



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
250 LEXINGTON BLVD SUITE 102
CORPUS CHRISTI TX 78419-5041

CNATRAINST 1650.11B
N7
22 Nov 13

CNATRA INSTRUCTION 1650.11B

Subj: ANNUAL AVIATION RELATED AWARDS

Ref: (a) SECNAVINST 1650.1H
(b) OPNAVINST 1650.24C
(c) OPNAVINST 1650.28A
(d) COMNAVAIRFORINST 1650.15G
(e) CNATRAINST 3740.8L

Encl: (1) ANNUAL AVIATION RELATED AWARDS

1. Purpose. To establish policy and procedures for annual aviation related awards within the Naval Air Training Command (NATRACOM) per references (a) through (e). This instruction has been substantially revised and should be read in its entirety.

2. Cancellation. CNATRAINST 1650.11A

3. Action. Utilizing enclosure (1), Training Air Wing (TRAWING) Commanders, Commanding Officers, and Officers-in-Charge of NATRACOM activities will submit data and nominations for awards to CNATRA in MS Sharepoint Command Correspondence System via their chain of command. Submissions shall be legible PDF copies with all endorsements, relevant unit and personal awards, and supporting metrics/numerical data. Late inputs and unsigned inputs will not be considered.

C. HOLLINGSWORTH
Chief of Staff

Distribution:
CNATRA SharePoint

Copy to:
COMNAVAIRFOR
CHINFO
NAVSAFECEN

ANNUAL AVIATION RELATED AWARDS

1. Background. CNATRA, in conjunction with official award sponsors, has put in place a variety of awards for outstanding performance and achievement by individuals and units within the NATRACOM. The eligibility requirements, application procedures and points of contact for each award are contained in Appendices A through Q:

APP	AWARD TITLE	AWARD RECIPIENT	AWARD SELECTION CRITERIA	SUBMISSION DEADLINE TO CNATRA	SUBMIT TO CNATRA CODE
A	VADM Robert Goldthwaite Award for Training Excellence	Squadron (SQDN)	Top Overall NATRACOM Training Squadron	15 February	N717
B	CNATRA Training Excellence Awards	Two SQDNs (one Primary, one Advanced)	Training Excellence	15 February	N717
C	CNATRA Instructor Pilot of the Year	Pilot Flight Instructor (Active Duty or FTS)	Top NATRACOM Instructor Pilot (IP)	15 February	N717
D	CNATRA Reserve Flight Instructor of the Year	Selected Reserve (SELRES) Flight Instructor (Pilot or NFO)	Top NATRACOM SELRES IP or INFO	15 February	N717
E	George M. Skurla Instructor NFO of the Year	Instructor Naval Flight Officer (INFO)	Top NATRACOM INFO	15 February	N717
F	American Fighter Aces Association Awards	Two Student Naval Aviators (SNA)	BFM/SEM Performance (1 USN, 1 USMC)	15 February	N717
G	RADM Thurston H. James Memorial Award	Student Naval Flight Officer (SNFO)	Overall Performance	15 February	N717
H	Britannia Award	SNA	Weapons Performance	15 February	N717
I	Orville Wright Achievement Awards	Two SNAs (one for first half of CY, one for second half of CY)	Overall Performance	15 February	N717

J	National Society, Daughters of the American Colonists Outstanding Female Flight Student	Female SNA or SNFO	Overall Performance	15 February	N717
K	CNATRA LSO of the Year	Training Command Landing Signal Officer (LSO)	Top NATRACOM LSO	15 February	N72
L	CDR Theodore G. Ellyson Award	Fleet Readiness Squadron	Most efficient based on criteria	31 January	N35
M	ADM John H. Towers Flight Safety Award	SQDN	Top NATRACOM Safety Award	15 January	N00X
N	CNO Aviation Safety Awards	SQDN	Top Aviation Safety Award	15 January	N00X
O	Grampaw Pettibone Award	Individuals or Organizations	Aviation safety awareness through publications	31 January	N00X
P	CNATRA Squadron Augmentation Unit (SAU) of the Year Award	SAU	Top SAU	15 February	N00R
Q	CNATRA Flight Surgeon of the Year	Flight Surgeon	Top NATRACOM Flight Surgeon	15 February	N00M

