



DEPARTMENT OF THE NAVY

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

Canc frp: Dec 16

TRARONEIGHTSIXNOTE 1301
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6 JUL 2016

TRARON EIGHT SIX NOTICE 1301

From: Commanding Officer, Training Squadron EIGHT SIX

Subj: DUTY ASSIGNMENTS

Ref: (a) TRARONEIGHTSIXINST 5452.1J

Encl: (1) Duty Assignments
(2) Collateral Duty Assignments
(3) Organizational Chart

1. Purpose. To issue assignments of primary duty and collateral duty for personnel attached to Training Squadron EIGHT SIX. This notice also indicates command office codes.

2. Action

a. Billet assignments are effective as indicated in enclosures (1), (2) and (3). Duties, responsibilities, and authorities are outlined in reference (a). These designations shall remain in effect until terminated by detachment from this command, written notification, or by cancellation of this notice, whichever occurs first. Officers shall personally complete necessary turnover and paperwork to effectively carry out assigned duties. Department Head changes shall include inventory and custody turnover of minor property as applicable.

b. Designated officers may sign correspondence and routine administrative matters "By direction" per reference (a). Only the Commanding Officer may sign correspondence concerning policy, responses to higher authority, congressional correspondence, and classified information.

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

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

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5. Cancellation Contingency. This notice is in effect for 6 months or until it is superseded by another notice.



J. R. LOSIEVSKY

Distribution:

This notice is cleared for public release and is available electronically only via VT-86 Website:
<https://www.cnatra.navy.mil/tw6/vt86/Notices.asp>

OPERATIONS DEPARTMENT 452-3745/3746/3760/3792/3825

N3	Operations Officer	LCDR Martin
N3R	Operations Officer	CDR Johnson
	Asst. Operations/Ops Admin	LT Warshaw
	Schedules	LT Jones
	Schedules	LT Anderson
	Schedules	LT Schafer
	Schedules	LT Matthews
	Schedules	LT Spence
	FAA Representative	LCDR Hood
	Schedules Officer	Les Brown
	Schedules Clerk	Darryl Hudson

RESOURCE MANAGEMENT SYSTEMS DEPARTMENT 452-3840

N4	RMS Officer	LCDR Bruner
	Assistant/First Lieutenant	LT Williams
	Coffee Mess/Wardroom	Capt Gersbach
	Resources Management Systems Clerk	Linda Young

PLANS AND PRODUCTION DEPARTMENT 452-4269

N5	Plans and Production Officer	LT Becker
	Asst. Plans and Production Officer	LT Miller
	International Military Student Officer	LT Raymond

STANDARDIZATION/TRAINING DEPARTMENT 452-4247

N7	Standardization/Training Officer	LCDR Norman
N7R	Standardization/Training Officer	CDR C. Walborn
	Asst. Standardization Officer	LT Trub
	Asst. Training Officer	Capt Reilly
	FAM Standardization	LT Kash
	FAM Training/SM	LT Charnas
	Strike Standardization	LT Johnston
	Strike Training/SM	LT Perkins
	CAS Standardization	LT Raymond
	CAS Training/SM	LT Porrata
	BFM Standardization	LT Trub
	BFM Training/SM	Capt Reilly
	AWI Standardization	LT Porter
	AWI Training/SM	LT Farina

Enclosure (1)

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STUDENT CONTROL DEPARTMENT 452-4742

N8	Student Control Officer	LCDR Falconer
	Asst. Student Control Officers	LT McCarthy
	Student Control Clerks	LT Dolan Kenya Newbold Donna Ballard

FLIGHT INSTRUCTOR TRAINING UNIT DEPARTMENT 452-3092

N9	FITU Officer	LCDR Hood
	FITU Asst. Officer	LT Kochanski

RESERVE DEPARTMENT 452-4019

N00R	Reserve Department Head	LCDR Hooke
	Squadron Reserve Senior Marine	Maj Lehtinen

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COLLATERAL DUTY ASSIGNMENTS

Air Sickness Program Manager	Asst. Student Control
Anti-Terrorism Force Protection	Senior Watch Officer
Casualty Assistant Team Leader	CDR Akacem
USN CACO	LT Johnston/LT Farina
	LT Raymond
USMC CACO	Capt Roberts/Capt Krider
International CACO	LT Johnston
Command Financial Specialist	LT Jones
Command Fitness Coordinator	LT Stanley/LT Warshaw/LT
Charnas	
Command Individual Augmentee Coor.	Administrative Officer (USN)
Alternate Command Individual Augmentee Coor.	Asst. Administrative Officer (USN)
Command Managed Equal Opportunity Off.	LT Spence
Communications Officer	Administrative Officer
Drug Alcohol Programs Advisor	LT Lee
Disaster Control Officer	First Lieutenant
Diversity Officer	LT Spence
General Military Training	Administrative Officer
Captain's Cup	LT Stanley
Gym Manager	LT Williams
HURREVAC Officer	LT Warshaw
Asst. HURREVAC Officer	LT Charnas
JMPS	Strike Stage Manager
Key Control Officer	First Lieutenant
Manager's Internal Control Program	Administrative Officer
Minor Property Officer	RMS/Supply Tech
Morale Welfare Recreation Officer	Capt Gersbach
Navy Community Service Program Coor.	PAO
Officers' Club Representative	LT Spence
Official Mail Manager	Administrative Officer
Ombudsman	Mrs. Allison Lee
Physical Security Officer	First Lieutenant
Privacy Act/Freedom of Information Officer	Legal Officer
PSD Liaison	Support Services Supervisor
SAPR POC	LT Farina
SAPR Victim Advocate	LT Porrata/LT Matthews
Senior Watch Officer	LT Becker
Sponsor Program Officer	Administrative Officer
Suicide Prevention Coordinator	Ground Safety Officer
Urinalysis Officer	LT Hyatt/LT Dolan
Voting Officer	Asst. Administrative Officer
Victim Witness Assistance Program Officer	LT Miller
Wings Caretaker	First Lieutenant

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QUICK REFERENCE

BILLET COLLATERAL DUTIES

AO.....	COMM, GMT SPONSOR, INTERNAL REVIEW, MAIL MANAGER, IA REP
AAO.....	IA REP, VOTING ASSISTANCE
ADP.....	PUBS, ISMO, TMS LIAISON
LEGAL.....	PRIVACY ACT / FOIA CORR
RMS.....	FUNDS TREASURER, MINOR PROPERTY
1ST LT.....	DISASTER CONTROL, KEY CONTROL, PHYSICAL SECURITY, WINGS CARETAKER
ASST STUCON.....	AIRSICKNESS P/M
GSO.....	SUICIDE PREVENTION
SWO.....	ATFP, WATCHBILL COORD
JMPS.....	STRIKE TRAINING STAGE MANAGER

INDIVIDUAL COLLATERAL DUTIES

USN CACO.....	LT RAYMOND LT FARINA
USMC CACO.....	CAPT KRIDER LT JOHNSTON
INTERNATIONAL CACO.....	LT STANLEY LT WARSHAW
CFL.....	LT CHARNAS LT HYATT/LT DOLAN
URINALYSIS/AJPC.....	LT WILLIAMS
GYM MANAGER.....	LT SPENCE
O'CLUB REPRESENTATIVE.....	LCDR HOOD
MAINT LIAISON.....	LT FARINA
SAPR POC.....	LT MATTHEWS/LT PORATTA
VWAP.....	LT MILLER
CMEQ/DIVERSITY.....	LT SPENCE

