary absence, departure on leave or disability of that officer, shall have the same authority and responsibility as the Commanding Officer. He will make no changes to the existing organization unless ordered to do so and shall endeavor to carry out the general routing of the command. The word "Acting" shall appear below his signature on all official correspondence.

SECTION 2 - EXECUTIVE

206. Executive Officer (01)

1. Basic Function. The Executive Officer is the direct representative of the Commanding Officer. All orders issued by him will have the same force and effect as though issued by the Commanding Officer and shall be obeyed accordingly. He will conform to the policies and orders of the Commanding Officer and shall keep him informed of all significant matters pertaining to the command. The Executive Officer shall be primarily responsible, under the Commanding Officer, for the organization, performance of duty, good order and discipline of the command. He will recognize the right and duty of a Department Head or Executive Assistant to confer directly with the Commanding Officer on specific departmental matters.

2. Duties, Responsibilities and Authority

a. Be prepared to assume command.

b. Assign personnel to departments or other major subdivisions of the command.

c. Promulgate a schedule of events to aid subordinates in planning their work.

d. Ensure that all prescribed security measures and safety precautions are understood and strictly observed.

e. Maintain high morale within the command. Ensure that the discipline, welfare and privileges of command personnel and related matters are administered in a just and uniform manner.

f. Evaluate the performance of staff personnel and make appropriate recommendations to the Commanding Officer.

g. Prosecute a planned program of recreation and athletics.

h. Promote a program of economy, conservation and cost consciousness within the command.

i. Ensure that the Commanding Officer is advised of all casualties, deficiencies and anticipated difficulties which may significantly affect the operational readiness or administrative efficiency of the command.

j. Act on personal requests, even when addressed to the Commanding Officer, that do not involve the formulation of policy or require action of higher authority.

k. Ensure that adequate supplies and services are made available to the Executive Assistant within the allotment of operating funds.

l. Act as Junior Officer Advisor.

m. Sign "By direction" on routine correspondence and reports for the squadron that do not affect the policy, mission, or efficiency of the command.

n. Perform other duties as assigned.

3. Organizational Relationships. The Executive Officer is directly responsible to the Commanding Officer. All Department Heads and Executive Assistant report to the Executive Officer for matters pertaining to the internal administration of the command. The prescribed duties of the Executive Officer do not relieve a subordinate of any assigned responsibilities.

207. Executive Officer (Acting). An officer, who is acting as Executive Officer, during the temporary absence or disability of that officer, will have the same authority and responsibility as the Executive Officer. He will make no changes in the existing

organization unless ordered to do so and will carry out the general routine of the command.

208. Executive Assistant (EA)

1. Basic Function. The Executive Assistant is responsible for all individual awards, unit awards, Navy officer fitness reports and the day-to-day and long-range routines of the Commanding Officer and the Executive Officer.

2. Duties, Responsibilities and Authority

a. Schedule the quarterly awards board.

b. Recommend to the Commanding Officer via the Executive Officer appropriate level of award for action.

c. Compile and prepare awards for the Commanding Officer via the Executive Officer.

d. Compile and prepare Navy officer fitness reports for both the Change-of-Command and yearly reports.

e. Compile and prepare Navy officer counseling reports.

f. Complete any other tasks as assigned by the Commanding Officer or the Executive Officer.

3. Organizational Relationships. The Executive Assistant reports to the Executive Officer and to other superiors as prescribed in the administrative and operational chain of command.

209. Drug and Alcohol Program Advisor (DAPA)

1. Basic Function. The DAPA is the assistant to the Commanding Officer/Executive Officer on the nature and context of drug and alcohol use/abuse within the squadron and the Navy. The DAPA provides assistance in developing and implementing the management of personnel with a drug and alcohol problem. The DAPA serves as a coordinator for drug and alcohol abuse identification, rehabilitation (aftercare) education, identification and enforcement.

2. Duties, Responsibilities and Authority

a. Advise the command on the various methods to design and implement a comprehensive drug and alcohol prevention and control program.

b. Coordinate the administration of Navy policies and procedures concerning drug and alcohol abuse identification, rehabilitation (aftercare) education, identification and enforcement. This will be incorporated into the Navy Rights and Responsibilities and quarterly scheduled safety standdowns.

c. Interface with Navy organizations that have a role in alcohol and drug abuse prevention and control.

d. Establish liaison with personnel within the command whose activities require coordination to ensure an effective alcoholism and drug abuse prevention effort.

e. Coordinate scheduling of supervisory personnel to the Alcohol and Drug Abuse Managers/Supervisors (ADAMS) Training course.

f. Schedule squadron personnel for Personal Responsibility and Values Education and training with the Counseling and Assistance Center (CAAC), NAS Pensacola.

g. Maintain liaison with the CAAC, NAS Legal, Security, and Medical Departments of NAS Pensacola Naval Hospital/Branch Medical Clinic concerning squadron personnel involved with alcohol abuse or drugs.

h. Schedule and coordinate Counseling and Assistance Center screening, qualified medical officer evaluation, and rehabilitation for all suspected abusers.

i. Schedule quarterly meetings with the Commanding Officer and Executive Officer to discuss DAPA issues. Additionally, schedule quarterly meetings to discuss aftercare progress of personnel participating in Level I, II and III programs. A "Memorandum for the Record" will be placed in the member's record for each quarterly meeting.

j. Perform other duties as assigned.

3. Organizational Relationships. The DAPA reports to the Commanding Officer and Executive Officer for the performance of assigned duties. Personnel associated with drug and alcohol abuse education, rehabilitation, identification and enforcement efforts collaborate and coordinate with the DAPA.

210. Command Managed Equal Opportunity (CMEO)

1. Basic Function. The CMEO is the principal assistant and advisor to the Commanding Officer on matters pertaining to equal opportunity for military and civilian personnel.

2. Duties, Responsibilities and Authority

a. Maintain close liaison with the CNATRA CMEO to ensure equal opportunity and to improve channels of communication with minority groups.

b. Maintain close liaison with Consolidated Civilian Personnel Officer Equal Opportunity Officer to ensure equal opportunity and to improve channels of communication.

c. Propose methods of enhancing positive relations in the area of Equal Opportunity and post all official notices that pertain to Equal Opportunity on the bulletin board.

d. Advise the Commanding Officer of instances of discrimination within the squadron or within the military and civilian community.

e. Propose methods of enhancing positive relations in the area of equal opportunity.

f. Perform other duties as assigned.

3. Organizational Relationships. CMEO reports to the Commanding Officer through the Executive Officer on matters concerning equal opportunity.

211. Senior Marine

1. Basic Function. The Senior Marine is an aide to the Executive Officer and is responsible to the Commanding Officer and Executive Officer for the administration of all Marine Corps matters. He serves as the Marine Corps' representative in providing assistance to all Marine staff/student officers and provides liaison with the Marine Aviation Training Support Group (MATSG).

2. Duties, Responsibilities and Authority

a. Review USMC related correspondence prepared for the signature of the Commanding Officer or Executive Officer.

b. Serve in an advisory capacity to Department Heads, special assistants and clerical personnel with regard to Marine Corps matters.

c. Maintain liaison with MATSG in all Marine Corps matters.

d. Perform other duties as assigned.

3. Organizational Relationships

a. The Senior Marine shall function as aide to, and direct representative of the Commanding Officer and Executive Officer in Marine Corps matters. He has direct communication with the Commanding Officer and Executive Officer in matters directly under his cognizance.

b. Ensure that all USMC annual requirements are submitted to the MATSG-21 operations office and run on the diary.

c. Act as the reporting senior for all STAFF captain fitness reports and all student officer annual fitness reports.

d. Ensure that all officers are involved in completing level PME requirements.

212. Senior Watch Officer/Physical Security Officer

1. Basic Function. The Senior Watch Officer/Physical Security Officer is responsible for the assignment and general supervision of the squadron watch organizations.

2. Duties, Responsibilities and Authority

a. Maintain a list of officers assigned to stand watches and their watch standing qualifications.

b. Administer an indoctrination program for new Command Duty Officers/Squadron Duty Officers and evaluate their performance and qualifications.

c. Supervise the administration of officer watchbills and ensure equitable assignment of all duties.

d. Ensure that publications and checklists required by watch officers are current and readily available.

e. Monitor the Pass Down Log to ensure directives inserted are correctly phrased, understood by Duty Officers and are removed after serving their purpose.

3. Organizational Relationships

a. The Senior Watch Officer reports to the Executive Officer on all matters pertaining to the squadron watch organization and matters of physical security.

213. Department Head

1. Basic Function. In amplification of the general duties prescribed in reference (d), a Department Head, as the representative of the Commanding Officer in all matters which pertain to his department, is responsible for the efficient organization, administration and operation of his department.

2. Duties, Responsibilities and Authority

a. Organization

(1) Direct and control the assignment of the officer personnel in his department, subject to the approval of the Executive Officer.

b. Administration

(1) Formulate and promulgate policies and procedures for personnel management within his department.

