



DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN, MS 39309-5403

COMTRAWINGONEINST 1650.1K
N1
11 Feb 2015

COMTRAWINGONE INSTRUCTION 1650.1K

From: Commander, Training Air Wing ONE

Subj: TRAINING AIR WING ONE (TW-1) PERSONAL AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H
(b) COMNAVAIRPACINST 1650.9H
(c) CNATRAININST 1650.10A
(d) CNATRAININST 1650.11B
(e) OPNAVINST 1650.8D

Encl: (1) TW-1 Personal Award Composition and Submission Requirements
(2) Form 1650/3 Guidance
(3) TW-1 Format Guidance for Personal Awards
(4) Flight Instructor of the Year
(5) Commodore's List for Flight and Academic Achievement
(6) Mississippi Council of the Navy League Golden Stick Award

1. Purpose. To set forth policies and procedures regarding the proper submission of awards available to personnel assigned to TW-1 and subordinate commands per references (a) through (d). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMTRAWINGONEINST 1650.1J.

3. Background

a. The personal awards program was established to publicly recognize those personnel who have displayed initiative and performance above and beyond that which is normally expected. This recognition enhances morale and provides role models for others to emulate.

b. Navy Department Awards Web Services (NDAWS) is the official repository of awards received by USN personnel, however, award packages cannot be completed and processed solely within NDAWS.

4. Policy. It is the policy of the Navy and TW-1 that awards recognize truly exceptional performance and valor. All award recommendations shall be screened for validity, merit and compliance with established guidelines set forth in references (a) through (e) and enclosures (1) through (6).

5. Action

a. Commanding Officers shall:

(1) Establish an Awards Board or similar process to evaluate and/or recommend awards for meritorious action and superior performance of assigned personnel.

(2) Adhere to guidance provided in references (a) through (e) and enclosures (1) through (6). Ensure that facts surrounding award recommendations are thoroughly investigated and accurately reported.

(3) Submit completed awards packages with sufficient lead time for processing and presentation to awardees. Timelines and submission requirements are provided in references (b), (c), (d) and enclosure (1).

(4) Ensure command-awarded Navy and Marine Corps Achievement Medals (NA) meet the requirements of references (a) and (b). The award should only be presented in recognition of specific achievement (less than one year). Awards for sustained performance shall be submitted via the chain of command to the appropriate awarding authority. If a member received a command-awarded NA within his/her tour, the end of tour award (if recommended) must cite the NA period and significant event in the Summary of Action. Duplicate bullets shall not be used to justify the recommended end of tour award. A copy of the command-awarded NA shall be forwarded with the end of tour award package.

b. TW-1 Admin Officer. The TW-1 Administration Officer shall screen all award recommendations submitted by subordinate commands for conformance to guidelines concerning format and content prior to review by the Chief Staff Officer (CSO). Submit award packages to CNATRA per enclosure (1). Submit locally approved awards into NDAWS per enclosure (1).

c. TW-1 CSO. The CSO will review proposed awards and make recommendations to the Commander, Training Wing One (CTW-1).

d. Squadron Administrative Officers and Administrative Support Personnel should be familiar with and adhere to guidance contained in enclosures (1) through (6). Submit awards packages and Squadron approved awards to TW-1 per enclosure (1).

6. Military Cash Awards Program. MILCAP is a Department of Defense (DOD) and Department of the Navy (DON) program to provide a formal channel by which to encourage and recognize achievements that reduce cost and/or improve productivity of the DON and/or its commands. Reference (e) describes the procedures and responsibilities of the command and member whose idea is being recognized. TW-1 encourages full participation in the program in support of advancing the efficiency and capabilities of the command and of recognizing the members responsible for that advancement. All applications for MILCAP awards shall be submitted on OPNAV 5305/1 DON suggestion form and include applicable documentation.


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Distribution:

Electronic only, via CNATRA website links below:

https://www.cnatra.navy.mil/TW1/pubs_instructions.asp

https://www.cnatra.navy.mil/TW1/pubs_notices.asp

<https://www.cnatra.navy.mil/TW1/cancellations.asp>

TW-1 PERSONAL AWARD COMPOSITION AND SUBMISSION REQUIREMENTS

1. General. TW-1's goal is to make the awards program as smooth as possible and to efficiently get the awards to their destination. The following guidance is provided to help process awards at TW-1.

