



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET

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FASOTRAGRUPACINST 5440.1P
N1

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FASOTRAGRUPAC INSTRUCTION 5440.1P

Subj: FLEET AVIATION SPECIALIZED OPERATIONAL TRAINING GROUP,
PACIFIC FLEET ORGANIZATION MANUAL

Ref: (a) COMNAVAIRPACINST 5440.15J

Encl: (1) FASOTRAGRUPAC Organization Manual

1. Purpose. This instruction promulgates the chain of command and the organizational structure for FASOTRAGRUPAC North Island and Detachments.

2. Cancellation. FASOTRAGRUPACINST 5440.1N.

3. Discussion

a. Persons designated Special Assistant, Department Head or Officer in Charge are given the authority and responsibility for accomplishing assigned mission and tasks. This manual shall not be construed as contravening or superseding any part of *U.S. Navy Regulations* or other directives of higher authority.

b. The Executive Officer and Department Heads are authorized to sign correspondence By direction of the Commanding Officer. Department Heads are authorized to sign correspondence that falls within their scope of duties and responsibilities. Any correspondence that establishes policy, is of a controversial nature, denotes negative connotations to other commands, or involves state/municipal or congressional/inspector general inquiries will be signed by the Commanding Officer.

4. Action

a. Officers in Charge (OICs) will:

(1) Prepare a detachment organization manual using this instruction as a guideline. Detachment manuals shall not include other regulations, work hours, collateral duty assignments or emergency bills. Forward all requests for changes to detachment organization manuals to North Island, Code N1, for review and final approval by the Commanding Officer.

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(2) Maintain liaison with local functional commander, readiness squadrons as applicable, and the Commanding Officer of the supporting bases to ensure conformance in all matters affecting internal organization, administration, and discipline on the station, and with the rules and regulations prescribed by the Commanding Officer thereof.

(3) Ensure that all agreements with activities external to FASOTRAGRUPAC organization are approved by the Commanding Officer.

(4) Obtain prior approval of all trips away from the detachment in excess of one day. Notify the Executive Officer/Commanding Officer by message or E-Mail when the OIC will be absent. Include dates, reason and name of the acting OIC as part of the text.

(5) Comply with the requirements for OPREP-3 reporting in accordance with CINCPACFLTINST 5300.3 series.

(6) Unless otherwise authorized, commissioned OICs are authorized to award non-judicial punishment within the limitations set forth in the *Manual for Courts-Martial, 1995*. The Commanding Officer of the station providing administrative support to a detachment not having a commissioned officer as the OIC will award non-judicial punishment.

b. Department Heads will:

(1) Organize and administer their department in accordance with this manual.

(2) Perform duties of a department head as established by *U.S. Navy Regulations*.

(3) Forward proposed changes for departmental organization to Code N1 for review and final approval by the Commanding Officer.


F. M. GALLIC

Distribution:
FASOTRAGRUPACINST 5216.3
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Code N1 (3 copies)

FASOTRAGRUPACINST 5440.1P

FLEET AVIATION SPECIALIZED OPERATIONAL TRAINING GROUP,
PACIFIC FLEET
ORGANIZATION MANUAL

Enclosure (1)

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Chapter I

Mission and Tasks

1. Mission. To provide training on Aviation Maintenance Administration and Management Training (AMAMT), acoustic analysis, Naval Aviation Logistics Command Management Information Systems (NALCOMIS), micro-computer software applications; Survival, Evasion, Resistance and Escape (SERE) training; Undersea Warfare (USW), Surface Warfare (SUW), Electronic Warfare (EW), and Inverse Synthetic Aperture Radar (ISAR) training on systems, equipment, and tactics; and other training as directed. To provide approved audiovisual aviation training support and other related media services.

2. Commanded and Supported Detachments. Commanding Officer FASOTRAGRUPAC is the ISIC of the following:

FASOTRAGRUPAC Detachment Atsugi, Japan
FASOTRAGRUPAC Detachment Hawaii, Hawaii
FASOTRAGRUPAC Detachment Lemoore, California
FASOTRAGRUPAC Detachment Whidbey Island, Washington

3. Training

a. Develop and maintain current curricula for formal training courses as directed by higher authority.

b. Provide AMAMT courses to COMNAVAIRPAC units and other personnel as directed by higher authority.

c. Provide multi-level acoustic analysis training for all Pacific Fleet land and sea based acoustic operators.

d. Provide multi-level NALCOMIS training to aviation maintenance personnel at locations directed by higher authority.

e. Provide multi-level microcomputer training for COMNAVAIRPAC units and other personnel as directed by higher authority.

f. Provide other training to COMNAVAIRPAC units as directed by higher authority.

g. Provide quota control for designated courses as directed by higher authority.

h. Maintain training records and report results of training in accordance with existing directives.

i. Serve as COMNAVAIRPAC Training Program Coordinator and provide training for the Navy Integrated Training Resources and Administration System (NITRAS), Standard Training Activity Support System (STASS), and the Catalog of Navy Training Courses (CANTRAC).

j. Train fleet aviation personnel in operational and tactical employment of aviation systems and equipment, and in other disciplines that may develop to meet fleet requirements including:

(1) Undersea Warfare (USW), Surface Warfare (SUW) systems, equipment and tactics.

(2) Land and ship based airborne Electronics Warfare (EW) systems, equipment and tactics.

(3) Airborne radar, navigation, communications, and other electronic systems and equipment.

Air USW Oceanography

(5) Inverse Synthetic Aperture Radar (ISAR) image interpretation.

k. Train fleet aviation and other selected Navy and Marine Corps personnel in Level C Code of Conduct and SERE training programs including:

Global Environmental Survival Training.

(2) Evasion, assisted/non-assisted (including SEALs academic training.

Code of Conduct.

Legal ramifications and applicability of the Geneva Convention

(5) Prisoner of War (POW) organization.

Escape considerations and techniques.

Resistance to exploitation

Department of Defense (DOD) policy on peacetime captivity.

