DEPARTMENT OF THE NAVY
TRAINING SQUADRON TEN
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PENSACOLA FL 32508-5502

TRARONTENINST 1500.4F
Code N8
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TRAINING SQUADRON TEN INSTRUCTION 1500.4F

Subj: STUDENT MONITORING STATUS PROGRAM

Ref: (a) CNATRAINST 1500.4G
(b) CNATRAINST 1542.155C
(c) CNATRAINST 1542.157B
(d) CNATRANOTE 1500

Encl: (1) Example SMS Assignment Supplemental ATF

1. Purpose. To establish standardization procedures for the squadron Student Monitoring Status (SMS) Program.

2. Cancellation. TRARONTENINST 1500.4E

3. Discussion. Per references (a) through (d), the SMS Program is designed to focus supervisory attention to a student's progress in training, specific deficiencies, efforts to resolve personal issues and potential to complete the program. SMS should include, but is not limited to, training tailored to correct deficiencies as determined by the Class Advisor (CA). This program is intended to be short-term, with specific goals defined for removal as established by the student's CA, Student Control Department Head (STUCON DH) or Operations Officer (OPSO). Once the student achieves the goals within the SMS period or when personal issues are resolved, the student will be removed from SMS. If the student has failed to achieve the goals within the SMS period, the student shall progress to a Command Directed Final Progress Check (FPC).

4. Action. In order to ensure uniform and objective application of the SMS program the following policy is set forth:

a. A Squadron SMS Officer who is a CA, will be designated by the Commanding Officer (CO) to provide oversight of the SMS program and the students assigned to SMS. The **SMS Officer will**:

(1) Review all supplemental Aviation Training Forms (ATFs) assigning students to SMS ensuring that specific deficiencies, failures, and/or specific areas of difficulty are addressed,

specific goals are set to correct the deficiencies and timeframes are set for meeting the specific goals.

(2) Review student progress upon expiration of the assigned timeframe ensuring that specific goals have been met.

(3) Assist CAs in tailoring specific goals for students on SMS and provide guidance and recommendations as to the types of training and/or resources available that can assist students in correcting their deficiencies.

b. **CAs shall:**

(1) Place a student on SMS if they meet any one of these criteria for the given phase of training (Primary/Intermediate):

(a) Arrival at VT-10 with two academic failures in Aviation Preflight Indoctrination (API).

(b) Any student who is designated marginal. A student is designated marginal when he/she receives two UNSATs within a specific phase of training (primary/intermediate) while at VT-10 to include UNSATs received during academic, simulator and flight events.

(c) Failure of any one event that requires a progress check, i.e. failed checkride, second consecutive failure, third failure in block, second academic failure in phase, or a Ready Room Unsat (RRU).

(d) With concurrence of the STUCON DH and OPSO, may place students on SMS for other reasons at their discretion.

(2) Annotate all students placement on SMS by submitting a supplemental ATF in the student's Aviation Training Jacket (ATJ) as per the example in enclosure (1). The supplemental ATF must cite specific deficiencies, failures, and/or areas of diffficulty resulting in assignment to SMS. CA's must direct realistic, concrete goals while on SMS, and a time frame for meeting those goals for removal from SMS. For example:

(a) Meet with Class Advisor twice per week.

(b) 4 hours of simulator practice per week.

(c) 3 practice approaches in simulator per week.

(d) EP exam administered by CA once per week.

(e) Log 2 hours of observing the wildcat radio/RIOT trainer per week.

(f) Observe 2 Flights/Briefs per week.

(g) Other realistic and attainable goals.

(3) Conduct an ATJ review with each student on SMS a minimum of once per week.

c. **All students on SMS shall:**

(1) Receive a copy of and read this entire instruction including acknowledging their understanding of the appropriate references above, (a) through (d).

(2) All SMS students not otherwise scheduled (see sub-paragraph (6)) shall observe the working hours of 0800 - 1600. SMS students must sign in with the Squadron Duty Officer (SDO) each weekday morning no later than 0800. Affected SMS students shall physically muster with the SDO at the following times: 0800, 1000, 1400 and 1600. Students should ensure their musters are annotated in the SDO SMS log. This policy is considered to be effective on a not to interfere basis with crew rest.

(3) Primarily remain available in the squadron spaces and productively work on the SMS plan provided for by the student's CA. However, students are authorized to study in Griffith Hall and the simulator building at the SDO's discretion if it is deemed conducive to the student's SMS training plan.