2. Package Composition. Every award package must contain two basic components: the Citation and the "Form 1650/3."

a. Citation. Citations must be well written and in compliance with enclosure (3).

(1) Proposed Citations are prepared in WORD (.doc) format in both hard and electronic copy.

(2) Approved Citations must have the Awarding Authority's signature on the actual certificate, and are prepared as a photocopy with the awardees' full SSN typed in the upper right hand corner.

b. Form 1650/3. The completed Form 1650/3 must be signed by originator, endorser, and approval authority. The form is prepared in hard copy then scanned as a .pdf at each level to preserve original signatures for further routing. See enclosure (2) for specific details.

3. Routing. Routing of award packages is based on the Awarding Authority:

a. Squadron Commanding Officer Approval (e.g. NA). All awards requiring Squadron CO approval will be submitted via internal squadron procedures. The recommended method is via traditional routing folder with hard copy printout to include an electronic copy. Squadrons are responsible for ensuring Squadron approved awards are forwarded to TW-1 Admin to be officially filed into NDAWS per paragraph 5 of enclosure (1).

b. Wing Commander Approval (e.g. NC). All award packages requiring CTW-1 approval will be submitted to the Wing Admin Department. Submit award packages in a traditional routing folder containing both a hard copy printout to include an electronic copy. The Wing is responsible for ensuring CTW-1 approved awards are filed into NDAWS per paragraph 5.

c. CNATRA/CNAP Approval (e.g. MM, LM, AM or higher). All awards requiring CNATRA/CNAP approval will be submitted to the Wing Admin Department. Submit award packages in a traditional routing folder containing both a hard copy printout to include an electronic copy. Wing Admin will obtain CTW-1 endorsement and

electronically submit the package to CNATRA SharePoint. CNATRA is responsible for ensuring CNATRA approved awards are officially filed into NDAWS.

4. Suspense. Award packages must be submitted in a timely manner to allow for processing. Required lead times are determined by the awarding authority, relative to the desired date of presentation, as depicted in the table below:

Award Type	Awarding Authority	Package Due to the TW-1 Admin Officer	Package Due to CNATRA Admin Office
NA	Squadron CO	N/A	N/A
NA or NC	CTW-1	30 days	N/A
MM or AM	CNATRA	90 days	60 days
LM	CNAP	120 days	90 days

5. Official Recording Procedure for Approved Awards. The final OPNAV Form 1650/3 (7-04) (front and back side) and a photo copy will be scanned into .pdf format (or any format showing approver's and all endorser's written signatures and date) for submission into NDAWS. Responsibility for submitting approved awards is listed in the table below:

Awarding Authority	Submission to NDAWS
Squadron CO	TW-1 Admin
CTW-1	TW-1 Admin
CNATRA or Higher	CNATRA Admin

a. For all awardees: If CTW-1, CO VT-7 or CO VT-9 is the awarding authority, the unit administrative department will scan and send the final award package via email to the Wing Admin department.

(1) Annotate the Subject Line as: "Award Package for RANK, LASTNAME, FIRSTNAME MI."

(2) Annotate the CC line with appropriate members of the awardees' chain of command. TW-1 Admin will provide acknowledgment of receipt/custody only via REPLY ALL.

(3) If required, brief comments may be included in the body of the email.

b. For USMC staff/student awardees: a signed hard or electronic copy of the citation and Form 1650/3 will be provided to Wing Student Control (Marine Liaison) for further administrative processing via MATSS-1.

c. For International staff/student awardees: A signed copy of the citation and the Form 1650/3 will be provided directly to the awardee. The individual awardee is responsible for ensuring the award is properly recorded with the parent service.