(9) Conduct cold weather, desert and other environmental training as appropriate.

l. Provide tailored evasion training and field exercises for Pacific Fleet units as necessary.

m. Provide SERE refresher training to deployed COMNAVAIRPAC units

n. Provide annual midshipman training on Code of Conduct

o. Provide evasion techniques, including current procedures on use of equipment.

p. Provide advanced SERE seminars to reinforce the physical and psychological effects of hostage terrorism situations.

q. Operate and maintain appropriately staffed training facilities at designated locations.

r. Provide medical and psychological screening of all SERE students and observe all phases of training and to provide emergency medical care as required.

4. Multimedia Support

a. Develop, staff, operate and maintain multi-media production facilities in direct support of COMNAVAIRPAC training organizations.

b. Assist in the analysis of training media formats to support Fleet Replacement Squadrons (FRS) and other Naval Air Station tenant activities with priority emphasis placed on operational aviation training.

c. Evaluate FRS requirements for training facilities, to include state-of-the-art learning concepts.

d. Control the issue and maintenance of aviation training aids/devices and audiovisual equipment, including videotapes to meet COMNAVAIRPAC and Naval Air Station tenant activity requirements in the following priority:

(1) COMNAVAIRPAC approved formal courses and fleet replacement squadrons.

(2) COMNAVAIRPAC fleet squadrons

(3) COMNAVAIRPAC ships

(4) COMNAVAIRPAC shore activities

(5) Naval Air Station tenant activities when manpower and equipment are available.

e. Produce state-of-the-art audiovisual and multimedia training materials.

f. Produce videotape programs for deployed COMNAVAIRPAC squadrons and ship's company in support of internal information

g. Provide Western Pacific Fleet centralized repair and maintenance of training devices at Detachment Atsugi, Japan.

h. Provide mobile maintenance team visits to Pacific Fleet commands as required to repair minor training devices.

5. Command Support. Command and administer a naval shore activity and four detachments throughout the Pacific Fleet.

a. Conduct planned and special evaluations and reviews to identify strengths/deficiencies in command financial and management operations. Conduct special projects in support of command systems. Develop policy/guidelines; provide training and assistance to FASOTRAGRUPAC and Detachment managers.

b. Provide Command Master Chief and collateral duty Career Retention Program services.

c. Provide and administer the biennial FASOTRAGRUPAC Detachment Assist Visit Program.

6. Financial Resources and Management Analysis Services.

a. Provide financial resources and manpower management services

b. Allocate, manage and control funds allocated for the operation and maintenance of FASOTRAGRUPAC North Island and Detachments.

c. Process and maintain records of all reimbursable funds received. Administer civilian and military travel funds. Perform memorandum accounting and civilian payroll services for FASOTRAGRUPAC North Island and all detachments, Fleet Area Control and Surveillance Facility (FACSFAC), and Fleet Imaging Command Pacific (FLTIMAGCOMPAC).

d. Provide command management and workload analysis including organizational and staffing structures, mission, tasking, productivity, civilian and military manpower management, and managing to payroll requirements; and service contract review. Coordinate the Shore Manpower Requirements Determination Study (SMRD) for FASOTRAGRUPAC and all detachments.

e. Manage Interservice Support Agreements (ISA), and Commercial Activities (CA) program.

f. Manage the command's military manpower requirements and mobilization planning.

g. Provide financial payroll as customer services representative of Defense Finance and Accounting Service (DFAS) for two commands and FASOTRAGRUPAC.

7 Administrative Services

a. Provide administrative support services including processing classified/unclassified incoming and outgoing correspondence, maintaining correspondence and master directive files, forms and publication management services and reports control. Provide mail/correspondence distribution system. Administer the command classified Material Control Program.

b. Operate a centralized mail directory service.

c. Assign incoming and process outgoing officer/enlisted, transient and TAD personnel.

8. Messing Facility. Operate a messing facility at Remote Training Site, Warner Springs. Provide meals to staff personnel during survival training.

CHAPTER II

Organization Charts

Chapter III

Special Assistants

1. Discipline (N01J). Advise Commanding Officer, Executive Officer, OICs and Department Heads concerning interpretation and application of the Uniform Code of Military Justice, Manual for courts-martial and other legal matters in maintaining good order and discipline, and administering justice within the command. Duties and responsibilities include:

a. Recommend assignment of members to courts-martial and officers to conduct investigations.

b. Ensure that officers and enlisted personnel assigned to Courts-Martial, investigations and other legal duties are knowledgeable in the legal aspects of their duties.

c. Ensure that all officers and enlisted personnel are fully acquainted with their rights and obligations under the Uniform Code of Military Justice.

d. Arrange for all masts/premasts and recommend referral of cases to trial by courts-martial.

e. Review records of courts-martial for legality of procedures, findings and sentences.

f. Refer personnel to Legal Service Assistance Officers or to cooperating volunteer civilian lawyers, as appropriate.

g. Investigate and process claims originating in or concerning the command.

h. Represent the Commanding Officer on weekly visits to personnel who are confined in a correctional custody facility as a result of disciplinary action.

2. Environmental Safety Officer (N007). Responsible for the implementation and coordination of all NAVOSH and environmental programs. Duties and responsibilities include:

a. Ensure personnel are properly trained on asbestos.

b. Document and coordinate the correction of all abatement deficiencies.

c. Monitor and update the hazardous material authorized use list

d. Coordinate all NAVOSH and industrial hygiene inspections.

e. Screen and monitor all self-help projects.

f. Ensure all hazardous material/hazardous waste turn-in procedures are in accordance with current directives and instructions.

g. Coordinate mandatory NAVOSH training for all command personnel

h. Inform personnel on traffic and recreational safety items.

i. Maintain accident/mishap files and make appropriate reports to Commander, Navy Region Southwest (CNRSW).

j. Provide disaster preparedness and fire marshal services for the command.