(2) Maintain an active and continuing safety program to promote safety consciousness.

(3) Ensure the maintenance of physical security, good order and discipline within the departmental spaces.

(4) Prosecute a vigorous program of material conservation and efficient manpower utilization.

(5) Maintain records, files, and publications per current instructions.

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

(7) Maintain a departmental turn-over file and desk-top procedure containing the current status of work, special projects or operations in progress, condition of equipment, personnel situations, and other data that may be useful for the orientation of the relieving officer.

c. Personnel Administration

(1) Maintain a long-range program of individual and team training along with the squadron training program to achieve the maximum use of individual capabilities, minimize the effect of personnel losses through administrative attrition or casualties, and encourage the professional development and advancement of assigned personnel.

(2) Encourage the general and educational development of assigned personnel through participation in correspondence courses and voluntary off-duty education programs.

(3) Determine eligibility for advancement of departmental personnel by evaluating professional performance.

(4) Maintain a long-range leave program which will ensure the orderly use of leave with the minimum impact on departmental efficiency. Administer a departmental liberty program.

(5) Prepare initial drafts or reports of fitness for all officers assigned to a department; include concurrent reports for officers temporarily assigned from other units.

(6) Establish individual and group accountability procedures for departmental personnel.

(7) Review all disciplinary reports involving departmental personnel and making recommendations to the Executive Officer/Commanding Officer.

(8) Establish procedures through which assigned personnel may express grievances, complaints or submit recommendations to improve administrative and/or operational processes.

d. Material

(1) Maintain high standards of space cleanliness and material preservation.

(2) Maintain current and complete departmental records of accountable material equipment.

(3) Keep the Commanding Officer/Executive Officer advised of any casualties and deficiencies. Anticipate difficulties in the department and/or the squadron.

3. Organizational Relationships

a. A Department Head reports to:

(1) The Commanding Officer for:

(a) the readiness of his department;

(b) the general condition of material and equipment and specifically, circumstances or conditions which may adversely affect the safety or readiness of the squadron;

(c) any matters relating to his department whenever he believes such action is necessary to preserve good order and discipline.

(2) The Executive Officer for:

(a) all administrative matters;

(b) information regarding direct reports to the Commanding Officer.

b. Subordinates shall report to their respective Department Head.

c. A Department Head will inform the other departments concerning the training requirements of his own department and to coordinate other matters to promote efficient squadron operations.

214. Division Officer

1. Basic Function. In amplification of the general duties prescribed in reference (c), the Division Officer, under his Department Head, is responsible for the organization, administration and operation of his division and its assigned personnel and material.

2. Duties, Responsibilities and Authority

a. Organization

(1) Organize and control the assignment of personnel to achieve maximum readiness.

(2) Maintain any bulletins necessary for efficient operation of the department and assign collateral duties as required.

b. Administrative

(1) Formulate and implement policies, methods and procedures for the efficient operation of the division.

(2) Anticipate and inform the Department Head of any personnel and material requirements.

(3) Control and supervise the preparation, handling and submission of forms, reports and correspondence.

(4) Instruct subordinates in applicable safety precautions and require strict observance of all safety regulations.

(5) Ensure that prescribed security measures are strictly observed.

(6) Recommend improvements in departmental policies and procedures.

(7) Maintain a current directives binder to include squadron-wide, departmental, divisional and other pertinent directives.

(8) Maintain a division turn-over notebook containing personnel data, training program data, space and equipment responsibility, and other useful data for the orientation of the relieving officer.

c. Personnel Administration

(1) Ensure all personnel are well indoctrinated and trained, both militarily and professionally, through an effective training program.

(2) Keep informed of the capabilities and qualifications of division personnel, making appropriate recommendations for their advancement.

(3) Process all special request chits and leave papers in a timely manner.

(4) Ensure all regulations are observed and good order and discipline is maintained.

(5) Establish procedures through which division personnel may express complaints or grievances.

d. Material. Supervise the maintenance, preservation and cleanliness of spaces and equipment assigned.

e. Perform other duties as assigned.

3. Organizational Relationships. The Division Officer reports to the Department Head for the performance of assigned duties.

CHAPTER 3

ADMINISTRATIVE DEPARTMENT

301. Administrative Officer (N1)

1. Basic Function. The Administrative Officer is head of the Administrative Department and is responsible for specific details in the administration of the squadron. He/She shall function as an official aide to, and may be delegated to act for, the Executive Officer and assist him in his administrative duties.

2. Duties, Responsibilities and Authority

a. Assist and advise the Commanding Officer and Executive Officer in matters pertaining to the general administration of the squadron.

b. Observe and report to the Commanding Officer and Executive Officer about the implementation and effectiveness of the administrative policies, procedures and regulations of the squadron.

c. Review correspondence and directives routed to the Commanding Officer and Executive Officer to ensure initiation of required action.

d. Develop briefing papers for the scheduled Department Head meetings listing all upcoming significant events.

e. Authorize subordinates to requisition supplies, equipment and services required by the Administrative Department.

f. Ensure proper and prompt processing of incoming/outgoing official correspondence and special request chits.

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

h. Ensure that correspondence relating to change of duty, promotion or changes in personnel status are properly executed and recorded.

i. Maintain a directory of staff officers that lists current addresses, telephone numbers, spouses and children.

j. Maintain staff officer roster boards, track transfers and receipts and assign sponsors to incoming personnel.

k. Ensure that procedures are established for the proper handling of all official U.S. mail and personal correspondence.

l. Perform all duties of a Department Head per Navy Regulations and Chapter Two of this instruction.

m. Sign "By direction" on routine correspondence and reports pertaining to the Administrative Department that do not affect the policy, mission, or efficiency of the command.

3. Organizational Relationships. The Administrative Officer reports to the Commanding Officer via the Executive Officer.

302. Assistant Administrative Officer (AAO)

1. Basic Function. The AAO shall assist the Administrative Officer in the performance of his duties and act for him in his absence. He is also responsible for administrative of civilian personnel within the squadron.

2. Duties, Responsibilities and Authority

a. Aid the Administrative Officer in the supervision and coordination of the Administrative Department and assigned personnel.

b. Perform the duties of the Administrative Officer during the temporary absence of that officer.

c. Perform the duties of Administrative Services Officer per reference (b).

d. Perform other duties as assigned.

e. Act as liaison with the Human Resource Office to ensure proper administration of civilian personnel per Federal Personnel Officer, Federal Manual System and appropriate station directives.

3. Organizational Relationship. The Assistant Administrative Officer reports to the Administrative Officer.

303. Legal Officer

1. Basic Function. The Legal Officer is an advisor to the Commanding Officer and Executive Officer in the interpretation and application of the Uniform Code of Military Justice (UCMJ), the Manual for Courts-Martial and other sources of military law for the maintenance of discipline and the administration of justice.

2. Duties, Responsibilities and Authority

a. Submit recommendations to the Executive Officer, via the Administrative Officer, for the assignment of officers to conduct investigations and other legal duties.

b. Ensure all personnel are fully acquainted with their rights and obligations under the UCMJ.

c. Ensure that personnel assigned to courts-martial investigations and other legal duties are well versed in their duties.

d. Participate in the processing of cases involving non-judicial punishment.

e. Supervise the preparation for courts-martial and review the records of courts-martial. Advise the Commanding Officer on proper procedures, matters of law, propriety of findings, sentences and jurisdictional issues.

f. Prepare correspondence and take appropriate action concerning indebtedness of personnel.

g. Post copies of the UCMJ.

h. Supervise the maintenance of squadron legal records and the preparation and submission of required reports.

i. Supervise the professional training and education of squadron personnel on legal matters and standards of conduct.

j. Maintain a legal library containing sufficient references to handle legal matters.

k. Advise the Commanding Officer, Executive Officer, Administrative Officer, responsible Department Heads and Division Officers of offenses committed by squadron personnel.

l. Review all report chits to ensure that offenses are properly reported per the UCMJ.

m. Aid squadron personnel and their dependents in obtaining legal services.

n. Perform other duties as assigned.

3. Organizational Relationships

a. The Legal Officer reports to:

(1) the Executive Officer and Commanding Officer as an advisor in legal matters;

(2) the Administrative Officer for administrative matters.

b. The Legal Officer collaborates with Department Heads and Division Officers on indebtedness and disciplinary problems of assigned personnel.

304. Communications/Postal Officer

1. Basic Function. The Communications/Postal Officer is responsible for the organization, coordination and operation of the squadron's external communications system. He is also responsible for the administration of the command postal service.

2. Duties, Responsibilities and Authority

a. Organize and supervise the squadron communications system.

b. Supervise the handling of communications traffic and ensure proper routing, preparation, transmission and receipt. Maintain a follow-up system for acknowledgements and replies.

c. Monitor long distance telephone log and verify charges.

d. Advise the Executive Officer and Administrative Officer of current communications requirements and procedures contained in applicable directives.

e. Supervise the performance of personnel assigned to handle incoming/outgoing mail and other postal matters, ensure they conform with pertinent postal laws and regulations.

f. Ensure designation of squadron mail orderlies.

g. Maintain an updated staff personnel directory.

h. Make postal inspections as required.

i. Perform other duties as assigned.

