DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO
COMTRAWINGFIVEINST 1542.6A CH-1
N52
23 Aug 11

COMTRAWINGFIVE INSTRUCTION 1542.6A CHANGE TRANSMITTAL 1

From: Commander, Training Air Wing FIVE

Subj: STUDENT MONITORING STATUS (SMS) PROGRAM

1. Purpose. To provide changes to the basic instruction.

2. Action. Make the following pen and ink changes:

a. Page 2, cross out subparagraph 3a.(6).

J. L. VANDIVER

Distribution:
COMTRAWINGFIVEINST 5216.1S
List II

DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

CH-1 incorp 23 Aug 11 - cmw

IN REPLY REFER TO
COMTRAWINGFIVEINST 1542.6A
Code N52
11 Jul 11

COMTRAWING FIVE INSTRUCTION 1542.6A

From: Commander, Training Air Wing FIVE

Subj: STUDENT MONITORING STATUS (SMS) PROGRAM

Ref: (a) CNATRAINST 1542.140C
(b) CNATRAINST 1542.156B
(c) CNATRAINST 1500.4G

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

1. Purpose. The objective of the Training Air Wing Five (TRAWING FIVE) Student Monitoring Status (SMS) Program is the early identification of Student Naval Aviator (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.

2. Cancellation. COMTRAWINGFIVE/COMTRAWINGFOURINST 1542.6

3. Action. The TRAWING FIVE Student Control (STUCON) Officer is responsible for the overall administration of the TRAWING FIVE SMS program. The squadron Operations Officer is responsible for administration of the SMS program at the squadron level. Within the squadron, operations and student control will execute the daily requirements of this instruction and any amplifying squadron directives. The Operations Officer, Assistant Operations Officer, STUCON, and Flight Leader are designated as SMS Authorizing Officers, but may designate additional individuals. Each command will also designate an SMS coordinator, (preferably the STUCON Officer), whose function is to monitor the squadron's overall program, including the current status of SNAs enrolled in SMS. The SMS coordinator will not function as an individual SNA counselor, but instead is tasked with monitoring the squadron's program and reporting its status to the Operations Officer. The STUCON Officer, Class Advisors, Onwings, and Flight leaders shall be proactive in identifying potential issues that may necessitate placing an SNA on SMS and shall coordinate with the SMS Coordinator if SMS is recommended. The squadron's SMS program will be briefed to each student as part of their indoctrination into the squadron.

a. 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 (flight or simulator) in a block of training. Warm-up marginal or UNSAT events shall not be included in the count.

(5) Three UNSAT events in the particular course of flight training the SNA is currently enrolled (primary or advanced).

~~(6) Below average training progress as defined by Training Integration Management System based Naval Standard Score cumulative score less than 35.~~ ch-1 incorp

(7) Any other deficiency that warrants placing the SNA on SMS, as determined by the SMS Authorizing Officers.

(8) Potential to complete MPTS is in question.

(9) Two or more academic UNSATs from API or if the SNA was reassigned to a different squadron after being retained by the Commodore.

4. Procedures

a. The SMS coordinator will 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. The SMS coordinator will designate the SNA's class advisor or on-wing (if the SNA is still in that phase of training) to provide a plan specific to correcting the noted deficiencies. This information will be provided to the Authorizing Officer who shall conduct a jacket review, complete a supplemental ATF assigning the SNA to SMS in accordance with the procedures outlined below and counsel the SNA informing them of status, goals, requirements and time period. 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 SNAs completed with the respective block of training (primary complete or wingers).

(f) Mandatory appointment with the Flight Surgeon.

(g) Recommending appointment with the Chaplain.

(h) Assignment of Extra Instruction (EI) as defined by reference (a), 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 events or simulator events (ETs).

(6) Clear definition of when the SNA will be removed from SMS (may be 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 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) Consequences of failure to fulfill SMS goals.

(8) Signature of both Authorizing Officer and SNA being placed on SMS.

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.

b. The SMS Coordinator shall update the SMS tracker on a weekly basis and distribute to the CO, XO, Operations Officer, Student Control Officer and respective Class Advisor.