3. Command Master Chief (N008). Advise the Commanding Officer and Executive Officer in matters pertaining to enlisted personnel and their dependents. Advise enlisted personnel, as applicable, and work with all levels of supervision to provide sound leadership and problem solving. Duties and responsibilities include:

a. Accompany the Commanding Officer to official functions and ceremonies.

b. Provide liaison with FASOTRAGRUPAC Ombudsman.

c. Assist and advise the Commanding Officer in matters pertaining to the welfare and morale of the enlisted personnel in the command.

d. Provide the command with an evaluation of the impact of proposed policy changes on enlisted personnel.

e. Advise the Welfare and Recreation Committee

4. Command Information Coordinator (N016). Serve as the command's principal advisor on policies and regulations relating to Navy career planning matters. Provide career guidance and current information on benefits for all FASOTRAGRUPAC personnel. Duties and responsibilities include:

a. Maintain up-to-date files on career information directives and an adequate supply of career information material

b. Keep current on all changes to career interview and counseling programs. Apprise department/division/detachment career counselors of such changes.

c. Maintain an effective tickler system for progress and reenlistment interviews at FASOTRAGRUPAC North Island.

d. Monitor the Career Information Program and advise the Executive Officer and Command Master Chief of any deficiencies which may exist, and of improvements which should be implemented

e. Ensure that FASOTRAGRUPAC and all detachments have an active Career Information Program.

f. Provide information and/or counseling for dependents on survivor benefits and benefits of a Navy career.

g. Provide information and/or counseling for service members on pre-retirement services and retirement benefits.

h. Maintain liaison with enlisted detailers and monitor members' Prospective Rotation Date (PRD).

i. Chair Retention Team meetings.

j. Coordinate overseas screening program.

k. Coordinate Navy advancement program and submit the required reports.

5. Command Managed Equal Opportunity (N017). Advises the Commanding Officer in matters relating to the command's Human Resources/Equal Opportunity Program. Duties and responsibilities include:

a. Advise the Commanding Officer on the effectiveness of the command's human relations program and methods for enhancing effectiveness.

b. Monitor the effectiveness of the command's Equal Opportunity Program and Command Action Plan.

c. Collect, analyze and report required statistical data on equal opportunity indicators.

d. Coordinate and supervise the training of the Command Training Team and conduct Navy Rights and Responsibilities Workshops.

6. Drug and Alcohol Program Advisor (DAPA) (N018). Advise the Commanding Officer in all aspects of the Drug and Alcohol Program. Duties and responsibilities include:

a. Provide overall supervision of the command's Drug and Alcohol Program.

b. Assist departments in developing and implementing drug and alcohol education programs.

c. Screen, counsel and supervise the command's educational/rehabilitative programs for suspected and identified abusers.

d. Supervise the command's urinalysis program.

e. Monitor the detachments' drug and alcohol programs.

CHAPTER IV

Administrative Department

1. Administrative Department (N1). Provide advice and assistance to the Commanding Officer, Executive Officer, Detachment Officers in Charge and Department Heads on matters concerning financial, supply and civilian personnel planning. Develop and submit operating budgets. Provide administrative services, guidance on files, mail, postal affairs, correspondence and directives. Coordinate military services with Personnel Support Detachment, and provide administrative support services for the command. Duties and responsibilities include:

a. Coordinate assignment of responsibilities and duties necessary for administration of the command.

b. Review correspondence and directives prepared for signature of the Commanding Officer or Executive Officer.

c. Coordinate personnel matters with Personnel Support Detachment (PSD).

d. Prepare and disseminate the Plan of the Week (POW)

e. Supervise the maintenance of current files of messages, correspondence, directives and regulations pertinent to the mission and functions of the command.

f. Control reports and records disposal

g. Assign command personnel with Permanent Change of Station (PCS) and Limited Duty (LIMDU) orders.

h. Coordinate the Command sponsor program.

i. Advise and assist FASOTRAGRUPAC Detachment Officers in Charge on matters concerning budgeting, civilian personnel, resource management and proper supply procedures.

j. Advise the Commanding Officer on all matters pertaining to civilian personnel actions affecting the command.

k. Coordinate and monitor travel budgets for FASOTRAGRUPAC staff and detachment personnel.

l. Provide management control for fleet aviation training aids and equipment under the cognizance of COMNAVAIRPAC and other designated activities.

m. Coordinate, interpret and provide CA/ER financial guidance for FASOTRAGRUPAC.

n. Calculate in house cost estimates and prepare cost comparison forms and support narratives for FASOTRAGRUPAC functions under study.

o. Conduct internal audits, special examinations, studies, analysis and/or investigations of financial and operational/managerial policies and procedures of the command.

p. Conduct independent reviews and evaluation of the effectiveness and efficiency with which managerial responsibilities are being performed in support of ER.

q. Coordinate and ensure a responsive civilian personnel program within the command.

r. Provide advice and guidance to all command supervisory echelons and employees on civilian personnel matters; e.g., employment, placement, employee relations, position management, training, promotion and equal opportunity policies, etc.

s. Work in concert with department heads and officers in charge in the routine administration of civilian employees.

t. Assist in determining fleet aviation training device/aid requirements and inventories.

2. Administrative Service Division (N11). Provide administrative services to the command. Duties and responsibilities include:

a. Assist the Administrative Officer in duties involving upkeep and accounting of equipment, procurement of office supplies, distribution services, and such other matters incident to the provision of efficient administrative services.

b. Ensure proper maintenance of command files, reports and directives systems.

c. Maintain rosters, precedence lists and collateral duty assignments.

d. Ensure the maintenance of the action tickler system for timely handling of correspondence, directives and messages received by the command.

e. Review, monitor and provide advice on administrative procedures/practices.

f. Supervise procurement, distribution, custody, security, correction, routing, and disposal of classified correspondence and publications.

g. Provide official mail management for FASOTRAGRUPAC staff and students.

h. Provide cleanliness of spaces in building 646.

i. Coordinate and set up for retirement ceremonies, monthly quarters, Change of Command and special events.

2. Financial Management Division (N14). Responsible for preparing the command budgets (OFC-10, OFC-21, and special funds), maintain detachment OPTAR records, chart cost analysis trends and recommend intra command fund distributions. Duties and responsibilities include:

a. Supervise the maintenance of accounting records, ensure proper management of allotted funds.

b. Prepare the command budget for all funds (OFC-10, OFC-21 and special funds) from inputs of Officers in Charge and Department Heads.

c. Maintain liaison with allotment holders and Defense Finance and Accounting Service Center (DFAS).

d. Maintain civilian payroll.

e. Input civilian timesheets for FASOTRAGRUPAC, FLTIMAGCENPAC and FACSFAC.

f. Coordinate travel card applications for the command. Responsible for International Merchant Purchase Authorization Card (IMPAC) and program training for the command.