3. Organizational Relationships. The Communications/Postal Officer reports to the Administrative Officer.

305. Personnel Support Detachment (PSD) Liaison Officer

1. Basic Function. The PSD Liaison Officer is the primary point of contact with the NAS Pensacola PSD concerning all matters dealing with service records and administrative support.

2. Duties, Responsibilities and Authority

a. Serve as the primary representative for squadron personnel who must resolve problems with PSD.

b. Interpret and coordinate actions required by personnel directives received from higher authority.

c. Attend monthly PSD Liaison Meetings with the NAS PSD Staff.

d. Perform other duties as assigned.

3. Organizational Relationships. The PSD Liaison Officer reports to the Administrative Officer.

306. Civilian Personnel Officer

1. Basic Function. The Civilian Personnel Officer is responsible for administration of civilian personnel within the squadron.

2. Duties, Responsibilities and Authority

a. Act as liaison with the Human Resource Office to ensure proper administration of civilian personnel per the Federal Personnel Officer, Federal Manual System and appropriate station directives.

3. Organizational Relationships. The Civilian Personnel Officer reports to the Administrative Officer.

307. Public Affairs Officer

1. Basic Function. The PAO acts as an aide to the Commanding Officer and Executive Officer in carrying out the public relations program. The PAO initiates news releases to media outlets through authorized channels.

2. Duties, Responsibilities and Authority

a. Advise the Commanding Officer and Executive Officer concerning public relations, trends and policies.

b. Advise the Commanding Officer and Executive Officer on current directives governing security considerations and the release of public information.

c. Organize and administer the Public Affairs Program to aid the Commanding Officer in maintaining high squadron morale.

d. Maintain required squadron historical records.

e. Detect and exploit newsworthy material. Verify the accuracy and completeness of such information and evaluate it to determine its past, present and future significance. Organize pertinent information to present a clear chronological record for inclusion in the squadron's historical record.

f. Supervise the preparation and distribution of news releases.

g. Act as official host to squadron guests.

h. Prepare a news release for all graduations, personnel receiving awards, advancement, promotion or commendation. Distribute news releases through the Fleet Hometown News Center and other appropriate publications.

i. Act as liaison with PAOs of other commands in order to derive maximum benefit from the squadron Public Affairs Program.

j. Make arrangements for the following:

(1) Participation by squadron personnel in civic and military celebrations.

(2) Invitations to representatives of the news media to visit the squadron to cover newsworthy events.

(3) Invitations to local civic leaders and other civilians to visit the squadron when practicable.

(4) Photographic coverage of newsworthy events within the squadron.

k. Ensure timely submission of required reports.

l. Perform other duties as assigned.

3. Organizational relationships. The PAO reports to:

a. The Commanding Officer via the Executive Officer for the performance or all public affairs matters.

b. The Administrative Officer for administrative matters.

308. Information Systems Security Manager/OPSECO

1. Basic Function. The Information System Security Officer will coordinate and implement an effective computer security program and act as focal point for all ADP Security Matters.

2. Duty, Responsibilities and Authority

a. Develop procedures for applying security measures and audit trails for ADP/OIS Systems and stored or processed data.

b. Maintain an inventory and brief narrative description of all ADP hardware and software.

c. Ensure a "user responsibilities" list is posted at each ADP/OIS Station.

d. Monitor system activity to ensure compliance with security directives and procedures.

e. Make recommendations to the Commanding Officer through the RMS Officer and the other Department Heads concerning new requirements for the ADP equipment/software.

f. Maintain liaison with COMTRAWING SIX ADP Officer to ensure compatibility of VT-86 hardware/software with other TRAWING Six squadrons.

g. Perform other duties as assigned.

3. Organizational Relationships. The ADP Security Officer reports to the Administrative Officer.

309. Voting Officer

1. Basic Function. The Voting Officer will answer any problems or questions concerning voter registration in preparation for any U.S. Primary and General Elections.

2. Duties, Responsibilities and Authority

a. Be familiar with voting assistance guide, in particular Chapter 3, which provides state requirements for absentees voting, addresses for voting officials, and instructions for completion of the Federal Postcard Application (FPCA), Standard Form 76.

b. Develop an aggressive program to inform squadron members and dependents of the importance of the military vote and provide necessary assistance to obtain absentee ballots.

c. Witness or administer oath or voting materials.

3. Organizational Relationships. The Voting Officer reports to the Administrative Officer.

CHAPTER 4

SAFETY DEPARTMENT

401. Safety Officer (N2)

1. Basic Function. The Safety Officer is responsible for the overall coordination of a comprehensive safety program based on the objectives established by the Commanding Officer.

2. Duties, Responsibilities and Authority

a. Organize and implement an aggressive squadron safety program.

b. Act as the Commanding Officer's representative on safety matters.

c. Report to the Executive Officer and Commanding Officer on a frequent basis about the safety posture of the command.

d. Maintain overall supervision of the squadron NATOPS and NAVOSH program.

e. Maintain records to document the Command Safety Program and maintain files of safety information.

f. Act as liaison with associated commands and facilities (CNATRA, CTW-6, NAS, Medical, etc.) to enhance the safety program.

g. Arrange, direct, and participate in specialized safety awareness conferences at squadron, station and staff levels.

h. Maintain a current Pre-Mishap Plan and conduct training as necessary.

i. Plan and implement effective and interesting Safety Standdowns and Back-in-the-Saddle Safety programs to disseminate safety information throughout the command.

j. Ensure proper recognition of personnel who have prevented mishaps through their alertness and skill, or have otherwise made a significant contribution to the safety program.

k. Ensure all safety committees are organized and supported.

l. Perform all duties of a Department Head per Navy Regulations, Chapter Two of this instruction and other squadron directives.

m. Sign "By direction" on routine correspondence and reports for the Safety Department that do not affect the policy, mission, or efficiency of the command.

3. Organizational Relationships. The Safety Officer reports to the Commanding Officer via the Executive Officer.

402. Aviation Safety Officer (ASO)

1. Basic Function. The ASO is responsible for the execution of an aggressive aviation safety program and will assist the Safety Officer in the performance of his duties and act for him in his absence.

2. Duties, Responsibilities and Authority

a. Act as a principal advisor for the Commanding Officer on all aviation safety matters.

b. Carry out the policies of the Commanding Officer and Safety Officer in implementing the squadron's Mishap Prevention Program.

c. Promote mishap-free flight operations and stimulate safety awareness through briefings, posters, bulletins, reviews, meetings and other means available.

d. Ensure compliance with and have thorough knowledge of all orders, instructions and regulations governing aviation safety, mishap prevention and mishap reporting.

e. Ensure all safety publications, reports and messages are screened for pertinent safety of flight information and disseminated squadron wide.

f. Periodically review each syllabus with squadron Standardization Officers to detect potential problem areas.

g. Act as liaison with the squadron Operations Officer and Flight Surgeon when appropriate.

h. Serve as a member of the Aircraft Mishap Board and conduct training on a regular basis.

i. Distribute Approach, Naval Aviation Mech, and other safety related publications.

j. Act as High Risk Course Safety Officer.

k. Perform other duties as assigned.

3. Organizational Relationship. The ASO reports to the Commanding Officer directly or via the Safety Department Head on matters relating to aviation safety.

403. Ground Safety Officer (GSO)

1. Basic Function. The GSO is responsible for matters concerning general safety such as vehicle safety, home and office safety, fire prevention and recreational safety.

2. Duties, Responsibilities and Authority

a. Conduct a vigorous Drive-Safe Program as the squadron Drive-Safe Officer.

b. Educate personnel and disseminate information on recreational safety, home safety, fire prevention and office safety.

c. Maintain Safety Training Records.

d. Coordinate and conduct periodic training in CPR and first aid. Ensure all Instructors are CPR certified and maintain appropriate tracking records.

e. Act as liaison with personnel and organizations outside the command (Fire Safety Officer, Dispensary, Station Security, Station Armory, Fire Departments, local and state highway patrol, etc.) to supplement the squadron's safety training program.

f. Prepare and submit Personal Injury Reports to Wing and Base Safety. Maintain a copy of all reports for squadron tracking purposes.

g. Act as the FOD Control Officer. Ensure an aggressive FOD Awareness/Prevention program.

h. Perform a monthly safety sweep of squadron spaces. Maintain a log, note all discrepancies and ensure they are rectified.

i. Perform other duties as assigned.

3. Organizational Relationship. The Ground Safety Officer reports to the Safety Officer in the performance of assigned duties.

404. T-45 NATOPS Officer

1. Basic Function. The T-45 NATOPS Officer reports to the Safety Officer in all matters concerning T-45 flight crew NATOPS qualifications and proficiency. He must be an experienced Naval Aviator who is highly knowledgeable of the T-45 and has demonstrated professionalism and proficiency in the aircraft.

