



## DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING ONE  
101 FULLER ROAD SUITE 250  
MERIDIAN MS 39309-5403

IN REPLY REFER TO:

COMTRAWINGONEINST 1542.1

N1

21 Jun 11

### COMTRAWING ONE INSTRUCTION 1542.1

From: Commander, Training Air Wing ONE

Subj: MULTI-SERVICE PILOT TRAINING SYSTEM (MPTS) SPECIAL CASES

Ref: (a) CNATRAINST 1542.167  
(b) CNATRAINST 1500.4G  
(c) CNATRAINST 3710.13F  
(d) COMTRAWINGONEINST 3710.13H

Encl: (1) Sample SMS Supplemental Aviator Training Form (ATF) Starting SMS  
(2) Sample SMS Supplemental ATF Completing SMS

1. Purpose. To set forth Training Air Wing ONE (TW-1) policy in administering situations unique to the T-45 MPTS syllabus, reference (a). These include the administration of Progress Checks, documenting Unsatisfactory and Marginal student performance, Squadron Internal Reviews, Student Monitoring Status (SMS), Extra Instruction (EI), Extra Training (ET) events, and Training Review Boards (TRB).

2. Action. Squadron Operations Officers and Student Control (STUCON) Officers are responsible for the overall administration of the programs contained herein as well as any additional squadron directives. TW-1 and Standardization Officers will provide assistance as required.

### 3. Progress Checks

a. Squadrons shall comply with the guidance provided in references (a) and (b) when conducting Initial Progress Checks (IPC) and Final Progress Checks (FPC). Special Progress Checks (SPC) will be conducted in accordance with the current CNATRA NOTICE.

#### b. Progress Check Pilots.

(1) In addition to Squadron Operations Officers, IPCs can be flown by any 'S'-qualified Instructor Pilot (IP) designated for that stage in accordance with references (c) and (d).

(2) In addition to Squadron Commanding and Executive Officers, it is recommended that at least 2 FPC pilots be designated per stage. This allows for Student Naval Aviators (SNA) to

continue training during detachments or other periods of low instructor availability. Because of the critical nature of these flights, FPC IPs must be highly-experienced in the particular stage.

(3) SPCs, when conducted in the aircraft, shall be flown by a designated FPC pilot for the respective stage.

#### 4. Squadron Internal Reviews

a. Prior to a squadron conducting any IPC, FPC, or SPC, the respective STUCON Officer shall thoroughly review the affected SNA's training jacket to ensure all training was conducted in accordance with references (a) and (b). Particular attention must be given to delays in training, accurate grading, properly documented marginal and unsatisfactory performance, syllabus flow, and standardization of instruction. All syllabus deviations must be properly annotated in the training jacket and reviewed by the Operations Officer or delegated representative. Syllabus deviations must be documented on Supplemental ATFs prior to the awarding of ETs.

b. Commanding Officers can direct Internal Reviews of SNA training records at any time a student's performance warrants it. Examples include a low Navy Standard Score (NSS) in a particular stage or phase, a significant number of Marginal events in a stage or block, following the awarding of a Ready Room Unsatisfactory (RRU), and placement on SMS.

#### 5. Documenting Unsatisfactory and Marginal Performance

a. Instructors who award a student an overall grade of unsatisfactory or marginal must ensure that squadron Operations Admin and/or STUCON Officers are **immediately** notified. In the absence of either OPS ADMIN or STUCON representatives, the squadron Operations Duty Officer must be notified.

b. ATFs for unsatisfactory flights must be printed on colored paper in accordance with reference (b).

c. Commanding Officers shall ensure that an SNA who receives an unsatisfactory event grade does not continue in the syllabus until a review of either the student's résumé in the Training Integrated Management System (TIMS) or the student's training jacket has been completed. This review must determine that the unsatisfactory grade was correctly awarded, that the student has not met the requirements for conducting a progress check, and that SMS placement requirements have not been met.

d. A student who receives an event grade of marginal can continue in training; however, STUCON Officers, in concert with Class Advisors, must monitor the SNA's performance for possible SMS placement.

6. Extra Training (ET) Events

a. Per references (a) and (b), ETs are awarded to compensate for training inadequacies and cannot be awarded to compensate for poor student performance or ability. Training inadequacies include, but are not limited to, poor continuity in training, improper instruction, and syllabus deviations.

b. Prior to a student conducting an ET, training inadequacies discovered as a result of either a Squadron Internal Review or TRAWING Training Review Board (TRB) must be properly documented in the student's training jacket on a Supplemental ATF or Training Review Board Summary form following a TRB.