2. Other Related Non-Aviation Awards. Personnel assigned to the NATRACOM and its subordinate units may be eligible for other awards.

a. Reserve component personnel (both selected reservists and Full Time Support) are eligible for annual awards presented by the Association of the United States Navy (AUSN) and the Reserve Officers Association (ROA). Eligibility, nomination, and awardee selection processes for the annual awards are governed by reference (e).

b. Staff officers (flight surgeons, aviation physiologists, etc.) are encouraged to seek out and apply for awards unique to their communities. CNATRA N11 will assist with preparing and submitting correspondence for such awards.

Enclosure (1)

THE VICE ADMIRAL ROBERT GOLDTHWAITE AWARD
FOR TRAINING EXCELLENCE

1. Background. Sponsored by the Boeing Company, this award is the premiere unit award within the NATRACOM, utilized to properly recognize the outstanding achievements of units engaged in the flight training of Student Naval Aviators (SNAs) or Student Naval Flight Officers (SNFOs). This award is named for Vice Admiral Robert Goldthwaite who contributed significantly to the NATRACOM while serving as a flight instructor, Commander, Training Squadron (TRARON) THIRTEEN, Superintendent of Aviation Training, Chief of Naval Air Basic Training, and CNATRA.

2. Award. The award is a trophy suitably inscribed with a list of all the winners. The winning squadron will retain it for the competitive year. Boeing provides a certificate for permanent retention by the winning squadron.

3. Eligibility. The two squadrons (one Primary and one Advanced) which are selected as the CNATRA Training Excellence Award winners are automatically considered for this award. The award is presented to the squadron that has demonstrated the best safety record, training efficiency, quality of training, command evaluation results, innovation programs, professional development and community involvement during the preceding calendar year, 1 January through 31 December.

4. Procedures for Submission and Selection:

a. No submissions are required for this award. Training Excellence Award nomination packages will be used to determine the winner of this award.

b. Selection by the CNATRA N7 Awards Board is based on majority vote after reviewing all aspects of the training year of the two CNATRA Training Excellence Award winners. The board's recommendation will be submitted in writing to CNATRA no later than 1 March each year for final adjudication.

5. Presentation and Publicity:

a. CNATRA N7: Notify winner and all concerned via naval message.

b. CNATRA PAO:

(1) By separate letter, notify Boeing Company representative.

(2) By separate letter, notify Chief Operating Officer, Naval Aviation Museum Foundation.

(3) Coordinate the award presentation with the winning squadron, parent TRAWING, Boeing, and Naval Aviation Museum Foundation. When the winning squadron comes from TRAWING ONE, TRAWING FIVE, or TRAWING SIX, the award presentation will normally be held at the National Museum of Naval Aviation (NATLMUSEUMNAVAV), NAS Pensacola, Florida. When the winning squadron comes from TRAWING TWO or TRAWING FOUR, the award presentation will normally be held at the winning squadron or at CNATRA headquarters. It is ideal for the presentation to be scheduled on or near the 8th of May of each year; the 8th of May is celebrated as the "Birth of Naval Aviation."

(4) Contact the previous year's winner to arrange the forwarding of the trophy to the NATLMUSEUMNAVAV or the site of the award presentation, as appropriate. Ensure Boeing forwards new nameplate to be adhered to the trophy. The brass nameplate is 1 3/4" x 3/4" -- example of inscription: (1st line - yr and sqdn) 2000 VT-00, (2nd line - CO's rank, initials and last name) CDR I. I. Lastname.