2. Duties, Responsibilities and Authority

a. Ensure T-45 flight personnel maintain current NATOPS, instrument, and CRM qualifications.

b. Ensure T-45 NATOPS manuals are up-to-date, and that change recommendations are submitted to the model manager.

c. Ensure T-45 NATOPS jackets and log books are kept up to date.

d. Ensure there are an adequate number of qualified NATOPS checkers. Ensure these selected NATOPS checkers are trained, tested and designated appropriately.

e. Perform NATOPS check flights on a scheduled and unscheduled basis.

f. Prepare and administer comprehensive NATOPS (both open and closed book) FCF, SOP and Course rules examinations on a scheduled and unscheduled basis.

g. Supervise T-45 NATOPS training for Safety Standdowns and Back-in-the-Saddle Programs.

h. Assist the Safety Officer and Operations Officer in the standardization of flight procedures per NATOPS and Standard Operating Procedures (SOP).

i. Coordinate with the T-45 Schedules Officers in the scheduling of NATOPS related flights, simulators and lectures.

j. Manage the T-45 NATOPS check, instrument check and maintenance check pilot programs.

k. Ensure all T-45 training is completed per OPNAVINST 3710.7 series, to include, but not limited to, survival and bailout training, ejection qualifications, swim and physiology training and flight physicals.

l. Acts as Crew Resource Management (CRM) Officer.

m. Manage the T-45 observer qualification program.

n. Supervise the T-45 turn qualification program.

o. Perform any other duties as assigned.

3. Operational Relationships. The T-45 NATOPS Officer reports to the Safety Officer in the performance of assigned duties.

405. T-39 NATOPS/CRM Officer

1. Basic Function. The T-39 NATOPS Officer reports to the Safety Officer on all matters concerning T-39 flight crew NATOPS qualifications and proficiency. He must be an experienced Naval Flight Officer who is highly knowledgeable of the T-39 and has demonstrated professionalism and proficiency in the aircraft.

2. Duties, Responsibilities and Authority

a. Ensure T-39 flight personnel maintain current NATOPS, CRM and instrument and CRM qualifications.

b. Ensure T-39 NATOPS manuals are up-to-date, and that change recommendations are submitted to the model manager.

c. Ensure all T-39 NATOPS jackets and log books are kept up to date.

d. Ensure there are an adequate number of qualified NATOPS checkers. Ensure these selected NATOPS checkers are trained, tested and designated appropriately.

e. Perform NATOPS check flights on a scheduled and unscheduled basis.

f. Prepare and administer comprehensive NATOPS (open and closed book), SOP and Course rules examinations on a scheduled and unscheduled basis.

g. Supervise T-39 NATOPS training for Safety Standdown and Back-in-the-Saddle Programs.

h. Assist the Safety Officer and Operations Officer in the standardization of flight procedures per NATOPS and Standard Operating Procedures (SOP).

i. Coordinate with the T-39 Schedules Officer in the scheduling of NATOPS related flights, simulators and lectures.

j. Manage the T-39 NATOPS check, instrument check and maintenance check NFO programs.

k. Ensure all T-39 training is completed per OPNAVINST 3710.7 series, to include, but not limited to, survival and bailout training, ejection qualifications, swim and physiology training and flight physicals.

l. Acts as Crew Resource Management (CRM) Officer.

m. Perform any other duties as assigned.

3. Organizational Relationships. The T-39 NATOPS Officer reports to the Safety Officer in the performance of assignment duties.

CHAPTER 5

OPERATIONS DEPARTMENT

501. Operations Officer (N3)

1. Basic Function. The Operations Officer is responsible, under the Commanding Officer, for specific details in the operation of the squadron. He is directly responsible for the efficient management of personnel, material and financial assets assigned in support of the primary mission of the squadron. He will direct all operational functions and activities of the squadron and ensure academic, synthetic, and flight training of assigned students.

2. Duties, Responsibilities and Authority

a. Ensure that the approved training syllabi, as directed by CNATRA, CTW-6 and higher authority, are executed through efficient utilization of available assets while maintaining the highest standards of individual performance and flight safety.

b. Approve the daily scheduling of all flights, synthetic trainers, ground support classes and other instructional events necessary for completion of the training of Student Naval Flight Officers and other flights or events as required.

c. Maintain records of the academic and flight training progress per current directives.

d. Maintain staff and student officer flight log books and records and submit necessary associated reports.

e. Make recommendations to the Commanding Officer regarding changes in the academic and flight syllabi facilities and logistic support required for mission accomplishment.

f. Keep the Commanding Officer advised regarding the progress and results of squadron training.

g. Preview student records prior to all Training Review Boards and advise the board of recommendations to continue training.

h. Sign "By direction" on routine correspondence and reports pertaining to the Operations Department that do not affect the policy, mission, or efficiency of the command.

i. Perform all duties of a Department Head per Navy Regulations and Chapter Two of this instruction.

3. Organizational Relationships. The Operations Officer reports to the Commanding Officer on matters pertaining to the operational readiness and effectiveness of the department, the administration of training and employment of squadron aircraft. He reports to the Executive Officer for the administration of the Operations Department. The Operations Officer collaborates with:

a. Other Department Heads concerning their related responsibilities to effectively administer instructor scheduling and Naval Flight Student (NFS) training.

b. The Training/Operations Officer of CNATRA, CTW-6 and other training squadrons attached to CNATRA.

502. Assistant Operations Officer

1. Basic Function. The Assistant Operations Officer is responsible for assisting the Operations Officer in developing and executing flight, trainer and academic training schedules, and coordinating the implementation of all syllabi instructions for NFS instructors and IUTs. He will serve as the Operations Officer in his absence.

2. Duties, Responsibilities and Authority

a. Directly supervise the training, assignment and functions of the Operations Duty Officer.

b. Sign the daily schedule in the Operations Officers absence.

c. Monitor the orderly and efficient training of NFSs in each pipeline.

d. Process squadron cross country requests.

e. Perform the duties of Division Officer as delineated in Chapter Two of this instruction.

f. Perform any other duties as assigned.

3. Organizational Relationships. The Assistant Operations Officer reports to the Operations Officer in the performance of assigned duties.

503. Operations Administration/Naval Aircraft Flight Record Systems (WINFLIRS) Officer

1. Basic Function. The OPS Admin/WINFLIRS Officer is responsible to the Operations Officer for maintaining correct NAVFLIRS data and distributing appropriate information as required.

2. Duties, Responsibilities and Authority

a. Ensure appropriate operations programs and reports are initiated as required.

b. Supervise the collection, preparation and distribution of WINFLIRS data.

c. Maintain staff and student officer flight logbooks and records and submit necessary associated reports.

d. Perform other duties as assigned.

3. Organizational Relationships. The OPS Admin/WINFLIRS Officer reports to the Assistant Operations Officer in the performance of assigned duties.

504. Lead Schedules Writer

1. Basic Function. Develop and promulgate flight, trainer and academic training schedules for staff and student officers, in a manner as directed by the Operations Officer.

2. Duties, Responsibilities and Authority

a. Establish a scheduling routine that encompasses limitations and requirements of the various curricula, squadron SOP and service contracts.

b. Promulgate the daily flight schedule. Coordinate with Stage Managers, Standardization Officers, Division Lead Officers and Schedules Officers, to maximize all assets and staff instructors.

c. Monitor instructor currency per squadron SOP.

d. Monitor instructor scheduling per OPNAVINST 3710.7 series and ensure an equitable distribution of the workload.

e. Maintain appropriate records as required.

f. Perform the duties of Schedules Clerk in their absence.

g. Perform other duties as assigned.

3. Organizational Relationships

a. The Lead Schedules Writer reports to the Operations Officer on the scheduling of staff officers.

b. The Lead Schedules Writer coordinates with the following personnel to schedule the prescribed training for NFSs:

(1) Student Control Officer

(2) Stage Managers

(3) Standardization Officers

(4) STK, STK/FTR and ATM Division Lead Officers

(5) STK, STK/FTR and ATM Schedules Officers

(6) Operations Duty Officers

505. Lead Schedules Clerk

1. Basic Function. The Lead Schedules Clerk is responsible for the coordination of all schedules inputs from the Lead Schedules Writer, exporting this product to Excel, and publishing to the Squadron website.

2. Duties, Responsibilities and Authority

a. Responsible for all Schedule inputs to the front page of the daily flight schedule.

b. Execute the collection, preparation and distribution of the daily flight schedule.

c. Perform the duties of Lead Schedules Writer in their absence.

d. Perform other duties as assigned.

3. Organizational Relationships. The Lead Schedules Clerk reports to the Assistant Operations Officer in the performance of assigned duties.

506. Federal Aviation Administration (FAA)/Air Traffic Control (ATC) Liaison Officer

1. Basic Function. The FAA/ATC Liaison Officer is responsible for ensuring that all squadron flight operations meet applicable FAA regulations and requirements. He/She must be knowledgeable in all airspace matters which could affect squadron operations while keeping squadron aircrews informed of flight regulations and airspace restrictions applicable to squadron flight operations. He/She maintains contact with representatives of activities outside the command to coordinate and accomplish the squadron's mission.