7. Student Monitoring Status (SMS) Program

a. The objective of the SMS program is the early identification of SNA performance deficiencies in order to focus supervisory attention and specific training on the needs of the SNA. It may also be applied to SNAs who require supervisory attention while resolving a personal issue.

b. STUCON Officers, Class Advisors, and On-wings shall be proactive in identifying potential issues that may necessitate placing an SNA on SMS. The squadron's SMS program will be briefed to each student as part of indoctrination.

c. Squadron STUCON Officers are responsible for managing their squadron's SMS program, to include the progress of SNAs enrolled in SMS. STUCON Officers are not responsible for counseling each individual SNA, but instead are tasked with monitoring the squadron's program and reporting its status to Operations Officers.

d. Only Operations Officers, Assistant Operations Officers, STUCON Officers, or officers delegated by squadron directive can authorize SMS, and will be referred to as the SMS Authorizing Officer in this instruction.

e. SNAs shall be placed on SMS for the following reasons:

Substandard performance.

(1) Ready Room Unsatisfactory

(2) Failure of a check flight.

(3) Failure of an academic exam.

(4) Two UNSAT and/or marginal events in one block. Warm-up marginal or UNSAT events shall not be included in the count.

(5) Three UNSAT events in a particular phase of flight training (IJET or AJET).

- (6) Below average training progress, as defined by reference (b).
- (7) Any other deficiency that warrants placing the SNA on SMS.
- (8) Potential to complete the syllabus is in question.

f. STUCON Officers shall nominate an SNA for the SMS program based on the criteria listed above or from a recommendation made by an instructor in the SNA's chain of command. STUCON Officers will direct the SNA's class advisor or on-wing to provide a plan specific to correcting the noted deficiencies. This information will be provided to the STUCON Officer who shall conduct a jacket review, complete a supplemental ATF on the most appropriate event grade sheet, assign the SNA to SMS in accordance with the procedures outlined below, and counsel the SNA informing them of status, goals, requirements, and time period. See enclosure (1) for an example. The SMS Supplemental ATF shall contain, at a minimum, the following information:

- (1) Name, rank, and title of SMS Authorizing Officer.
- (2) Name and rank of SNA.
- (3) Date of jacket review.
- (4) Specific reason for being placed on SMS.
- (5) Specific goals/ requirements to be met while on SMS and an appropriate amount of time to fulfill those goals. SMS goals should be specifically tailored to correct deficiencies. The SMS Authorizing Officer should consider the full range of counseling and training available and may elect to employ various actions to facilitate performance improvements. Actions may include but are not limited to:
  - (a) Scheduling one syllabus event per day.
  - (b) Removing the SNA from the watch bill.
  - (c) Removing the SNA from the flight schedule.
  - (d) Mandatory counseling at the Fleet and Family Support Center.
  - (e) Mandatory study with fellow SNAs or winged completers.
  - (f) Mandatory appointment with the Flight Surgeon.
  - (g) Recommending appointment with the Chaplain.

(h) Assignment of Extra Instruction (EI) as defined by reference (b), paragraph 804 to include extra academic instruction, extra chalk talk, extra simulator time, extra briefings, and any other extra instruction not received as part of the curriculum. EI **does not** include extra flight or simulator events (ETs).

(6) Clear definition of when the SNA will be removed from SMS (either a date or specific event). SMS is intended as a short-term program and time length shall be only as long as necessary to achieve the specified goals. The SMS Authorizing Officer shall review the SNA's SMS status at least every 30 days and update as required. This review shall be documented using a supplemental ATF.

(7) Consequence of failure to fulfill SMS goals.

(8) Signatures of both Authorizing Officer and affected SNA.

**Note:** If the SNA is already assigned SMS for a separate action, the new supplemental ATF shall specifically indicate this fact and the requirements to meet successful completion for this current action shall be kept separate from the initial action. See enclosure (1) for an example.

g. STUCON Officers shall update an SMS tracker on a weekly basis and distribute it to the CO, XO, Operations Officer, and respective Class Advisor.

h. Initial jacket review and counseling shall be documented on a blue supplemental ATF (enclosure (1)). During the initial jacket review, the STUCON Officer shall ensure the SNA fully understands the requirements for successful completion of the SMS program.

i. Squadrons shall ensure that each student placed on SMS be entered into TIMS using the Commander's Assessment Program (CAP). The CAP entry in TIMS is used as a 'trigger event' and enables TIMS functions such as:

(1) TIMS CAP Reports - Shows students that are under CAP status and detail of events.

(2) Gradesheets – Show as 'red' for CAP status.

j. STUCON Officers shall ensure the prescribed SMS guidelines are being followed and that SNAs are effectively progressing toward SMS goals.

k. STUCON Officers shall maintain an SMS tracking binder and ensure it contains an SMS calendar card for all SNAs currently on SMS. STUCON Officers shall ensure that each SNA makes an entry detailing the SMS activities for that day.

l. When an SNA successfully achieves SMS requirements, the following actions shall be taken:

(1) The class advisor or on-wing, as appropriate, shall nominate the SNA for removal from the SMS program. The STUCON Officer shall remove the SMS Calendar Card from the SMS binder and place it into the SNA's ATJ. It shall remain there until the SNA successfully completes all training requirements in accordance with reference (a).