(5) Notify Boeing and the NATLMUSEUMNAVAV of ceremony details.

c. TRAWING Commander. Upon announcement of the winning activity, the respective TRAWING PAO and TRARON PAO will coordinate with the CNATRA PAO to schedule an appropriate ceremony for presentation of the award. The TRAWING PAO and TRARON PAO are responsible for dissemination and publicity. The TRAWING Commander may also nominate the Goldthwaite Award winner for a Meritorious Unit Commendation per reference (a).

6. Point of Contact

a. Submission and Selection Procedures. CNATRA Student Control Officer (N717), Comm (361) 961-3559 or DSN 861-3559.

CNATRAINST 1650.11B
22 Nov 13

b. Presentation and Publicity. CNATRA PAO (00P), Comm
(361) 961-3666 or DSN 861-3666.

APPENDIX A

CNATRAINST 1650.11B
22 Nov 13

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX A

CNATRA TRAINING EXCELLENCE AWARDS

1. Background. These awards are sponsored by CNATRA to recognize the NATRACOM's outstanding Primary squadron and outstanding Advanced squadron.

2. Award. The award will be an appropriately inscribed plaque that will be presented to the winning activities.

3. Eligibility. All activities within the NATRACOM engaged in flight training during the preceding calendar year are eligible for this award.

4. Procedures for Submission and Selection

a. Training Squadron Commanding Officer

(1) Via naval letter not to exceed 10 pages including enclosures, submit for award to TRAWING Commander. Submissions shall include a draft CNATRA Training Excellence Award Criteria Worksheet (page B-5) as enclosure (1).

(2) Calendar year data shall be used for all areas of the award, with the following specific exceptions:

(a) Standardization Evaluation results: If an inspection was not conducted during the preceding calendar year, use the results from the prior inspection.

(b) Efficiency data: Use fiscal year data for all calculations in section 3 of the worksheet.

b. TRAWING Commander

(1) Via naval letter, select and submit to CNATRA N717 one nomination for the Primary squadron category (as appropriate) and one nomination for the Advanced squadron category (as appropriate) prior to 15 February each year. Use letter format provided (page B-4) and include the CNATRA Training Excellence Award Criteria Worksheet (page B-5) as enclosure (1).

(2) TRAWINGS shall verify accuracy of data prior to submission, and use the data to assign points and provide a total grade on the worksheet.

c. CNATRA

(1) CNATRA N3 shall verify fiscal year production efficiency data for all Training Excellence Award nominations.

(2) CNATRA Safety shall verify safety data for all nominations.

(3) CNATRA N7 shall verify standardization inspection data for all nominations.

(4) Following data verification, a selection board comprised of the following members will be convened for the purpose of screening performance records and determining the winner: Chairperson (N7), Briefer (N717), N7A, N71, N71A, CNATRA Assistant Operational Support Officer (AOSO), CNATRA Safety Officer (00X), CNATRA N3 representative and CNATRA Senior Marine (normally N71A).

(5) Each nominee will be judged on both objective and subjective material, taking into consideration all available relevant information. As necessary, the Board may consult appropriate Subject Matter Experts during their deliberations. Quality and efficiency of training will be the cornerstone considerations of the Board; innovations and refinements that contribute to quality training will be additional key factors.

(6) Selection by the Board is based on majority vote after reviewing all aspects of the training year of the nominees. The Board's recommendation will be submitted in writing to CNATRA COS no later than 1 March each year.

5. Presentation and Publicity

a. CNATRA N7: Notify winners and all concerned via naval message.

b. CNATRA PAO: The CNATRA PAO will ensure production of plaques for permanent retention by the winners.

c. TRAWING Commander(s). Upon announcement of the winning activities, the respective TRAWING PAO(s) and TRARON PAO(s) will coordinate with the CNATRA PAO to schedule appropriate ceremonies

for presentation of the awards. The TRAWING PAO and TRARON PAO are responsible for dissemination and publicity.

6. Point of Contact

a. Submission and Selection Procedures. CNATRA Student Control Officer (N717), Comm (361) 961-3559 or DSN 861-3559.

b. Presentation and Publicity. CNATRA PAO (00P), Comm (361) 961-3666 or DSN 861-3666.