3. Management Services Division (N141). Provide advice, plan, management, coordination and analysis concerning manpower, facilities and special programs. Coordinate vehicle requirements for the command. Duties and responsibilities include:

a. Advise the Administrative Officer on the effective use of command manpower assets.

b. Manage CNO special programs designed to encourage prudent use of command assets.

c. Coordinate all requests for maintenance and/or repair of FASOTRAGRUPAC North Island. Maintain direct liaison with NAS North Island public works site team department.

d. Advise and assist OICs in matters concerning manpower planning, facility requirements and special programs.

e. Coordinate the Detachment assist visit program.

f. Coordinate requirements for Intraservice Support Agreements (ISA), Memorandums of Understanding (MOU) and other informal accommodations.

g. Coordinate Shore Manpower Requirements Determination (SMRD) Study and Commercial Activities (CA) Programs relating to Most Efficient Organization (MEO) and Performance Work Statements (PWS) management studies.

h. Act as transportation officer accountable for the administration, operation and use of assigned vehicles throughout FASOTRAGRUPAC North Island.

i. Provide command liaison with the Regional Office of Human Resources Service Center, Human Resources Office, Naval Air Station, North Island and the servicing Human Resources Offices for FASOTRAGRUPAC Detachments.

4. TAD Assistant (N143). Responsible for proper drafting of Temporary Additional Duty (TAD) orders for FASOTRAGRUPAC staff. Provide travel guidelines to the staff. Receive TAD requests and verify authorizations and cost. Prepare all outgoing correspondence pertaining to all TAD matters. File all incoming correspondence and route letters requiring action to all concerned. Duties and responsibilities include:

a. Draft TAD orders for FASOTRAGRUPAC staff.

b. Determine transportation, per diem and miscellaneous costs included in staff travel orders and determine what special instructions are required.

c. Maintain logs, files and databases on all standard document numbers and reports.

d. Advise travelers of available routes, accommodations and explain restrictions.

e. Receive TAD requests from departments and detachments and estimate, compute, verify transportation costs, per diem and related costs.

5. Material Support Division (N144). Maintain OPTAR records and accounting procedures for departments, detachments, and Remote Training Site, Warner Springs. Control collateral equipment and plant account property. Provide audio-visual equipment, training devices, and videotape support to authorized user activities, and the overall operation of the audio-visual and minor training devices. Duties and responsibilities include:

a. Supervise the maintenance of OPTAR records and accounting procedures.

b. Submit transmittals and OPTAR reports for allotted funds.

c. Manage accountability and control of collateral equipment, plant account property and organizational property

d. Ensure proper and responsive supply action to material and supply support requirements for all departments and Remote Training Site, Warner Springs.

e. Maintain requisition files

f. Procure, receive, issue, ship, transport, transfer and account for all material in the command

g. Complete inventory accounting of audiovisual and other training devices/aids.

h. Administer and supervise the requisition and purchase system for all FASOTRAGRUPAC departments and detachments.

i. Monitor recovery of disposed and surplus government owned property.

j. Coordinate and advise detachment libraries on specialized audio-visual requirements and equipment requirements to support minor training device needs.

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k. Provide technical expertise and information to user activities in the development and continuing use of training aids in comprehensive training programs.

l. Coordinate the command print/duplication requirements.

CHAPTER V

Survival Training Department

1. Survival Training Department (N2). Conduct Level C Code of Conduct and survival training for designated personnel, including environmental and other specialized training as required. Duties and responsibilities include:

a. Supervise the administration and operation of Survival, Evasion, Resistance and Escape (SERE) training, Peacetime Code of Conduct training, Advanced SERE Seminar training and other specialized training including Desert Environment Survival Training (DEST) and Cold Weather Environment Survival Training (CWEST) as required by higher authority.

b. Provide SERE Refresher, Advanced Terrorism and Hostage Survival (ATAHS) via Mobile Training Teams (MTTs) to requesting units throughout the Pacific Fleet.

c. Ensure proper operation, security and accountability of all assigned equipment and classified material.

d. Establish requirements and provide, as appropriate, such training necessary to qualify personnel for assignment to duties as SERE, Peacetime Code of Conduct, DEST, CWEST and ATAHS Seminar instructors.

e. Recommend new training devices and changes in training curriculum to meet current and future survival training needs.

f. Maintain close liaison with CNO, CINCPACFLT, COMNAVAIRPAC, Joint Personnel Recovery Agency (JPRA) and other DOD survival training schools and organizations concerning current survival training learning objectives, procedures and equipment.

g. Maintain support facilities and security at Remote Training Site (RTS) Warner Springs.

h. Maintain RTS Warner Springs training areas to include Field Training Laboratory (FTL) and Resistance Training Laboratory (RTL) ensuring operational readiness to support SERE training.

i. Perform instructional and other duties as necessary.

j. Provide instructors for tailored evasion training and field exercises for Pacific Fleet units as requested.

2. Assistant Survival Training Officer (N20). Responsible : assisting the Department Head in the performance of assigned duties. Duties and responsibilities include:

- a. Assume department head responsibilities in the absence of the Survival Department Head.
- b. Supervise the lecture and watch assignments of all department personnel.
- c. Supervise the preparation, submission and distribution of student training records.
- d. Recommend changes in training curricula as required.
- e. Perform instructional and other duties as required.
- f. Supervise the control of funds allocated to the department.
- g. Supervise the assignment of personnel within the department and ensure manpower requirements are met.
- h. Act as the department administrative officer to ensure all administrative matters are addressed and proper preparation of all correspondence is achieved.