2. Duties, Responsibilities and Authority

a. Become knowledgeable of FAA/ATC/DOD Letters of Agreement and matters concerning airspace utilization which could have an effect on squadron operations.

b. Maintain pertinent instructions, Letters of Agreement, directives, informational publications, airspace constraints and procedures.

c. Keep squadron flight crews informed of new or updated flight regulations, flight instructions and airspace utilization procedures.

d. Formally and informally coordinate with the CTW-6 FAA Liaison Officer concerning FAA and/or airspace matters.

e. Assist in developing squadron flight procedures and training routes that comply with FAA or DOD directives, policies and procedures.

f. Ensure that the Operations Officer and Commanding Officer are kept fully informed of FAA and airspace matters.

g. Perform any other duties as assigned.

3. Organizational Relationships. The FAA/ATC Liaison Officer reports to the Operations Officer or as designated by the XO, and coordinates with:

a. CTW-6 in matters concerning flight regulations, FAA policy and airspace utilization.

b. Strike, STK/FTR and ATM Stage Managers to ensure flight and airspace utilization procedures/restrictions are compatible with the squadron's training requirement.

507. Hurricane Evacuation Control Officer (HECO)

1. Basic Function. The HECO is responsible to the Operations Officer for the preparation and execution of the squadron's Hurricane Evacuation (HUREVAC) plan.

2. Duties, Responsibilities and Authority

a. Review the squadron's HUREVAC plan for currency and accuracy.

b. Keep up-to-date HUREVAC Packets for assigned aircraft.

c. Act as the Disaster Control Coordinator per CNATRA directives, make required reports to the NAS Disaster Preparedness Officer.

d. Take appropriate action as each upgraded hurricane condition is announced with regard to notification requirements and reports made to higher authority.

e. Track departure/arrival data of aircraft involved in HUREVAC operations.

f. Assist the CDO/ODO in obtaining required information for external reporting requirements.

g. Coordinate with the CTW-6 HECO and provide him with support requirements information. Keep CTW-6 informed of the squadron situation as required in the different hurricane conditions.

h. Perform other duties as assigned.

3. Organizational Relationships. The HECO reports to the Operations Officer via the Assistant Operations Officer.

508. Strike Division Lead Officer

1. Basic Function. The Strike Division Lead Officer reports directly to the Operations Officer and is responsible for the

specific details of his Division. He is responsible for the efficient management of personnel to include the supervision of Strike Schedules Officers, and the daily scheduling of students under his supervision. He is responsible for the scheduled activities of students assigned to his division to include the scheduling of flight events, synthetic trainers and academic lectures.

2. Duties, Responsibilities and Authority

a. Directly supervise the scheduling and training of Naval Flight Students to ensure their timely completion of flight training.

b. Review the training jackets of NFSs assigned to his division, identify marginal performance of NFSs in cases where present, and prescribe additional flight training as required to ensure minimum standards of syllabus proficiency are met.

c. Direct the activities of STK Schedules Officers to ensure the efficient scheduling of NFSs.

d. Maintain appropriate records as required.

e. Perform other duties as assigned.

3. Organizational Relationships. The Strike Division Lead Officer reports directly to the Operations Officer on matters pertaining to the operational readiness and effectiveness of his Division, and coordinates with the following personnel to ensure the efficient scheduling of Naval Flight Students:

a. Student Control Officer

b. Stage Managers

c. Standardization Officers

d. Schedules Officers

e. STK, STK/FTR and ATM Schedules Officers

f. Operations Duty Officer

509. Strike Schedules Officer

1. Basic Function. The Strike Schedules Officer is directly responsible to the Operations Officer, via the Strike Division

Lead Officer, for the scheduling and coordination of all Strike phase training to include academic, synthetic and flight training. The Schedules Officer will coordinate with the Division Lead Officer and the Strike Standardization Officer to ensure standardization and compliance with current command directives and those of higher authority.

2. Duties, Responsibilities and Authority

a. Supervise, coordinate and publish the Strike "rough" flight simulator and academic schedule.

b. Provide flight-training requirements on a daily basis to the Schedules Officer, via the Strike Division Lead Officer.

c. Maintain a daily status board for each class/student.

d. Assign a personal advisor for each Strike student.

e. Perform other duties as assigned.

3. Organizational Relationships. The Strike Schedules Officer reports directly to the Operations Officer via the Division Lead Officer for the accomplishment of assigned duties and coordinates with:

a. STK/FTR Division Lead Officer

b. STK/FTR and ATM Schedules Officers

c. Schedules Officer

510. Strike Fighter Division Lead Officer

1. Basic Function. The Strike Fighter Division Lead Officer reports directly to the Operations Officer, and is responsible for the specific details of his Division. He is directly responsible for the efficient management of personnel to include the supervision of Strike Fighter Schedules Officers, and the daily scheduling of students under his supervision. He is responsible for the scheduled activities of students assigned to his division to include the scheduling of flight events, synthetic trainers and academic lectures.

2. Duties, Responsibilities, Authority

a. Directly supervise the scheduling and training of NFSs to ensure their timely completion of flight training.

b. Review the training jackets of Naval Flight Students assigned to his division, identify marginal performance in cases where present, and prescribe additional flight training as required to ensure minimum standards of syllabus proficiency are met.

c. Direct the activities of STK/FTR Schedules Officers to ensure the efficient scheduling of Naval Flight Students.

d. Maintain appropriate records as required.

e. Perform other duties as assigned.

3. Organizational Relationships. The Strike Fighter Division Lead Officer reports directly to the Operations Officer on matters pertaining to the operational readiness and effectiveness of his division, and coordinates with the following personnel to ensure the efficient scheduling of Naval Flight Students.

a. Student Control Officer

b. Stage managers

c. Standardization Officers

d. Schedules Officers

e. STK, STK/FTR, and ATM Schedules Officers

f. Operations Duty Officer

511. Strike Fighter Schedules Officer

1. Basic Function. The Strike Fighter Schedules Officer is directly responsible to the Operations Officer, via the Strike Fighter Division Lead Officer, for the scheduling and coordination of all Strike Fighter phase training to include academic, synthetic and flight training. The Schedules Officer will coordinate with the Division Lead Officer and the Strike Fighter Standardization Officer to ensure standardization and compliance with current command directives and those of higher authority.

2. Duties, Responsibilities and Authority

a. Supervise, coordinate and publish the STK/FTR "rough" flight simulator and academic schedule.

b. Provide flight-training requirements on a daily basis to Flight Schedules.

c. Maintain a daily status board for each class/NFS.

d. Assign a personal advisor for each STK/FTR NFS.

e. Perform other duties as assigned.

3. Organizational Relationships. The Strike Fighter Schedules Officer reports directly to the Operations Officer via Division Lead Officer for the accomplishment of assigned duties and coordinates with:

a. STK/FTR Division Lead Officer

b. STK and ATM Schedules Officers

c. Schedules Officer

512. ATM Division Lead Officer

1. Basic Function. The ATM Division Lead Officer reports directly to the Operations Officer, and is responsible for the specific details of his Division. He is directly responsible for the efficient management of personnel to include the supervision of ATM Schedules Officers, and the daily scheduling of students under his supervision. He is responsible for the scheduled activities of students assigned to his division to include the scheduling of flight events, synthetic trainers and academic lectures.

2. Duties, Responsibilities and Authority

a. Directly supervise the scheduling and training of NFSs to ensure their timely completion of flight training.

b. Review the training jackets of NFSs assigned to his division, identify marginal performance in cases where present, and prescribe additional flight training as required to ensure minimum standards of syllabus proficiency are met.

c. Direct the activities of ATM Schedules Officers to ensure the efficient scheduling of Naval Flight Students.

d. Maintain appropriate records as required.

e. Perform other duties as assigned.

3. Organizational Relationships. The Division Lead Officer reports directly to the Operations Officer on matters pertaining to the operational readiness and effectiveness of his division and coordinate with the following personnel to ensure the efficient scheduling of NFSs:

a. Student Control Officer

b. Stage Managers

c. Standardization Officers

d. Schedules Officers

e. STK, STK/FTR, and ATM Schedules Officers

f. Operations Duty Officer

513. ATM Schedules Officer

1. Basic Function. The ATM Schedules Officer is directly responsible to the Operations Officer via the ATM Division Lead Officer for the scheduling and coordination of all ATM phase training to include academic, synthetic and flight training. The ATM Schedules Officer will coordinate with the ATM Division Lead Officer and the Standardization Officer to ensure standardization and compliance with current command directives and those of higher authority.

2. Duties, Responsibilities, and Authority

a. Supervise, coordinate and publish the ATM "rough" flight simulator and academic schedule.

b. Provide flight training requirements on a daily basis to Flight Schedules.

c. Maintain a daily status board for each class/NFS.

d. Assign a personal advisor for each ATM class.

e. Perform other duties as directed.