(2) The STUCON Officer shall update the SMS tracker to remove the SNA from the current SMS roster.

(3) The Authorizing Officer shall complete a Supplemental ATF. In accordance with reference (b), the SNA shall be briefed on successful completion of SMS and sign the supplemental ATF as soon as practical following successful completion. See enclosure (2) for an example. The SMS Supplemental ATF shall contain, at a minimum, the following information:

(a) Name, rank, and title of SMS Authorizing Officer.

(b) Name and rank of SNA.

(c) Date of removal from SMS.

(d) Documentation that all SMS goals have been met.

m. If a student's performance brings doubt as to their ability to successfully complete the T-45 syllabus, even though SMS requirements were met, the SNA should be referred to an Operations-directed IPC or command-directed FPC per reference (b).

n. In the event a student fails to meet the requirements of SMS, that SNA shall progress to an FPC per reference (b).

#### 8. Training Review Board (TRB)

a. The TRAWING shall conduct a TRB on all students recommended for attrition, per reference (b). The TRB shall consider the circumstances relevant to the SNA's training within the current phase. The TRB **is not** a Progress Review Board (PRB), and thus the two shall not be equated.

b. The board shall consider at a minimum:

(1) Quality of training provided in accordance with the applicable Flight Training Instruction (FTI).

(2) Continuity of training provided.

(3) Outside influences/extenuating circumstances.

(4) The TRB **shall not** make recommendations based on perceived SNA potential or aspects unrelated to the administrative application of MPTS.

c. The board consists of three members. The senior member shall be a TW-1 IP with the rank of O-4 or higher and be designated in writing by the TW-1 Commander. The second member shall be an IP from the same service as the student and come from the same squadron as the student (i.e. a VT-7 Navy IP for a VT-7 Navy student). In the case of a Marine student, the squadron Senior Marine shall serve as member number two. The third member shall be any qualified IP from the opposite squadron of the student (i.e. a VT-9 IP for a VT-7 student). For International Military Students (IMS), when possible, include the Country Liaison Officer (CLO) and International Military Student Officer (IMSO) as observers.

d. Exclusion: the following persons are prohibited from serving as a voting member on a TRB:

(1) The SNA's on-wing.

(2) Any instructor who has sat on a previous TRB for the SNA.

(3) Any instructor who has awarded an unsatisfactory to the SNA in the relevant training stage.

(4) The IMSO, in the case of an IMS.

e. Documentation: the TRB shall be recorded onto a Training Review Board Summary form, CNATRA 1542/1827 on pink paper. The first page of the TRB Summary form shall be filled out by the respective squadron STUCON prior to the board convening. The TRB shall conduct a majority vote as to whether or not the student's training was in accordance with applicable directives. The TRB **shall not** vote to retain or attrite the student.

  
KEITH T. TAYLOR

Distribution:

Electronic only, via TRAWING ONE website:

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## Sample SMS Supplemental Aviator Training Form (ATF) Starting SMS

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Name of Student (Last, First, Middle Initial)		Class
1stLt Last, First M. (Student)	XXX-XX-1234	20110101
Date	Activity	

15-Feb-2011

FAM4490 / 2  
Writeup Title --

*Initiator's Summary -- LT LAST, FIRST 1234 (IP)*

2ND LIEUTENANT LAST HAS BEEN PLACED ON SMS DUE TO UNSAT ON FAM4490 ON 15 FEB 2011. JACKET REVIEW COMPLETED 15 FEB 2011. SNA WILL BE REMOVED FROM SMS ONCE THE FOLLOWING REQUIREMENTS HAVE BEEN MET:

1. COMPLETION OF CHALK TALK WITH CLASS ADVISOR.
2. COMPLETION OF ONE SUPERVISED PRACTICE SIM.
3. SUCCESSFUL COMPLETION OF IPC.
4. FOLLOW-UP WITH STUDENT CONTROL OFFICER AFTER SUCCESSFUL COMPLETION OF IPC.

FAILURE TO MEET THESE REQUIREMENTS WILL RESULT IN AN FPC.

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*Student Initials*

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*Supervisor Initials*

AF 4293

Student Activity Record

Produced electronically by TIMS This report complies with the provisions of the Privacy Act of 1974

Enclosure (1)

## Sample SMS Supplemental ATF Completing SMS

Page: 1 of 1

<i>Name of Student (Last, First, Middle Initial)</i>		<i>Class</i>
1stLt Last, First, M. (Student)	XXX-XX-1234	20110101
<i>Date</i>	<i>Activity</i>	

28-Feb-2011

FAM4501

Writeup Title -- SMS

*Initiator's Summary -- LT LAST, FIRST 1234 (IP)*

Student taken off SMS 28FEB11 for successful completion of IPC  
and SMS required directives.

*Student Initials**Supervisor Initials*