3. Medical Division (N21). Provide medical services for FASOTRAGRUPAC students and staff personnel. Monitor the physical status of students and instructors during the SERE program and represent the Commanding Officer in all medical matters. Duties and responsibilities include:

- a. Conduct medical evaluations and treatment, as required, to ensure the health and safety of students and instructors in survival training programs.
- b. Observe all phases of training and provide emergency medical care as needed.
- c. Provide advice and recommendations to the Commanding Officer and Survival Training Department Head on all matters relating to medical practices and procedures.
- d. Provide training related to global survival medicine Prisoner of War (POW) medicine.
- e. Maintain records and prepare reports relative to student medical problems.

f. Maintain material condition and inventory of medical supplies and equipment including assigned medical vehicles.

g. Brief the Executive Officer as needed (once a month minimum) on general/specific issues related to the medical health and safety of students and instructors.

h. Monitor the command's Physical Fitness Test (PFT)/Physical Readiness Test (PRT) programs.

4. SERE Staff Psychologist (N019A). Provide consultant services to the Commanding Officer and Survival Training Department Head on matters pertaining to command personnel psychological evaluations. Duties and responsibilities include:

a. Conduct initial and follow-up interviews with all survival instructors.

b. Conduct interviews with all survival course students considered for drop or termination for noninjury reasons and advise the command in determining disposition.

c. Review all course curricula to ensure training methods provide maximum psychological impact with due regard for safety.

d. Instruct portions of the Advanced SERE Seminar relating to the psychology of survival and captivity.

e. Brief the Executive Officer as needed (once a month minimum) on general/specific issues relating to the psychological health of students and instructors.

f. Observe all phases of the resistance training and provide psychological care as required.

5. Training Division (N22). Duties and responsibilities include:

a. Monitor all phases of the basic SERE course and recommend appropriate changes to ensure proper training techniques are used to achieve established training objectives.

b. Monitor training course schedules

c. Schedule department personnel in schools and courses for professional development.

- d. Coordinate Mobile Training Team (MTT) support requests.
 - e. Supervise the Instructor Under Training (IUT) course to ensure efficient and effective training of new NEC 9505s.
 - f. Schedule and conduct department annual GMTs.
 - g. Conduct Advanced SERE Seminar.
 - h. Maintain the Survival Department library at building 618, NAS North Island.
 - i. Coordinate guest speakers and former POWs in support of the SERE, Advanced SERE and Peacetime Code of Conduct curricula.
 - j. Coordinate all military and nonmilitary requests for Code of Conduct related training.
 - k. Provide personnel to instruct in various phases of the SERE course, ATAHs, DEST and MTTs.
 - l. Provide personnel to stand duty at RTS Warner Springs
 - m. Provide graphic visual aids and training in support of lesson guides for SERE curriculum.
 - n. Provide recommendations to SERE Department on the most effective use of graphic arts for their particular requirements
6. Academics/Field Division (N23). Conduct the Academic Phase and Field Phase of SERE training. Ensure that all student learning objectives are accomplished, using Academic and Field Lesson Guides and training schedule. Duties and responsibilities include:
- a. Prepare student handout packages prior to class convening.
 - b. Ensure all student administrative matters are accomplished prior to and during training, if necessary.
 - c. Maintain accountability of all audio visual equipment assigned to classroom and field usage.
 - d. Conduct the academics phase of the IUT training course.

e. Continuously update academic and field lesson guides and recommend changes to SERE training curricula.

f. Provide personnel to instruct in the DEST course and MTTs as required.

g. Provide personnel to stand FASOTRAGRUPAC Assistant Officer of the Day (AOD).

h. Coordinate the DEST course and the annual Exercise DESERT SHADOW.

i. Provide survival training to various military and nonmilitary organizations as requested.

Provide annual midshipman training on Code of Conduct.

k. Maintain Field Training Laboratory (FTL) to include the static demonstration areas and various shelters throughout the training area.

l. Provide training on basic survival techniques and assisted evasion through partisan and military networks.

m. Conduct IUT field evasion and tracking training.

n. Provide personnel to stand duty at RTS Warner Springs

7. Resistance Training Laboratory (RTL) Division (N24). Conduct the RTL phase of SERE training. Ensure that all student learning objectives are accomplished using FASOTRAGRUPACINST 3131.2 (Red Book) and training schedule. Duties and responsibilities include:

a. Maintain the RTL to include all buildings and fixtures.

b. Maintain accountability for all assigned equipment.

c. Continuously review FASOTRAGRUPACINST 3131.2 (Red Book) and recommend changes and additions in SERE training curricula.

d. Provide training in resistance techniques and individual and group resistance posture.

- e. Conduct resistance phase of the IUT training course.
 - f. Provide personnel to instruct in the DEST course, ATAHs and MTTs as required.
 - g. Provide personnel to stand duty at RTS Warner Springs.
8. Logistics Support Division (N26). Provide logistic support for the department. Duties and responsibilities include:
- a. Coordinate TAD requests for department personnel.
 - b. Order supplies and materials for the department
 - c. Maintain accountability for all assigned equipment.
 - d. Ensure allocated department funds do not exceed authorization.
 - e. Coordinate preventative maintenance for department's vehicles at NAS North Island.
 - f. Coordinate and submit department OFC-21 and OFC-10 proposed budgets.
 - g. Supervise the maintenance and material condition of building 618, NAS North Island.
 - h. Conduct all first lieutenant duties for the department.
 - i. Provide personnel to instruct in various phases of SERE training, DEST, ATAHs and MTTs as required.
 - j. Provide personnel to stand duty at RTS Warner Springs.
9. Remote Training Site Warner Springs Support Division (N27). Provide training and logistical support for department requirements and various Defense Department organizations at Remote Training Site Warner Springs (RTSWS), California.
- a. Supervise the maintenance and material condition of all buildings and facilities at RTSWS.
 - b. Coordinate preventive and corrective maintenance and use of RTSWS assigned vehicles.

c. Maintain the 26 miles of roads (paved and dirt) on the training course and all the firebreaks.

d. Monitor physical security of RTSWS to protect government property and personnel.

e. Maintain and schedule BEQ/BOQ facilities at RTSWS.

f. Coordinate and monitor hazardous material at RTSWS to ensure strict compliance with applicable federal, state and local regulations.

g. Maintain galley facilities and provide support to Command personnel and visiting organizations.

h. Supervise the fire protection program and maintain adequate fire protection safeguards.