CNATRAINST 1650.11B
22 Nov 13

DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING XXX
210 KITTY HAWK BLVD, BLDG 10
BEEVILLE, TX 78102-5023

1650
Ser 00/
Date

From: Commander, Training Air Wing XXX
To: Chief of Naval Air Training (N717)

Subj: CNATRA TRAINING EXCELLENCE AWARD FOR 2013

Ref: (a) CNATRAINST 1650.11B

Encl: (1) CNATRA Training Excellence Award Worksheet
(2) CO, TRARON XXX ltr 1650 Ser N00/XXX of 15 Jan 14

1. Per reference (a), enclosures (1) and (2) are submitted. Training Squadron XXX is nominated and strongly recommended for the CNATRA and Vice Admiral Robert Goldthwaite awards for Training Excellence. Award criteria data provided in Enclosure (1) was verified for accuracy.
2. Additional comments or information supporting award submission, command achievements and award criteria data. Comments on any significant milestones accomplished, unit awards and goals achieved during award period only (1 January through 31 December 20XX).
3. Commodore's closing comments.

J. P. JONES

Copy to:
TRARON XXX

TRAWING SAMPLE LETTER FORMAT

APPENDIX B

CNATRA TRAINING EXCELLENCE AWARD CRITERIA WORKSHEET		
TRAINING WING XXX	PRIMARY OR ADVANCED SQUADRON	
NOMINATION: TRAINING SQUADRON XXX FOR AWARD YEAR 20XX		
(Bold numbers = Total possible per section)	<u>POINTS</u>	
1. Safety (Deduct points for each assignable mishap as listed below)	20	
a. Class "A" Mishaps	-15	
b. Class "B" Mishaps	-10	
c. Class "C" Mishaps	-5	
d. HAZREPS (Bonus points: Assign one pt. for every 5 non-BASH submissions)		
Subtotal		
2. Quality of Training	40	
a. Standardization Evaluation results: (Based on overall grade received during the last evaluation)	25	
Outstanding -- Assign 25 Pts		
Excellent -- Assign 15 Pts		
Satisfactory -- Assign 5 Pts		
Unsatisfactory -- Deduct 10 Pts		
b. NATOPS results (no discrepancies)	5	
c. Training Innovations and Accomplishments (Board may award 0-10 Pts)	10	
Subtotal		
3. Efficiency (Use Fiscal Year data for this section)	30	
a. FY Average Time-To-Train, as percent of MCG (Actual average TTT in wks divided by MCG TTT in wks)	5	
98 to 101 percent within +/- Pub TTT - Assign 5 Pts		
95 to 103 percent within +/- Pub TTT - Assign 3 Pts		
90 to 105 percent within +/- Pub TTT - Assign 1 Pts		
b. Student Production, as percent of goal (Number of students produced divided by TRL-adjusted goal)	15	
99 to 101 percent within +/- goal - Assign 15 Pts		
96 to 104 percent within +/- goal - Assign 11 Pts		
90 to 110 percent within +/- goal - Assign 7 Pts		
c. Efficiency Ratio of flight hours per X (Entitlement hours per X, divided by Actual flight hrs per X)	10	
> 1.02 - Assign 10 Pts		
>0.99, up to 1.02 - Assign 7 Pts		
>0.97, up to 0.99 - Assign 4 Pts		
Subtotal		
4. Additional Factors	10	
a. Staff professional development (Board may award 0-5 Pts)	5	
b. Community involvement (Board may award 0-5 Pts)	5	
Subtotal		
Grand Total		

CNATRAINST 1650.11B
22 Nov 13

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX B

CNATRA INSTRUCTOR PILOT OF THE YEAR

1. Background. This award is sponsored by the Association of Naval Aviation (ANA) to recognize the top active-duty or Full Time Support (FTS) instructor pilot in the NATRACOM.