FORM 1650/3 GUIDANCE

1. OPNAV Form 1650/3 revision 7-04, Personnel Award Recommendation, shall be used for all personal award submissions. For brevity it is referred to as "the 1650/3" throughout this instruction and its enclosures.
2. The Form 1650/3 may be downloaded via the NDAWS website: <https://awards.navy.mil> (under References/Document Library/AAforms). (The file must be saved as a word document).
3. Do not confuse the 1650/3 with the 1650/14 which is for unit awards.
4. Accuracy of the Form 1650/3 is paramount. Avoid the following common errors:
 - a. Do not leave blocks 1a, 2a, and 17 (UIC/RUC) blank. UICs must appear in those blocks. If SECNAV or OPNAV is the Awarding Authority, block 2a should reflect SECNAV or OPNAV UICs: OPNAV is 00011 and SECNAV is 31707.
 - b. Do not mis-enter Warfare Designators in block 1a (UIC/RUC) or block 7 (DESIG/NEC/MOS). Warfare Qualification is block 14: i.e. PILOT, if none, enter NA.
 - c. Squadron Command Officers that are recommended for an award, i.e. transfer, will have Block 3 Command POC listed as the Squadron Executive Officer. Block 30a originator will contain the information of the Wing CSO.
 - d. Do not use "N/A" for Not Applicable. The only place on the 1650/3 where N/A may be used is block 18 (CAMPAIGN) and block 18a (OPERATION); however, normally it is best to leave both blocks blank.
 - e. Do not leave block 35 (Summary of Action) blank. The only exception is for NAs; a write-up justifying the award is required for all other awards. The preparation of the SOA is critical. Emphasis should be placed on the specific accomplishments that set the awardee apart from his/her peers. Generalities and excessive use of superlatives should be avoided. Brevity is encouraged. A one page SOA in bullet or outline form is preferred and will suffice in most cases. If needed, additional pages can be used, however, this should be the exception and not the rule. All NA awards for USMC personnel require a bullet summary.
 - f. Achievements, facts, figures and dates written on the citation must be the same as recorded in Block 35.

TW-1 FORMAT GUIDANCE FOR PERSONAL AWARDS

1. **Standard Citation Wording:** This section provides standardized header and footer phraseology for each type of award. Use or manipulate parenthetical words as appropriate for the individual's action, gender, or service. The phrase "reflected great credit" is reserved for presidential awards.

a. Navy and Marine Corps Achievement Medal (NA) -

"FOR
PROFESSIONAL (or HEROIC) ACHIEVEMENT IN THE SUPERIOR PERFORMANCE
OF HIS (or HER) DUTIES WHILE SERVING AS (billet or billets) IN (unit) FROM
(month year) TO (month year)...

...(Rank Name)'S (steadfast initiative, loyal devotion/dedication to duty, unrelenting
perseverance, outstanding leadership, distinctive accomplishments) REFLECTED CREDIT
UPON HIMSELF (or HERSELF) AND WERE IN KEEPING WITH THE HIGHEST
TRADITIONS OF (THE MARINE CORPS AND) THE UNITED STATED NAVAL
SERVICE."

b. Navy and Marine Corps Commendation Medal (NC) -

"FOR
MERITORIOUS (or HEROIC) SERVICE (or ACHIEVEMENT) WHILE SERVING AS
(billet or billets) IN (unit) FROM (month year)...

...(Rank Name)'S (steadfast initiative, loyal devotion/dedication to duty, unrelenting
perseverance, outstanding leadership, distinctive accomplishments) REFLECTED CREDIT
UPON HIMSELF (or HERSELF) AND WERE IN KEEPING WITH THE HIGHEST
TRADITIONS OF (THE MARINE CORPS AND) THE UNITED STATED NAVAL
SERVICE."

c. Meritorious Service Medal (MM) -

"FOR
Outstanding meritorious service (or achievement) while serving as (billet or billets) in
(unit) from (month year) to (month year)...

...(Rank Name)'s (steadfast initiative, loyal devotion/dedication to duty, unrelenting
perseverance, outstanding leadership, distinctive accomplishments) reflected great credit
upon himself (or herself) and were in keeping with the highest traditions of (the Marine
Corps and) the United States Naval Service."

d. Legion of Merit (LM) -

"FOR

Exceptionally meritorious conduct in the performance of outstanding service while serving as (billet or billets) in (unit) from (month year) to (month year)...

...(Rank Name)'s (steadfast initiative, loyal devotion/dedication to duty, unrelenting perseverance, outstanding leadership, distinctive accomplishments) reflected great credit upon himself (or herself) and were in keeping with the highest traditions of (the Marine Corps and) the United States Naval Service."

e. Air Medal (AM) -

"FOR

Meritorious service (or achievement) while in aerial flight as the pilot of T-45C aircraft assigned to Training Squadron (NINE / SEVEN).....

...By his (or her) superior airmanship, critical decision making and exemplary devotion to duty in the face of perilous flying conditions, (Rank Name) reflected (great) credit upon himself (or herself) and upheld the highest traditions of (the Marine Corps and) the United States Naval Service."