i. Provide personnel to stand Duty Petty Officer, at RTSWS

Chapter VI

Training Department

1. Director of Training (N3). Conduct Aviation Maintenance Administration and Management Training (AMAMT), Microcomputer Training, and Undersea Warfare/Surface Warfare Training for COMNAVAIRPAC, COMNAVSURFPAC Aviation Commands and COMNAVRES (PAC) commands. Responsible for the overall management, administration, organization, coordination of student training and other duties as required by COMNAVAIRPACINST 5440.15 (series). Provide technical advice and assistance to the Commanding Officer on matters pertaining to USN and USMC officer, enlisted and DOD civilian training programs and course curricula. Duties and responsibilities include:

a. Direct the conduct of student training to fulfill requirements of fleet activities.

b. Maintain Navy Integrated Training Resources and Administration System (NITRAS)/Standard Training Activity Support System (STASS) training statistics to include, but not limited to, student completion, course completion and course utilization.

c. Coordinate officer, enlisted and DOD civilian student personnel assigned to the command.

d. Coordinate with FASOTRAGRUPAC detachments and outside activities in formulating and implementing new courses of instruction and revising existing training curricula.

e. Direct the preparation and publication of FASOTRAGRUPAC course allocation notices.

f. Maintain liaison with CNO, COMNAVAIRSYSCOM, COMSPAWARSYSCOM, COMNAVAIRPAC, FASOTRAGRULANT and other commands on training matters.

g. Review and approve all course material prior to use.

h. Authorize training for civilian contract personnel.

i. Direct, plan and coordinate improvements in classrooms and training facilities.

j. Determine budget requirements for training equipment, material and resources for submission to Code N1.

- k. Manage expenditure of allocated funds
 - l. Budget for all training TAD requirements
 - m. Maintain the command's web page.
 - n. Monitor and maintain the command's quota control system
2. Assistant Director of Training (N30). Responsible to the Director of Training (DOT). Provide technical advice and assistance to the DOT on military matters and on matters pertaining to officer, enlisted and DOD civilian training and course curricula. Duties and responsibilities include:
- a. Act as senior military in department.
 - b. In the absence of DOT, act as Director of Training.
 - c. Ensure compliance with military directives and all applicable instructions, including those of assigned Marines.
 - d. Monitor and review the conduct of all training courses provided by the department.
3. Instructional Systems Specialists (N30A/B). Responsible for ensuring the adequacy and effectiveness of training conducted by the department. Provide professional consultation on all matters pertaining to education principles, instructional techniques and curriculum development. Coordinate the implementation of educational policies with various schools and detachments. Assist the DOT in the performance of assigned duties. Duties and responsibilities include:
- a. Advise DOT on educational matters.
 - b. Review department training material for appropriateness of content in consideration with educational principles, clarity and compliance with appropriate directives. Ensure timely development and upkeep of assigned courses to include instructional data bases as required.
 - c. Monitor the POA&M for each course under development or revision including individual training materials (e.g., training project plan, course training task list, training course control document, lesson plans, training guide, tests, etc.), or other materials required by current publications and instructions.

d. Monitor the department instructor training and qualification program for the command to ensure that instructors meet and maintain required standards.

e. Participate in the department instructor evaluation program

f. Monitor the testing and grading procedures to ensure validity of examinations and accuracy of skill evaluation methods.

g. Coordinate with detachments and outside activities in formulating and implementing new courses of instruction and revising existing training curricula.

h. Maintain liaison with CNO, COMNAVAIRSYSCOM, COMSPAWARSYSCOM, COMNAVAIRPAC, FASOTRAGRULANT and other commands on training matters.

i. Coordinate and monitor FASOTRAGRUPAC attendance at training conferences and assure agenda items are developed and submitted on time. Follow up on conference action items to ensure completion.

j. Review student critiques and take action as appropriate.

k. Coordinate and monitor the command's in service instructor training program.

l. Review department/detachment NITRAS and STASS records and recommend corrective action.

m. Responsible for graphics curriculum and training support in areas of computerized media and other instructional media materials.

n. Provide command services such as nametags, signs, murals, certificates, pictures and various types of professional graphic support to all FASOTRAGRUPAC training sites.

4. Quota Control and NITRAS/STASS Program Manager (N30C)

a. Responsible for the acquisition and coordination of all student training quotas. Ensure efficient utilization of available courses of instruction with Navy Personnel Command (NPC) Millington, TN and Commandant, Marine Corp (CMC), Washington, D.C. Additional responsibilities include:

FASOTRAGRUPACINST 5440.1P

(1) Oversee all military matters (financial and personal) pertaining to student personnel assigned to FASOTRAGRUPAC for training.

(2) Coordinate with Marine PCS detailers for the allocation of Marine Corps quotas.

(3) Handle military matters pertaining to students reporting to FASOTRAGRUPAC for training.

Schedule students for required training.

(5) Coordinate with support detachments to ensure check-in and checkout procedures are adhered to.

Acquire training quotas for command personnel.

b. Manage the Navy Integrated Training Resources and Administration System (NITRAS)/(STASS) for all FASOTRAGRUPAC conducting formal training. Responsible for compiling and submitting NITRAS/STASS reports for all formal training conducted by FASOTRAGRUPAC. Duties and responsibilities include:

c. Serve as NITRAS/STASS program manager for incoming data reports, analyze currency of report submissions and ensure submitted data has been stored accurately. Where discrepancies or errors occur, analyze, monitor and assist COMNAVAIRPAC/FASOTRAGRUPAC and detachments with corrections, ensuring incomplete or inaccurate data is validated and the program's effectiveness is improved.

d. Provide corrections and or additional input in accordance with current directives.

e. Conduct a continuing NITRAS/STASS program of indoctrination, orientation and training for COMNAVAIRPAC training activities.