(4) Check out with the SDO when departing the squadron spaces for Griffith Hall or the simulator building and check back in upon return.

(5) SMS students are authorized to shift their working hours in order to sign up for practice simulators before 0800 or after 1600. A student who arrives at 0600 for a simulator may depart the squadron at 1400, and vice versa.

(6) Due to crew day implications, SMS students who are scheduled for any flight or simulator event will not be required to muster with the SDO until successful completion of the simulator event or the aforementioned flight event is cancelled. SMS students who are scheduled for and successfully complete at

least one flight event will be released from normal SMS hours for the remainder of that working day.

(7) Students will remain on SMS until they have met the specific goals for removal as set forth by their CA in the supplemental ATF assigning them to SMS or when the timeframe for meeting the assigned goals has elapsed.

(a) Students who are unable to meet the specific goals of SMS within the timeframe specified, or whose performance does not improve, shall receive a Command Directed FPC.

(b) If a student was placed on SMS due to an interim NSS below 35, the student will be removed from SMS at the next End of Block (EOB) event, provided the student's NSS is above 35.

(c) Any student with an NSS below 35 at the completion of any phase of training (Primary/Intermediate) shall undergo Additional Progress Check (APC) procedures per reference (d).

(8) Upon completion of SMS, students shall meet with their CA and/or STUCON for proper removal from SMS and documentation in their ATJ.

d. When a student on SMS fails an event:

(1) Instructors **shall** refer them to their CA.

(2) The CA **shall** conduct a thorough review of the student's ATJ.

(3) If the failed event does not objectively meet the criteria for an IPC or FPC as per reference (a), but the student's potential to complete their current phase of training is in doubt, the CA will make a recommendation to the OPSO or CO to proceed with an IPC or FPC, respectively.

(4) The OPSO or CO may direct an IPC or FPC, respectively, or a return to training.

e. In summary, when ANY event is failed:

(1) Instructors **shall** review the student's "junk jacket" or ATJ immediately after the event and proceed as outlined below if SMS criteria is met per this instruction.

(a) Notify the student's CA or STUCON as soon as possible and direct the student to contact his CA immediately.

(b) Check the following day's schedule to ensure the student is not scheduled for a graded event. Notify the SDO ASAP for schedule changes as required. If the student meets SMS criteria, they must not execute another graded event until they have been counseled by their CA regarding SMS.

(2) CAs **shall**:

(a) Review the student's ATJ and complete an SMS supplemental ATF (if required) that addresses specific deficiencies and identifies areas of difficulty. Specific goals and a timeframe for meeting those goals shall be set which are tailored to correct deficiencies as determined by the CA.

(b) After counseling the student, place a pink copy of the supplemental ATF in the student's "junk jacket" and take the original to Student Control to be reviewed by the Squadron SMS Officer and placed in the student's ATJ.

(3) Student Control Clerks **shall**:

(a) Notify the CA and the Squadron SMS Officer when a student meets criteria for assignment to SMS.

(b) Place the original supplemental ATF in the student's ATJ after review by the Squadron SMS Officer.

(4) The above procedures should be accomplished before the close of business on the day of the failure. If the failure occurred late in the day and the procedures cannot be accomplished that day, they must be completed at the earliest possible time the following day. The responsibility for completing the process rests with the instructor until they assure that the next person in the chain has been notified.

(5) **Any RRU will** result immediately in the following actions by the student:

(a) After the debrief, the student **shall** inform the SDO, the student's CA, STUCON, and the Operations Office.

(b) Within 24 hours of the RRU, the student **shall** schedule a meeting with the Executive Officer (XO) regarding the RRU and performance expectations.

(c) The Uniform of the day for all students receiving a RRU will continue to be a flight suit unless a specific Uniform of the day is designated on the flight schedule for that day's special events. However, students who receive a RRU are especially encouraged to seek out the help of instructors while on SMS.

(6) Chalk Talks after a failure of an event are the responsibility of the student, not the Operations Department, Squadron Staff, or CA. Chalk Talks are not a right. The command is not obligated to award a Chalk Talk simply based on a student failure. If a student desires a Chalk Talk, they must personally discuss with their chain of command to request a Chalk Talk after coordinating in advance with an instructor.

S. E. HNATT

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