2. Award. The award is a plaque provided by ANA.

3. Eligibility. Nominees shall be USN, USMC, USCG, and USAF active duty or FTS pilots who are flight instructors in the NATRACOM and have been instructing Student Naval Aviators (SNAs) or Student Naval Flight Officers (SNFOs) during the previous calendar year. Reserve component instructors on Active Duty for Special Work (ADSW) for greater than 179 days are also eligible.

4. Submission and Selection Procedures

a. Training Squadron Commanding Officers. Via naval letter, submit nomination to TRAWING Commander. The following format shall serve as enclosure (1) to the nomination letter:

(1) Name/Rank/Service/Designator

(2) Date completed the Instructor Under Training syllabus and estimated rotation date

(3) Flight safety record and performance

(4) Qualitative data:

(a) TRAWING/squadron instructor of the (MO/QTR/YR) awards and period(s) cited

(b) Primary/collateral duties and performance

(c) Comments describing nominee's character, personality, leadership traits, and management style (do not include FITREPs)

(d) Student critique comments concerning nominee

(e) Extracurricular activities and civic involvement (graduate education, correspondence courses, professional

associations, church activity, Scouting leadership, youth sports coaching, squadron sports participation, etc.)

(f) Specific comments explaining exactly what sets this instructor apart from others

(5) Flight training data

(a) <u>ITEM</u>	<u>NOMINEE'S</u> <u>DATA</u>	<u>SQUADRON</u> <u>AVERAGE</u>
TOTAL FLT HOURS		
CY FLT HOURS		
CY INSTRUCTIONAL FLT HOURS		
CY STUDENT FLT EVENTS		
CY STUDENT SIM EVENTS		

(b) Instructor qualifications (list)

b. TRAWING Commanders. Prior to 15 February each year, select and endorse only the highest qualified instructor pilot in the TRAWING to CNATRA (N717).

c. CNATRA. Upon receipt of the nominations, a selection board comprised of the following members will be convened for the purpose of screening performance records and determining the winner: Chairperson (N7), Briefer (N717), N7A, N71, N71A, CNATRA Assistant Operational Support Officer (AOSO), CNATRA Safety Officer (00X), CNATRA N3 representative and CNATRA Senior Marine (normally N71A). The Board's recommendation will be submitted in writing to CNATRA COS no later than 1 March each year.

5. Presentation and Publicity

a. CNATRA N7: Notify winner and all concerned via naval message.

b. CNATRA PAO: Notify the ANA for production of the plaque, and coordinate with the ANA presentation at an appropriate event.

c. TRAWING Commander.

(1) Upon announcement of the winner, the respective TRAWING PAO and Training Squadron PAO will coordinate with the CNATRA PAO regarding presentation of the award. The TRAWING PAO

and Training Squadron PAO are responsible for dissemination and publicity.

(2) The winner's TRAWING Commander may nominate him/her for receipt of a CNATRA-level Navy and Marine Corps Commendation Medal per reference (a) based on specific accomplishments during the award year. If submitted, this nomination must be received by CNATRA N1 via Sharepoint within 30 days of CNATRA's award winner announcement message.

6. Point of Contact

a. Submission and Selection Procedures. CNATRA Student Control Officer (N717), Comm (361) 961-3559 or DSN 861-3559.

b. Presentation and Publicity. CNATRA PAO (00P), Comm (361) 961-3666 or DSN 861-3666.

CNATRAINST 1650.11B
22 Nov 13

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX C

CNATRA RESERVE FLIGHT INSTRUCTOR OF THE YEAR

1. Background. This award is sponsored by L-3, Vertex Logistics Solutions recognize the top Selected Reservist (SELRES) Flight Instructor in the NATRACOM.