5. Aviation Maintenance Administration and Management Training (AMAMT) Division Officer (N31). Responsible for the development, review, adequacy and effectiveness of AMAMT, including Naval Aviation Logistics Command Management Information System (NALCOMIS) that supports the Naval Aviation Maintenance Program (NAMP). Provide technical advice and support in matters pertaining to NALCOMIS organizational and intermediate programs to the DOT and OIC's. Duties and responsibilities include:

a. Ensure that initial and follow on training for new and existing instructors is current.

b. Monitor and review the preparation of training materials (e.g., training project plan, course training task list, training course control document, lesson plans, training guide, tests, etc.) or other materials required by current publications and instructions that will be presented to students and instructors undergoing training in AMAMT, NALCOMIS, and NAMP.

c. Monitor lesson guides and ensure they are well written and maintained, current and standardized, in accordance with NAVEDTRA 130 series.

d. Coordinate with detachments and outside activities on matters pertaining to curriculum development and course standardization for AMAMT related areas.

e. Analyze available information to determine the validity of an identified training requirement and recommend, as appropriate, course revision or development of a new course to the department head.

f. Monitor quarterly status of courses and annual review of curricula report.

g. Review student critiques and take action as appropriate.

h. Ensure class schedules and instructor assignments for AMAMT are prepared by each detachment in order to provide a sufficient number of classes for all supported activities.

i. Establish commandwide administrative control of course material to ensure standardization, currency and elimination of duplication/waste.

j. Conduct formal course reviews with CNO, COMNAVAIRPAC COMNAVAIRLANT, FASOTRAGRULANT and fleet personnel at least annually.

k. Review divisional NITRAS/STASS and ensure updates/corrections are submitted as required.

6. Aviation Maintenance Administration and Management Training (AMAMT) Branch (N311 [North Island]/N34 [Site Miramar]). Provide training for USN and USMC officers, enlisted and DOD civilian personnel in administrative procedures of Naval Aviation Maintenance Program. Duties and responsibilities include:

FASOTRAGRUPACINST 5440.1P

- a. Be thoroughly familiar with training policies and reports. Submit reports as required.
- b. Ensure course modifications are incorporated into the curriculum.
- c. Ensure course materials being used are authorized and current. Ensure adequate quantities of course material are available.
- d. Liaise with staff on matters concerning assigned courses.
- e. Submit course print requirements to the AMAMT curriculum development branch (N312).
- f. Coordinate instructor qualification/evaluation program, submit reports to department head via staff.
- g. Review student critiques and take action as appropriate.
- h. Maintain liaison with other training and user activities to stay abreast of fleet requirements.
- i. Provide recommendations for course changes to the AMAMT curriculum development branch (N312).
- j. Counsel students when problems arise
- k. Maintain student records for two years.
- l. Maintain Subject Matter Expert support as directed
- m. Train COMNAVAIRPAC, COMNAVAIRES (PAC) and COMNAVSURFPAC (aviation units) in approved courses.
- n. Maintain an accurate inventory of computer and NALCOMIS hardware and software.
- o. Maintain a system administrator's logbook as required by OPNAVINST 4790.2 (series) for each NALCOMIS system.
- p. Ensure that all systems have latest authorized updates.

- q. Coordinate with department and detachments in the training of NALCOMIS instructors in system administration, database administration, or functionality as appropriate.
- r. Monitor and or coordinate the progress of AMAMT/NALCOMIS projects as directed by the department head.
- s. Perform AMAMT/NALCOMIS reviews of course curricula.
- t. Attend conferences and course reviews when directed by the department head.
- u. Maintain liaison concerning NALCOMIS training matters with CNO, COMNAVAIRSYSCOM, COMSPAWARSYSCOM, COMNAVAIRPAC, FASOTRAGRULANT and other commands as it applies to NALCOMIS.
- v. Ensure that Planned Maintenance System inspections are performed and documented via AV-3M on all departmental NALCOMIS and non-NALCOMIS computer equipment.
- w. Review, update and correct NITRAS/STASS records as required

7. Aviation Maintenance Administration and Management Training (AMAMT) Curriculum Development Branch (N312). Provide technical advice and assistance in matters pertaining to curriculum development. Duties and responsibilities include:

- a. Develop and maintain AMAMT courses in accordance with NAVEDTRA 130 (series) and Authoring Instructional Materials (AIM) II application software.
- b. Assist microcomputer division officer, code N33, with all curriculum issues and development processes.
- c. Prepare, revise and procure course materials for the command.
- d. Provide detachments with technical information and other materials associated with the course program.
- e. Assist AMAMT division officer and detachments on all matters pertaining to AMAMT program.
- f. Conduct liaison with COMNAVAIRPAC and FASOTRAGRULANT on all curricula matters pertaining to AMAMT and microcomputer programs.

g. Ensure department head, staff and those sites teaching courses are informed of the curriculum development process.

h. Maintain a correspondence file pertaining to the course to include a record of all course modifications for a minimum of five years.

i. Maintain a master paper copy and a master 3.5" diskette (or other acceptable magnetic media) of approved curricula. A working diskette will be utilized for courses under modification.

j. Conduct test analysis

k. Conduct course reviews.

l. Review student critiques and take appropriate action.

m. Create and or update CANTRAC records as required.

8. Aircrew Division Officer (N32). Responsible to DOT for the operation and coordination of the Air Undersea Warfare (AUSW) training to include acoustic and electronic warfare training, ISAR and Oceanography. Duties and responsibilities include:

a. Act as primary point of contact for all matters pertaining to aircrew training.

b. Develop aircrew courses in accordance with NAVEDTRA 130 (series) and Authoring Instructional Materials (AIM) II application software.

c. Ensure that initial and follow-up training for new and existing instructors are current.

d. Monitor and review the preparation of training materials (e.g., training project plan, course training task list, training course control document, lesson plans, training guide, tests, etc.) or other materials required by current publications and instructions that will be presented to students and instructors undergoing training.

e. Monitor the lesson guides and ensure they are well written and maintained current and standardized, in accordance with NAVEDTRA 130 series.

f. Monitor the progress of aircrew special projects and other projects as directed by DOT.

g. Maintain liaison concerning aircrew training matters with COMNAVAIRPAC, FASOTRAGRULANT and other commands.

h. Establish commandwide administrative control of aircrew course material to ensure standardization, currency and elimination of duplication/waste.

i. Coordinate and monitor FASOTRAGRUPAC attendance at aircrew training conferences and working groups and ensuring agenda items are developed and submitted on time. Follow up on conference action item completions.

j. Research requirements for training equipment, devices material and manpower.

k. Coordinate with instructional systems specialist (N30B) for all cognizant aircrew curriculum development/revisions and provide technical advice and assistance.

l. Maintain current curricula materials for aircrew courses to include a master hard copy and floppy disk.

m. Coordinate printing and distribution of all training materials for aircrew courses.

n. Maintain aircrew classified materials and directives in accordance with current instructions.

o. Review student critiques and take action as appropriate.

p. Review divisional NITRAS/STASS and ensure updates/corrections are submitted as required.