3. Organizational Relationships. The ATM Schedules Officer reports directly to the Operations Officer via the Assistant Operations Officer for the accomplishment of assigned duties and coordinates with:

a. Student Control Officer.

b. ATM Standardization Officer

c. Schedules Officer

d. STK and STK/FTR Schedules Officer

CHAPTER 6

RESOURCE MANAGEMENT SYSTEM

601. Resource Management System (RMS) Officer (N4)

1. Basic Function. The RMS Officer is the head of the RMS Department. In addition to those general duties of a Department Head, the RMS Officer is responsible for the efficient use of squadron resources and funds.

2. Duties, Responsibilities and Authority

a. Indoctrinate squadron personnel in the basic concepts, purposes and procedures of resource management.

b. Process and screen information and reports pertaining to expenditure of allocated funds and advise the Commanding Officer on such information.

c. Promote the efficient and economic use of squadron resources.

d. Ensure optimum utilization of manpower and funds throughout the squadron.

e. Implement all RMS instructions issued by higher authority.

f. Consult other Department Heads on ways to effectively cut costs and simplify daily job procedures.

g. Monitor the effective use and control of squadron resources via the Supply/Material Control Technician.

h. Maintain liaison with CNATRA, COMTRAWING SIX and NAS Pensacola RMS Officers.

i. Sign "By direction" on routine correspondence and reports for the RMS Department that do not affect the policy, mission or efficiency of the command.

j. Perform all duties of a Department Head per Navy Regulations and Chapter Two of this instruction.

k. Perform other duties as assigned.

3. Organizational Relationships

a. The RMS Officer reports to the Commanding Officer on matters concerning resources management and to the Executive Officer for the administration of the department.

b. The RMS Officer collaborates with other Department Heads for effective implementation of the RMS Program.

602. Assistant RMS Officer

1. Basic Function. The Assistant RMS Officer performs the duties necessary to support RMS Officer functions and carries out the duties of the RMS officer in his absence.

2. Duties, Responsibilities and Authority

a. Serves as the alternate Mess Treasurer/First Lieutenant Division Officer/Facilities Management Officer in his absence.

3. Organizational Relationships. The Assistant RMS Officer reports to the RMS Officer on the performance of his duties.

603. Mess Treasurer

1. Basic Function. The Mess Treasurer is responsible for the VT-86 Officer's Mess.

2. Duties, Responsibilities and Authority

a. Report financial status of mess to the Executive Officer via the RMS Officer per TRARONEIGHTSIXINST 11103.1F.

b. Maintain all funds and supplies as appropriate for operation of the mess.

c. Pay all bills charged to the Mess.

d. Perform all bookkeeping functions necessary for charging and collecting dues.

e. Perform other duties as assigned.

3. Organizational Relationships. The Mess Treasurer reports, via the RMS Officer, to the Executive Officer.

604. Welfare/Recreation Officer

1. Basic Function. The Welfare/Recreation Officer administers the welfare, recreational and athletic activities not specifically assigned to other squadron officers.

2. Duties, Responsibilities and Authority

a. Administer an active program of activities to include organized entertainment, social activities, athletics and off-duty hobbies.

b. Supervise the preparation and timely submission of required reports concerning Welfare/Recreation activities.

c. Act as liaison with other commands, stations and civilian organizations with respect to available recreational activities and facilities.

d. Publish information on welfare and recreational facilities available for squadron use.

e. Keep the Executive Officer advised of squadron welfare and recreational interests and of funds available for use.

f. Ensure the squadron has a representative designated in writing to attend the NAS Pensacola Recreation Council meetings.

g. Monitor and supervise the use of the Squadron MWR Fund.

h. Perform duties as Squadron Athletic Officer and Command Fitness Coordinator and be responsible for all aspects of physical fitness testing, reporting and remedial training.

i. Perform other duties as assigned.

3. Organizational Relationships. The Welfare/Recreation Officer reports to:

a. The RMS Officer.

b. The Executive Officer, in the capacity of Athletic Officer.

605. Supply Technician

1. Basic Function. The Supply Technician maintains documentation of custody of all minor/plant property and is responsible for all procurement administration functions.

2. Duties, Responsibilities and Authority

a. Responsible for all standard and open purchase procurements, receipts, stowage, inventory and issue.

b. Responsible for requisition, inventory and issue of flight gear/clothing.

3. Organizational Relationships. The Supply Technician reports to the RMS Officer in the performance on his duties.

606. First Lieutenant Division Officer

1. Basic Function. The First Lieutenant Division Officer is responsible for the daily upkeep and maintenance of squadron buildings, spaces and furniture.

2. Duties, Responsibilities and Authority

a. Coordinate the maintenance of squadron spaces with the NAS Public Works Department.

b. Personally supervise the general maintenance of spaces and equipment not specifically assigned to other departments or divisions.

c. Submit work requests for the placement or repair of damaged/missing hangar and office furniture equipment and for alterations and additions to existing facilities.

d. Tour squadron areas/spaces on a regular basis and report discrepancies to responsible Department Heads.

e. Ensure discrepancies noted on zone inspection reports are reported to the Executive Officer, RMS Officer and responsible Department Heads. Initiate follow-ups to ensure that corrective action is taken.

f. Procure furniture and equipment required by the squadron through the RMS Department.

g. Perform the duties of the Squadron Energy Conservation Officer.

h. Perform other duties as assigned.

3. Organizational Relationships. The First Lieutenant Division Officer reports to the RMS Officer.

CHAPTER 7

PLANS AND PRODUCTION DEPARTMENT

701. Plans and Production Officer (N5)

1. Basic Function. The Plans and Production Officer is responsible to the Commanding Officer for the medium and long range planning of squadron operations and the coordination of Naval Flight Student (NFS) production.

2. Duties, Responsibilities and Authority

a. Coordinate with the Operations Officer, Student Control Officer, and respective Stage Managers to develop monthly and fiscal plans to execute the daily flight operations required to meet Training Requirements (TR).

b. Develop and prepare squadron presentations for CTW-6 Production meetings and any related TR agenda as required.

c. Manage student flow and monitor time-to-train through liaison with the Operations Officer and Student Control Officer. Make recommendations to the Commanding Officer regarding operational priorities and syllabi execution.

d. Maintain records and produce required reports concerning current statistics and future projections of graduations, pipeline selections and class check-ins required.

e. Manage the coordination of production goals and liaison with CTW-6 Plans and Production (P & P) for the production requirements of Fleet Replacement Squadrons (FRS).

f. Manage projected accessions and platform selections and coordinate with Student Control concerning administration of this responsibility; including but not limited to class starts, graduation reports and orders requests.

g. Perform all duties of a Department Head per Navy Regulations and chapter TWO of this instruction.

h. Perform other duties as assigned.

3. Organizational Relationships

a. The Plans and Production Officer reports to the Commanding Officer on matters pertaining to the production goals and the effectiveness of student training. He reports to the Executive Officer for the administrations of his department.

b. The Plans and Production Officer coordinates with but is not limited to:

(1) Operations Officer

(2) Student Control Officer

(3) Assistant Operations Officer

(4) Assistant Student Control Officer

(5) Strike, Strike/Fighter, and ATM Schedules Officers.

(6) NETSAFA (Naval Education and Training Security Assistance Field Activity) Representatives for Foreign Military Students.

(7) The Training/Operations Officer of CNATRA, CTW-6 and other training squadrons attached to CNATRA as required.

702. Assistant Plans and Production Officer

1. Basic Function. The Assistant Plans and Production Officer is responsible for assisting the Production Officer in operational planning and production coordination. He will serve as the Plans and Production Officer in his absence.

2. Duties, Responsibilities, and Authority

a. Assist the Plans and Production Officer in accomplishment of all duties.

b. Assist with the development of monthly and fiscal year student production plans.

c. Assist with the development and preparation of squadron presentations for CTW-6 Production meetings and any related TR agendas as required.

d. Maintain statistics and data on class check-in compositions, student flow, time-to-train, pipeline selections, and FRS requirements.

e. Manage Advanced Multi-Service Navigator Training syllabus graduation/student platform selection allocation and ceremonies. Coordinate with VT-86 senior service member (i.e. Senior Marine concerning selections and evaluate Universal Strike graduates' performance.

3. Organizational Relationships. The Assistant Plans and Production Officer reports to the Plans and Production Officer in the department.

703. International Military Student Officer

1. Basic Function. The International Military Student Officer (IMSO) is responsible, under the Commanding Officer, for tracking the process of International Military Students (IMS) in the advanced Military Flight Officer (MFO) syllabus and ensuring that information is disseminated to the appropriate activities. In addition, the IMSO is the direct manager of the Information Program (IP).

2. Duties and Responsibilities

a. Maintain computer and chart board records of the International military student tracking and fiscal year completions.

b. Maintain FMATS (Foreign Military Aviation Tracking System) records of training for the Naval Education and Training Security Assistance Field Activity (NETSAFA) and route via CTW-6.

c. Plan and log all IP activities and events, providing the international military student with an awareness and functional understanding of intentionally recognized human rights and the American democratic way of life, using the appropriate topic areas.

d. Provide squadron level training as necessary on topics such as cross cultural communications, the IP program, the Security Assistance Program, etc.

e. Be the primary point of contact for the IMS and perform any additional duties as required by NETSAFA or the Commanding Officer.