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

d. Squadrons shall ensure that each student placed on SMS be entered into the Training Integrated Management System (TIMS) using the Commander's Awareness Program (CAP). The CAP entry in TIMS is used as a "trigger event" and enables useful 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.

e. The SMS Coordinator shall ensure the prescribed SMS guidelines are being adhered to and that the SNA is effectively progressing toward the SMS goals.

f. The SMS Coordinator shall maintain the SMS Tracking Binder and ensure that it contains an SMS calendar card (enclosure (2)) for all SNAs currently on SMS. The SMS Coordinator shall ensure that each SNA makes an entry for each day detailing the SMS activities for that day.

g. 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 SMS Coordinator shall remove the SMS Calendar card from the SMS Tracking Binder and place it into the SNA's ATJ. It shall remain there until the SNA successfully completes all training requirements in accordance with references (a) and (b).

(2) The SMS Coordinator 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 (c), the SNA shall be briefed on successful completion of SMS and sign the supplemental ATF as soon as practical following successful completion. See enclosure (3) for an example.

h. If a student's performance brings doubt as to their ability to successfully complete Advanced Undergraduate Training, even though SMS requirements were met, the SNA should be referred to an Operations-directed Initial Progress Check (IPC) or command-directed Final Progress Check (FPC) per reference (c).

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

J. L. VANDIVER

Distribution:
COMTRAWINGFIVEINST 5216.1S
List II

Sample Supplemental Aviator Training Form (ATF)
Starting SMS

Date _____

This supplemental was written to document _____(Name)_____ being placed on SMS due to _____(reason)_____ per CNATRAINST 1500.4G.

SNA has been counseled on the importance of_____.
_____(Name)_____ stated that there were currently no personal, family or relationship issues that could potentially be impacting his/her performance.

SNA has been counseled on the Progress Check Training Review Process.

Aviation Training Jacket review was completed on _____.

SNA has been advised that any further (specific progress check triggers) will result in an (IPC/FPC as appropriate).

Recommendations: (examples)

1) _____ was advised to utilize his/her Contact B partner to assist with studying throughout the program.

2) Study with _____ for the aerodynamics/systems exam.

3) Establish a study schedule to use time most efficiently over the weekend in preparation for tests and CPTs based on inputs from flight leader.

Requirements: (examples)

1) SNA shall be hard scheduled following each training event for a "chalk talk" session with a stage-qualified IP.

2) SNA shall Contact Fleet and Family Support Center to schedule (appropriate course) for the next available class. Report completion to your Flight Leader.

Goals:

1) Successful completion of _____(event/exam)_____.

2) Consequences of failure to complete SMS goals.

Duration:

SNA shall remain on SMS until completion of _____(event/exam)_____.

Within 30 days of the start of this SMS period, the SMS Coordinator shall review the SMS requirements, goals, and duration stated above and update/modify as necessary.

LT _____ ENS/2ndLt _____
SMS Coordinator

SMS CALENDAR CARD

Directions:

- ❑ Write in the current month at top of calendar and the date in each block
- ❑ **Each day** shall be filled in with the following information:
  - o **SMS activity** completed that day (as directed by your SMS supplemental ATF)
  - o **Curriculum training event** completed that day
  - o If training was not scheduled or cancelled/incomplete, indicate reason utilizing codes at bottom of form
  - o For Sat, Sun, and Official Holidays, indicate type of study completed (i.e., CAIs, group study, etc.) and duration of study.
- ❑ This form shall be utilized daily until student is removed from SMS. The SMS Coordinator shall retain all cards until student checks out from the squadron.

MONTH: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:
SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:
SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:
SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:
SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:	SMS activity: ___ Training event:

- ❑ The student shall continue to fill in the standard blue calendar card in addition to this form.

Activity codes:				
Hop Canceled:	**Student Not Available:**	**Events:**		**Hold:**
CW = Weather	LV = Leave/Liberty	GS = Ground School	OH = Official Holiday	HA = Academic Hold
CS = Schedules	BA = Board Action	SS = Safety Standdown	OE = Other non-syllabus Event (explain)	HM = Medical Hold
CI = Instructor	DY = Duty	PS = Physical/Swims	NF = No Fly Day	
CX = Other	MD = Med Down	SL = Support Lecture	NS = Not Scheduled	
	SO = Other			

Sample Supplemental Aviator Training Form (ATF)
Completing SMS

Date _____

_____(Name)_____ has met all assigned SMS requirements including successful completion of _____(event/exam)_____.

_____(Name)_____ has been counseled on SMS completion and is hereby removed from SMS.

LT_____
SMS Coordinator