2. Award. The award is a plaque provided by L-3, Vertex Logistics Solutions.

3. Eligibility. Nominees shall be SELRES pilots or NFOs who are flight instructors in the NATRACOM and have been instructing student pilots or SNFOs during the previous calendar year.

a. Reserve component personnel on Active Duty for Special Work (ADSW) for greater than 179 days during the calendar year are not eligible.

b. SELRES instructors are also eligible for the Association of the U.S. Navy Junior Officer of the Year and the Reserve Officers Association Junior Officer of the Year awards. These are governed by reference (e), and normally have earlier deadlines than the awards governed by this instruction.

4. Submission and Selection Procedures

a. Training Squadron Commanding Officers. Via naval letter, submit nomination to TRAWING Commander. The following format shall serve as enclosure (1) to the nomination letter:

(1) Name/Rank/Service/Designator

(2) Date completed the Instructor Under Training syllabus and estimated rotation date

(3) Flight safety record and performance

(4) Qualitative data:

(a) TRAWING/squadron instructor of the (MO/QTR/YR) awards and period(s) cited

(b) Primary/collateral duties and performance

(c) Comments describing nominee's character, personality, leadership traits, and management style (do not include FITREPs)

(d) Student critique comments concerning nominee

(e) Extracurricular activities and civic involvement (graduate education, correspondence courses, professional associations, church activity, Scouting leadership, youth sports coaching, squadron sports participation, etc.)

(f) Specific comments explaining exactly what sets this instructor apart from others

(5) Flight training data

(a) <u>ITEM</u>	<u>NOMINEE'S</u> <u>DATA</u>	<u>SQUADRON</u> <u>AVERAGE</u>
TOTAL FLT HOURS		
CY FLT HOURS		
CY INSTRUCTIONAL FLT HOURS		
CY STUDENT FLT EVENTS		
CY HOURS PER STUDENT EVENT		
CY STUDENT SIM EVENTS		
CY MAN-DAYS OF SUPPORT PROVIDED TO CNATRA		

(b) Instructor qualifications (list)

b. TRAWING Commanders. Prior to 15 February each year, select and endorse only the highest qualified SELRES instructor in the TRAWING to CNATRA (N717).

c. CNATRA. Upon receipt of the nominations, a selection board comprised of the following members will be convened for the purpose of screening performance records and determining the winner: Chairperson (N7), Briefer (N717), N7A, N71, N71A, CNATRA Assistant Operational Support Officer (AOSO), CNATRA Safety Officer (00X), CNATRA N3 representative and CNATRA Senior Marine (normally N71A). The Board's recommendation will be submitted in writing to CNATRA COS no later than 1 March each year.

5. Presentation and Publicity

a. CNATRA N7. Notify winner and all concerned via naval message.

b. CNATRA PAO. Notify and coordinate with L-3, Vertex Logistics Solutions for production of the plaque. Inform L-3, Vertex Logistics Solutions regarding details of the presentation as they become available.

c. CNATRA AOSO. Coordinate with parties concerned for the presentation of the award.

d. TRAWING Commander.

(1) Upon announcement of the winner, the respective TRAWING PAO and Training Squadron PAO will coordinate with the CNATRA PAO regarding presentation of the award. The TRAWING PAO and Training Squadron PAO are responsible for dissemination and publicity.

(2) The winner's TRAWING Commander may nominate him/her for receipt of a CNATRA-level Navy and Marine Corps Commendation Medal per reference (a) based on specific accomplishments during the award year. If submitted, this nomination must be received by CNATRA N1 via Sharepoint within 30 days of CNATRA's award winner announcement message.

6. Point of Contact

a. Submission and Selection Procedures. CNATRA Student Control Officer (N717), Comm (361) 961-3559 or DSN 861-3559.

b. Presentation and Publicity. CNATRA AOSO (00R1A), Comm (361) 961-2409 or DSN 861-2409; CNATRA PAO (00P), Comm (361) 961-3666 or DSN 861-3666.