3. Organizational Relationships. The International Military Student Officer reports directly to the Plans and Production Officer and interfaces directly with Student Control and the Operations Stage Managers for the conduct and supervision of all International Military Student training functions.

CHAPTER 8

STANDARDIZATION DEPARTMENT

801. Chief Standardization Officer (N6)

1. Basic Function. The Chief Standardization Officer is responsible, under the Commanding Officer, for specific details in the standardization of squadron training.

2. Duties, Responsibilities and Authority

a. Ensure that the approved training syllabi, as directed by CNATRA, CTW-6 and higher authority, are administered consistently across the squadron while maintaining the highest standards of individual performance and flight safety.

b. Maintain records of academic and flight instructor qualifications per current directives. This includes information in TIMS and reflected in WINGSTATS.

c. Maintain current copies of all CNATRA, CTW-6, and VT-86 directives regarding training.

d. Keep the Commanding Officer advised regarding the progress and results of squadron instructor training.

e. Conduct squadron standardization boards once a quarter, at a minimum, and conduct squadron standardization meetings as required.

f. Sign "By direction" on routine correspondence and reports pertaining to the Standardization Department that do not affect the policy, mission, or efficiency of the command.

g. Perform all duties of a Department Head per Navy Regulations and Chapter TWO of this instruction.

3. Organizational Relationships. The Chief Standardization Officer reports to the Commanding Officer on matters pertaining to the operational readiness and effectiveness of the department, including the standardization of squadron training. He reports to the Executive Officer for the administration of the Standardization Department. The Chief Standardization Officer collaborates with:

a. Other Department Heads concerning their related responsibilities to effectively administer instructor scheduling and Instructor Under Training (IUT) and Naval Flight Student (NFS) training.

b. The Standardization/Training/Operations Officer of CNATRA, CTW-6, and other training squadrons attached to CNATRA.

802. Assistant Chief Standardization Officer

1. Basic Function. The Assistant Chief Standardization Officer is responsible for assisting the Chief Standardization Officer in developing, publishing, and enforcing training standards to be followed in the execution of all squadron training. He will also assist in the maintenance of squadron records of instructor designations and currency. He will serve as the Chief Standardization Officer in his absence.

2. Duties, Responsibilities and Authority

a. Supervise the squadron standardization program.

b. Supervise instructor currencies and ensure accurate data is placed in TIMS and is reflected in WINGSTATS.

c. Nominate Squadron Final Progress Check Instructors and Standardization/IUT Instructors.

d. In his absence, perform the duties of Division Officer as delineated in Chapter TWO of this instruction.

e. Perform any other duties as assigned.

3. Organizational Relationships. The Assistant Chief Standardization Officer reports to the Chief Standardization Officer in the performance of assigned duties.

803. Strike Standardization/IUT Officer

1. Basic Function. The Strike Standardization/IUT Officer is DIRECTLY RESPONSIBLE to the Chief Standardization Officer for standardization of the entire Strike syllabus administered to IUTs and NFSs and will ensure timely completion and thorough standardization of IUTs.

2. Duties, Responsibilities and Authority

a. Conduct Strike stage standardization meetings.

b. Attend squadron standardization meetings.

c. Perform the duties of Strike Flight and Ground Training Standardization Inspector.

d. Perform the duties of Strike IUT Standardization/Check Inspector.

e. Assign qualified instructors to respective areas of Strike ground training. Notify the Strike Stage Manager of any changes.

f. Coordinate and monitor instructor standardization initial and annual qualifications.

g. Monitor Strike instructor grading trends.

h. Review the Strike syllabus and associated publications and submit recommended changes to the Strike Stage Manager.

i. Ensure Strike briefing guides are up-to-date.

j. Maintain a library of publications and instructions required for the efficient operation of the Strike Standardization Program.

k. Advise the Strike Stage Manager on the quality of Strike student instruction and make recommendations for those areas requiring improvement.

l. Coordinate with Stan clerk to ensure TIMS qualifications are accurately maintained and reflected in WINGSTATS.

m. Perform other duties as assigned.

3. Organizational Relationships. The Strike Standardization/ IUT Officer reports directly to the Chief Standardization Officer and coordinates with:

a. Strike Schedules Officer

b. Schedules Officer

c. Strike Stage Manager

d. Assistant Operations Officer

e. Other Standardization Officers

f. CTW-6 Standardization Officer

804. Strike Fighter Standardization/IUT Officer

1. Basic Function. The STK/FTR Standardization/IUT Officer is directly responsible to the Chief Standardization Officer for standardization of the entire STK/FTR training syllabus administered to IUTs and NFSs and will ensure timely completion and thorough standardization of IUTs.

2. Duties, Responsibilities and Authority

a. Conduct STK/FTR stage standardization meetings.

b. Attend squadron standardization meetings.

c. Perform the duties of STK/FTR Flight and Ground Training Standardization Inspector.

d. Perform the duties of STK/FTR IUT Standardization Check Inspector. Administer stage checks for STK/FTR IUT academic and flight instructors as required.

e. Assign qualified instructors to respective areas of STK/FTR ground training. Notify the STK/FTR Stage Manager of any changes.

f. Coordinate and monitor instructor standardization initial and annual qualifications.

g. Maintain record of all STK/FTR IUT training and instructor qualifications.

h. Monitor STK/FTR instructor grading trends.

i. Review the STK/FTR syllabus and associated publications and submit recommended changes to the STK/FTR Stage Manager.

j. Ensure STK/FTR briefing guides are up-to-date.

k. Maintain a library of publications and instructions required for efficient operation of the STK/FTR Standardization Program.

l. Advise the STK/FTR Stage Manager on the quality of STK/FTR student instruction and make recommendations for those areas requiring improvement.

m. Coordinate with Stan clerk to ensure TIMS qualifications are accurately maintained and reflected in WINGSTATS.

n. Perform other duties as assigned.

3. Organizational Relationships. The STK/FTR Standardization/IUT Officer reports directly to the Chief Standardization Officer and coordinates with:

a. STK/FTR Schedules Officer

b. Schedules Officer

c. STK/FTR Stage Manager

d. Assistant Operations Officer

e. Other Standardization Officers

f. CTW-6 Standardization Officer

805. ATM Standardization/IUT Officer

1. Basic Function. The ATM Standardization/IUT Officer is directly responsible to the Chief Standardization Officer for standardization of the entire ATM training syllabus administered to IUTs and NFSs and will ensure timely completion and thorough standardization of all IUTs.

2. Duties, Responsibilities and Authority

a. Conduct ATM stage standardization meetings.

b. Attend squadron standardization meetings.

c. Perform duties of ATM Flight and Ground Training Standardization Inspector.

d. Perform duties of ATM IUT Standardization Check Inspector. Administer Stan checks for ATM IUT academic and flight instructors as required.

e. Assign qualified instructors to respective areas of ATM ground training. Notify the ATM Stage Manager of any changes.

f. Coordinate and monitor instructor standardization initial and annual qualifications.

g. Maintain records of all T-45C IUT training and instructor qualifications.

h. Monitor ATM instructor grading trends.

i. Review the ATM syllabus and associated publications and submit recommended changes to the ATM Stage Manager.

j. Ensure ATM briefing guides are up-to-date.

k. Maintain a library of publications and instructions required for the efficient operation of the ATM Standardization Program.

l. Advise the ATM Stage Manager on the quality of ATM student instruction and make appropriate recommendations for those areas requiring improvement.

m. Coordinate with Stan clerk to ensure TIMS qualifications are accurately maintained and reflected in WINGSTATS

n. Perform other duties as assigned.

3. Organizational Relationships. The ATM Standardization/IUT Officer Reports directly to the ATM Stage Manager and coordinates with:

a. ATM Schedules Officer

b. Schedules Officer

c. ATM Stage Manager

d. Assistant Operations Officer

e. Other Standardization Officers

f. CTW-6 Standardization Officer

CHAPTER 9

TRAINING/CURRICULUM DEPARTMENT

901. Training and Curriculum/Academic Training Officer (N7)

1. Basic Function. The Training and Curriculum/Academic Officer is responsible, under the Commanding Officer, for development, maintenance, review and revision of all curricula taught at VT-86. In addition to those duties, as a Department Head, he will supervise the production and procurement of all training support materials and audio-visual equipment.

2. Duties and Responsibilities

a. Assist and advise the Commanding Officer concerning training and curriculum matters.

b. Develop, maintain, review and make recommendations to improve all curricula taught at VT-86.

c. Coordinate the production/procurement of all ground school and in-flight training support materials to include:

(1) Instructor guides

(2) Student textbooks

(3) Navigation charts

(4) In-flight kneeboard guides

(5) Audio visual equipment

d. Maintain a curriculum materials library.

e. Sign "By direction" on routine correspondence and reports for the department that do not effect the policy, mission or efficiency of the command.

f. Perform all duties of a Department Head per Navy Regulations and Chapter Two of this instruction.