2. **Standard Citation Parameters:** Citation documents shall be prepared in accordance with the following table and associated notes:

TYPE AWARD	LM / MM / AM and Higher	NC / NA and Below
FONT	COURIER NEW	COURIER NEW
FONT SIZE	12/ 14 for LM	10 (Note 1)
MAX # of LINES	23	7 1/2
ORIENTATION	PORTRAIT	LANDSCAPE
JUSTIFICATION	BLOCK (L&R)	BLOCK (L&R)
LEFT MARGIN	0.7 inch	1 inch
RIGHT MARGIN	0.5 inch	1 inch
TOP MARGIN	1 inch	NA
BOTTOM MARGIN	1 inch	NA
ACRONYMS	NO	YES (Note 2)
SYMBOLS	NO	NO (Note 3)
TEXT CASE	Upper and Lower	UPPER (Note 4)
NUMBERS	(Note 5)	(Note 5)

Notes:

1. The standard citation should not exceed 7-1/2 lines per reference (a).
2. Acronyms, if used, must be commonly accepted; however, military ranks must always be spelled out (e.g. "LIEUTENANT" vice "LT").
3. Symbols must be spelled out (e.g. "percent vice "%"); however, the dollar symbol (\$) is allowed as the only exception.
4. Ensure your spellchecker is not set to "Ignore Words in Uppercase."
5. Numbers of ten or less should be spelled out (e.g. "four" vice "4"). Numbers of 1,000 or greater should include commas (e.g. "1,234" vice "1234").

FLIGHT INSTRUCTOR OF THE YEAR

1. The Flight Instructor of the Year Award is a multi-level nomination award package. This annual award is presented to the outstanding flight instructors assigned to TW-1, providing recognition for the demanding role of the flight instructor. The criteria and guidelines for this award include the top active-duty or Full Time Support (FTS) instructor pilots and are listed in reference (d). The period covered is 1 January – 31 December.
2. Squadron Flight Instructors of the Year. Commanding Officers shall submit to TW-1, not later than 15 November each year, their selections for Squadron USN Flight Instructor of the Year and Squadron USMC Flight Instructor of the Year.
 - a. Upon receipt of squadron nominations, TW-1 Admin will coordinate CTW-1 endorsement and, upon approval, ensure award information is forwarded to the Mississippi Council of the Navy League President or their representative.
 - b. Squadron nominees should normally be awarded a Navy and Marine Corps Achievement Medal by their respective commands based on specific accomplishments during the award year.
3. Mississippi Council of the Navy League (MCNL). Squadron Flight Instructors of the Year selectees will be recognized by the MCNL for their achievement. The presentation of the MCNL award takes place at the Navy League Dinner, usually scheduled in December. Four awards are presented: VT-7 USN Flight Instructor of the Year; VT-7 USMC Flight Instructor of the Year; VT-9 USN Flight Instructor of the Year; VT-9 USMC Flight Instructor of the Year.
4. Training Air Wing ONE Flight Instructor of the Year. Commanding Officers shall submit to TW-1, not later than 15 December each year, their single nomination to compete for TW-1 Flight Instructor of the Year. The nomination package shall conform to reference (d). Through the Awards Board process, the awardees nomination package will automatically be forwarded to compete for CNATRA Flight Instructors of the Year.
 - a. Eligibility. Nominees shall be comprised of Squadron Flight Instructors of the Year.
 - b. Upon selection, the possessing squadron will draft supporting OPNAV 1650/3 personal award recommendation and award citation. The proposed award will be a CNATRA-level Navy and Marine Corps Commendation Medal
 - c. The nominee package not selected to advance will be returned for recognition as Flight Instructors of the Year at the squadron level.

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5. CNATRA Flight Instructors of the Year. Commander, Training Air Wing ONE will select and endorse only the highest qualified instructor pilot in TW-1. CNATRA will transmit the winners via naval message, usually during March each year.

a. Should the TRAWINGONE package not be selected as CNATRA Flight Instructors of the Year, the nominee will be recognized as Training Air Wing ONE Flight Instructor of the Year.

b. TW-1 Admin will generate supporting OPNAV 1650/3 personal award recommendation and proposed award citation to be signed by Commander, Training Air Wing ONE.

c. The award will be a Wing-level Navy and Marine Corps Commendation Medal.