9. Aircrew Training Branch (N321). Provide technical advice, training and assistance in matters pertaining to Air Undersea Warfare (USW). Duties and responsibilities include:

a. Instruct students in acoustic analysis, Electronic Warfare (EW), ISAR Radar, oceanography and related courses.

b. Assist in quarterly fleet acoustic analysis testing for COMNAVAIRPAC units.

c. Maintain liaison with appropriate commands on matters concerning USW, SUW, EW, ISAR, and related training.

d. Represent the command at meetings of the Aviation Training Readiness Review, Interactive Multi-Sensor Analysis Trainer or Passive Acoustic Analysis Working Group.

- e. Develop and review curricula for Aircrew Training courses as assigned.
 - f. Provide training materials for Aircrew Training courses
 - g. Review, update and correct NITRAS/STASS records as required.
 - h. Create and or update CANTRAC records as required.
10. Microcomputer Training Division (N33). Provide technical advice and assistance in matters pertaining to microcomputer training. Duties and responsibilities include:
- a. Act as primary point of contact for all matters pertaining to microcomputer training.
 - b. Develop microcomputer courses in accordance with NAVEDTRA 130 (series) and Authoring Instructional Materials (AIM) II application software. N30A and N312 will provide assistance.
 - c. Ensure that initial and follow-on training for new and existing instructors are current.
 - d. Monitor and review the preparation of training materials (e.g., training project plan, course training task list, training course control document, lesson plans, training guides, tests, etc.) or other materials required by current publications and instructions that will be presented to students and instructors undergoing training.
 - e. Monitor the lesson guides and ensure they are well written and in accordance with NAVEDTRA 130 series.
 - f. Monitor the progress of microcomputer special projects and other projects as directed by DOT.
 - g. Maintain liaison concerning aircrew microcomputer matters with COMNAVAIRPAC, FASOTRAGRULANT and other commands.
 - h. Establish commandwide administrative control of microcomputer course material to ensure standardization, currency and elimination of duplication/waste.
 - i. Ensure adequate quantities of course materials available.
 - j. Submit all printing requirements to code N312

- k. Liaise with staff on matters concerning assigned courses.
 - l. Coordinate instructor qualification/evaluation Program. Submit reports to DOT and staff as required.
 - m. Review student critiques and take appropriate action.
 - n. Maintain liaison with other training and user activities to stay abreast of fleet needs.
 - o. Review divisional NITRAS/STASS and ensure update corrections are submitted as required.
11. Microcomputer Training Branch (N331). Provide training to fleet personnel in the theory and operational uses of approved and authorized microcomputer training courses.
- a. Be thoroughly familiar with training policies and reports. Submit reports as required.
 - b. Ensure course modifications are incorporated into the curriculum.
 - c. Ensure course materials being used are authorized and current. Ensure adequate quantities of course material are available.
 - d. Liaise with staff on matters concerning assigned courses.
 - e. Submit course printing requirements to the AMAMT Curriculum Development Branch (N312).
 - f. Coordinate instructor qualification/evaluation Program. Submit reports to the department head via staff
 - g. Review student critiques and take action as appropriate.
 - h. Maintain liaison with other training and user activities to stay abreast of fleet needs.
 - i. Provide recommendations for course changes.
 - j. Counsel students when problems arise.
 - k. Maintain student records for two years.

FASOTRAGRUPACINST 5440.1P

1. Maintain subject matter expert support as directed.
- m. Train COMNAVAIRPAC, COMNAVAIRES (PAC) and COMNAVSURFPAC aviation units in approved courses.
- n. Review, update and correct NITRAS/STASS records as required.
- o. Create and/or update CANTRAC records as required.

CHAPTER VII

Media Services Department

1. Media Services Department (N9). Develop, operate, and maintain multimedia production facilities. Maintain facilities for production of software and videotape that involves sound or visual imagery or both to communicate information. Duties and responsibilities include:

a. Manage media services department graphics division, television production division, and perform maintenance on ATAL equipment at FASOTRAGRUPAC North Island.

b. Plan, organize and establish policy for detachments' media services.

c. Provide consolidated inputs to COMNAVAIRPAC for future minor training device requirements needed to meet fleet readiness programs.

d. Assist COMNAVAIRPAC training in providing media advice and assistance for the development of audio-visual learning centers used by various fleet training activities.

e. Review and evaluate formal television production requests from detachments in support of aviation training.

2. Television Production Division (N91). Responsible for producing television productions and products used to support training. Produce videotape programs to support internal information. Duties and responsibilities include:

a. Attend all pre-production conferences to establish production responsibilities and coordinate fleet unit requests for media production and scheduling of equipment and personnel.

b. Perform Defense Audiovisual Information System searches for requested productions.

c. Supervise technical aspects of all television and audiovisual productions consisting of both studio and remote location work. Provide a wide variety of videotape training programs.

3. Graphics Division (N92). Provide multimedia visual aids and training materials for FASOTRAGRUPAC, Fleet Replacement Squadrons, and fleet squadrons at NAS North Island. Duties and responsibilities include:

a. Provide recommendations to user activities on the most effective use of graphic arts for their particular requirements.

b. Provide graphic visual aids and training to FASOTRAGRUPAC and various activities.

4. Public Affairs (N94). Direct a program of public information including internal and external relations. Has direct access to the Commanding Officer and Executive Officer on all public affairs matters. Duties and responsibilities include:

a. Represent the Commanding Officer on public affairs matters.

b. Serve as primary contact point on requests for news information from activities outside FASOTRAGRUPAC organizations.

c. Ensure COMNAVAIRPAC PAO is advised of all media inquiries.

d. Ensure COMNAVAIRPAC PAO and other interested authorities are immediately notified of any public affairs incidents that may attract attention at the national level.

e. Supervise dissemination of newsworthy items outside the command.