3. Organizational Relationships. The Training and Curriculum/Academic Training Officer reports to the Commanding Officer on matters concerning curriculum and training equipment and to the Executive Officer for the administration of the

department. He interfaces directly with training personnel counterparts at the wing level and above.

902. Assistant Training and Curriculum/Academic Training Officer

1. Basic function. Assist the Department Head in daily operations as directed and serve as a primary point of contact for tracking curriculum development projects.

2. Duties, Responsibilities and Authority

a. Perform the duties of the Training and Curriculum/ Academic Training Officer during the temporary absence of that officer.

b. Provide follow-up and progress tracking of all curriculum and training equipment procurement actions in progress.

c. Implement and coordinate VT-86 Open House/Community briefs.

d. Perform other duties as assigned.

3. Organizational Relationships. The Assistant Training and Curriculum/Academic Training Officer reports directly to the Training and Curriculum/Academic Training Officer.

903. Strike/STK-FTR/ATM Stage Manager

1. Basic function. The Stage Managers are responsible to the Training and Curriculum/Academic Training Officer for the correct implementation of their respective syllabi. He/she shall ensure overall coordination of the syllabus instruction for NFS, instructors, and IUT's. He/she will be designated in writing by CNATRA.

2. Duties, Responsibilities and Authority

a. Manage the orderly and efficient scheduling and training of NFSs and the accomplishment of training objectives.

b. Annually review and recommend changes to the syllabus.

c. Make recommendation for Instructor of the Quarter and Year to the Operations Officer.

d. Coordinate all aspects of training with CTW-6 CCC's and CNATRA.

e. Coordinate with respective Wing Leader to plan and coordinate any detachments or other long-range activities that may impact student scheduling.

f. Coordinate with the Chief of Standardization to maintain a program of checks and balances for the squadron standardization programs.

g. Perform other duties as assigned.

904. STRIKE/STK-FTR/ATM Curriculum Coordination Officers

1. Basic function. Each pipeline's Curriculum Coordination Officer is responsible for all facets of curriculum design, implementation, progress review and upgrades for their respective pipeline. They will receive tasking from the Stage Managers via the chain of command for changes to the actual instructional content of the curriculum.

2. Duties, Responsibilities and Authority

a. Perform drafting and formatting of all ground school student and instructor guides per CNATRA and NAVEDTRA instructions.

b. Coordinate maintenance of a comprehensive ground school question bank for collation and administration of all ground school course exams.

c. Supervise the administration, proctoring and grading of all ground school exams.

d. Supervise the annual review of all training systems components to ensure standardization, currency an accuracy.

(1) Ground school Instructor Guides

(2) Ground School Student Texts and Mission Planning Guides

(3) Curriculum training routes

(4) Course exams

(5) Interactive courseware and computer based training

e. Perform other duties as assigned.

3. Organizational Relationships. The Curriculum Coordination Officers report to the Training and Curriculum/Academic Training Officer and interfaces with the Stage Managers.

905. Assistant Strike/STK-FTR/ATM Curriculum Coordination Officers

1. Basic function. Perform curriculum development projects and provide services concerning curriculum design in association with the Curriculum Coordination Officer.

2. Duties and Responsibilities and Authority

a. Perform subject matter research and documentation required in the development and production of classroom instructor guides, student textbooks and other training aids.

b. Maintain and control a comprehensive ground school question bank for preparation and administration of ground school course exams.

c. Maintain a master library of all training aids and materials utilized by instructors and students in the conduct of training.

d. Assist the Curriculum Coordination Officer in performing all assigned duties.

e. Perform other duties as assigned.

f. The Strike Fighter Assistant Curriculum Coordination Officer will also perform the duties of Training Spaces/Equipment Manager.

(1) Manage and coordinate the upkeep of the Academic and Trainer buildings and equipment. This includes but is not limited to: audio-visual equipment, classroom computers, projectors, 2B49, cleanliness and rehab of spaces.

3. Organizational Relationships. The Assistant Curriculum Coordination Officers report to their respective Curriculum Coordination Officer.

906. PFPS Officer

1. Basic function. Development and implement PFPS curricula for student training and serve as a primary point of contact for development and implementation of online PFPS program.

2. Duties, Responsibilities and Authority

a. Maintain course material and set guidelines for PFPS Basic and PFPS Advanced classes.

b. Maintain mission-planning computers and printers for student chart preparation.

c. Perform monthly updates to PFPS software and maintain CD library of chart coverage.

d. Develop and maintain instructional materials for selected strike events utilizing PFPS software (CST-3 and COMP-5X).

e. Act as the primary point of contact for CTW-6, VT-10, and computer contractors.

f. Perform other duties as assigned.

3. Organizational Relationships. Reports directly to the Training and Curriculum/Academic Training Officer.

CHAPTER 10

STUDENT CONTROL DEPARTMENT

1001. Student Control Officer (N8)

1. Basic Function. The SCO is head of the Student Control Department and is responsible to the Commanding Officer for the administrative and personnel matters pertaining to Naval Flight Student (NFS).

2. Duties, Responsibilities and Authority

a. Ensure all aspects of student training are completely described by existing regulations.

b. Maintain disciplinary records for all incidents and take disciplinary action when appropriate for minor internal violations involving NFSs.

c. Coordinate and approve student leave/liberty/special requests.

d. Prepare and submit smooth student fitness report.

e. Council and assist NFSs on matters relating to official and/or personal affairs.

f. Ensure completion and submission of required reports/outgoing correspondence as required.

g. Coordinate all efforts associated with the procurement of orders for NFSs.

h. Sign "By direction" on routine correspondence and reports pertaining to Student Control that do not affect the policy, mission, or efficiency of the command.

i. Perform all duties of a Department Head per Navy Regulations and Chapter Two of this instruction.

3. Organizational Relationships

a. The SCO reports to the Commanding Officer on matters pertaining to the operational readiness and effectiveness of the department including the administration of student training. He

reports to the Executive Officer on administrative matters pertaining to his department.

b. The SCO coordinates with:

(1) Operations Officer

(2) Schedules Officer

(3) STK, STK/FTR, and ATM Schedules Officers

(4) SCOs assigned to other activities (VT-10, CTW-6 and CNATRA)

(5) 2nd German Training Squadron and NETSAFA for issues related to International NFSs.

1002. Assistant Student Control Officer

1. Basic Function. The Assistant SCO is responsible for assisting the SCO in all aspects of administering NFSs.

2. Duties, Responsibilities and Authority

a. Manage with Plan and Production (P & P) the student input and output to complete each fiscal year's Naval Flight Officer/Navigator Training Requirement (NFOTR).

b. Assist the SCO in the accomplishment of all duties.

c. Perform SCO's duties in his absence.

d. Coordinate and monitor progress of students requiring administrative action for medical waivers, pipeline changes or attrition.

e. Supervise the preparation of Aviation Training Jackets (ATJs) for Progress Review Boards, including statistical analysis of student performance when required.

f. Supervise and conduct indoctrination lectures for each new class upon check-in.

g. Plan and coordinate all aspects of student graduation ceremonies and assist the CO with selection of guest speakers.

h. Prepare and maintain required records and statistical data for the analysis and evaluation of academic, synthetic and flight instruction administered by the squadron.

i. Assist in the preparation of records and files pertaining to individual academic performance of NFSs.

j. Perform other duties as assigned.

3. Organizational Relationships. The Assistant SCO reports to the SCO in the performance of assigned duties.

1003. Naval Flight Student (NFS) Division Officer

1. Basic Function. The NFS Division Officer is responsible to the Assistant SCO for all administrative functions of Student Operations Training.

2. Duties, Responsibilities, and Authority

a. Assist the SCO in the administration, supervision and coordination of functions in Student Control.

b. Act as Division Officer for assigned Officer Under Instruction (NFSs).

c. Perform Assistant SCO's duties in his absence.

d. Ensure accurate completion and prompt transmittal of Student ATJs upon transfer.

e. Perform other duties as assigned.

3. Organizational Relationships. The NFS Division Officer reports directly to the Assistant SCO for all functions pertaining to the administration of the Student Control Department.

CHAPTER 11

UNDERGRADUATE MILITARY FLIGHT OFFICER (UMFO) DEPARTMENT

1101. UMFO Officer (N9)

1. Basic Function. The UMFO Officer is responsible to the Commanding Officer for the planning and implementation of the future advanced UMFO syllabus. The department was developed to meet the needs of the transition to Virtual Mission Training System (VMTS). This department will dissolve with the transition to the future syllabus after Change of Command and specified by the Commanding Officer.

2. Duties, Responsibilities and Authority

a. Coordinate with CNATRA, CTW-6, other agencies and contractors to track the development of the VMTS, Operational Flight Trainer and the academic syllabus.

b. Maintain the Plan of Action and Milestones to distribute to stakeholders per the implementation plan of the future syllabus.