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COMMODORE'S LIST FOR FLIGHT AND ACADEMIC ACHIEVEMENT

1. General. The Commodore's List recognizes those Student Naval Aviators who have consistently excelled in both academic and flight phases of Advanced Flight Instruction.

2. Eligibility. Only Student Naval Aviators completing Advanced Strike training are eligible for the Commodore's List.

a. Nomination criteria is based on historical Squadron averages, computed in accordance with CNATRAINST 1500.4H:

(1) The Commodore's List will reflect the top ten percent.

(2) The Commodore's List With Distinction will reflect the top five percent.

b. Composite scores are derived from cumulative phase totals from both Intermediate Jet and Advanced Strike phases. All grades will be converted to Standard Score prior to computing the Composite Score.

c. Composite Score is computed using 90 percent flight grade and 10 percent academic grade. The table provided in this enclosure reflects this 90/10 weighting of flight and academic standard scores and is used to compute Composite Score. Required Composite scores are:

(1) Commodore's List – 63.

(2) The Commodore's List With Distinction – 67.

d. Immediate disqualification from eligibility shall result from an academic, simulator, or flight down (unsatisfactory event).

3. Nomination. Squadron Commanding Officers submit nominations by name to TW-1 Student Control. The list shall include the names of all eligible students upon completion of training and shall indicate whether or not each student is nominated for the Commodore's List. If a student is refused nomination, a written statement of justification shall be included. Documented deficiencies in military bearing and/or officer-like qualities may be used for refusing a nomination.

4. Approval. Commander, TW-1 has final approval on students selected for the Commodore's List.

5. Action

a. Squadron Commanding Officer shall:

- (1) Submit nominations within five days of completion of training.
- (2) Annotate selection for Commodore's List on the student's fitness report.

b. TW-1 Student Control, in coordination with TW-1 Administrative Department, shall:

- (1) Forward nominations to CTW-1 via the CSO.
- (2) Notify the appropriate Commanding Officer of students selected.
- (3) Prepare Commodore's List Certificates.
- (4) Arrange for presentation of Commodore's List Certificates to students at their respective winging ceremony, or as may otherwise be appropriate. Coordinate with Winging Ceremony Coordinator as required.

**MISSISSIPPI COUNCIL OF THE NAVY LEAGUE
GOLDEN STICK AWARD**

1. General. The primary purpose of the Mississippi Council of the Navy League (MCNL) Golden Stick Award is to recognize the distinguished graduate from each winging class. While the recognition of every graduate is important, special recognition of outstanding performance enhances command morale and fosters spirited competition. The Golden Stick Award is also intended to showcase MCNL's tremendous support for TW-1, Naval Aviation, and the US Navy.

2. Selection. The Golden Stick will be awarded to the top graduate of each combined (VT-7 and VT-9) Winging Class, as determined by Navy Standard Score (NSS) computed at the completion of training. For each Winging cycle, each Squadron Student Control will submit the NSS of each graduate to Wing Student Control for determination of high score. The name and NSS of the winner will be provided to the MCNL President not less than two days prior to the Winging ceremony. The Navy League will supply the trophies and will coordinate the engraving.
 - a. In special cases when more than one graduate has completed training with highly distinguished grades (e.g. above a 300 composite score), Squadron Commanding Officers may coordinate directly with the MCNL President to request an additional award for truly deserving individuals.

 - b. Previously designated Naval Aviators, i.e. transition pilots, are not eligible to receive the Golden Stick Award.

3. Presentation. The Navy League will provide and present the Golden Stick trophy during the formal winging ceremony. All hands should strive to preserve the element of surprise before the winner is announced at the ceremony.

4. Action
 - a. Winging Coordinator shall:
 - (1) Coordinate with both VT-7 and VT-9 Student Control/OPS Admin to determine the projected composite and number of flights remaining for top SNAs from each squadron.

 - (2) Determine Golden Stick award winner, to be the SNA of winging class with highest composite score.

 - (3) Submit Golden Stick selection and runner up names, along with composite scores, to TW-1 Operations Officer for verification prior to notifying MCNL President.

(4) Submit the approved Golden Stick awardee's name, rank and NSS to MCNL President.

b. Squadron Student Control Officers shall:

(1) Coordinate, as required, with Student Control Clerks and Winging Coordinator to provide projected overall composite for top SNA's from each squadron.

c. Wing Operations Officer shall:

(1) Validate Golden Stick award selection submitted by the Winging Coordinator. This may be delegated to Wing Student Control Officer.