CNATRAINST 1650.11B
22 Nov 13

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX D

GEORGE M. SKURLA AWARD
CNATRA INSTRUCTOR NAVAL FLIGHT OFFICER OF THE YEAR

1. Background. In 1985, Northrop Grumman Corporation and CNATRA established the George M. Skurla Award in honor of Mr. Skurla, former Chairman of the Board and President of Grumman Aerospace Corporation, for his long association and outstanding contributions to Naval Aviation. The award is presented on an annual basis to the outstanding Instructor Naval Flight Officer (INFO) of the NATRACOM.

2. Award. The award consists of a plaque, provided by Northrop Grumman Corporation, inscribed with the name of the award and the recipient. Additionally, a larger permanent trophy is displayed at the National Museum of Naval Aviation (NATLMUSEUMNAVAV), NAS Pensacola, Florida, suitably inscribed with all winners.

3. Eligibility. Nominees will be active duty or FTS Naval Flight Officers (USN or USMC) who have been instructing Student Naval Flight Officers during the previous calendar year.

a. Reserve component personnel on Active Duty for Special Work (ADSW) orders for greater than 179 days are also eligible.

b. SELRES Instructor NFOs are eligible for the Reserve Flight Instructor of the Year award, per appendix D of this instruction.

4. Submission and Selection Procedures

a. Training Squadron Commanding Officers. Via naval letter, submit nomination to TRAWING Commander. The following format shall serve as enclosure (1) to the nomination letter:

(1) Name/Rank/Service/Designator

(2) Date completed the Instructor Under Training syllabus and estimated rotation date

(3) Flight safety record and performance

(4) Qualitative data:

(a) TRAWING/squadron instructor of the (MO/QTR/YR) and period(s) cited

(b) Primary/collateral duties and performance

(c) Comments describing nominee's character, personality, leadership traits, and management style (do not include FITREPs)

(d) Student critique comments concerning nominee

(e) Extracurricular activities and civic involvement (graduate education, correspondence courses, professional associations, church activity, Scouting leadership, youth sports coaching, squadron sports participation, etc.)

(f) Specific comments explaining exactly what sets this instructor apart from others

(5) Flight training data

(a) <u>ITEM</u>	NOMINEE'S <u>DATA</u>	SQUADRON <u>AVERAGE</u>
TOTAL FLT HOURS		
CY FLT HOURS		
CY INSTRUCTIONAL FLT HOURS		
CY STUDENT FLT EVENTS		
CY INSTRUCTIONAL SIMULATOR HOURS		
CY INSTRUCTIONAL SIMULATOR EVENTS		

(b) Instructor qualifications (list)

b. TRAWING Commander. Prior to 15 February each year, select and endorse only the highest qualified INFO to CNATRA (N717).

c. CNATRA. Upon receipt of the nomination, a selection board consisting of Chairperson (N7), Briefer (N717), N7A, N71, N71A, CNATRA Assistant Operational Support Officer (AOSO), CNATRA Safety Officer (00X), CNATRA N3 Representative and CNATRA Senior Marine (normally N71A) will be convened for the purpose of reviewing and forwarding the nomination. The Board's recommendation will be submitted in writing to CNATRA COS no later than 1 March each year.

5. Presentation and Publicity

a. CNATRA N7: Notify winner and all concerned via naval message.

b. CNATRA PAO:

(1) Provide winner's information to Northrop Grumman Corporation for production of the plaque. Provide presentation details to Northrop Grumman, allowing them the opportunity to participate in the presentation.

(2) By separate letter, notify the National Museum of Naval Aviation for update of the trophy. The Museum will arrange for the yearly inscription of the winner's name and forward the permanent trophy to the winner's Commanding Officer with appropriate instructions for return to the Museum within 60 days.

c. TRAWING Commander:

(1) Upon announcement of the winner, the TRAWING PAO and Training Squadron PAO will coordinate with the CNATRA PAO regarding presentation of the award. The TRAWING PAO and Training Squadron PAO are responsible for dissemination and publicity.

(2) The winner's TRAWING Commander may nominate him/her for receipt of a CNATRA-level Navy and Marine Corps Commendation Medal per reference (a) based on specific accomplishments during the award year. If submitted, this nomination must be received by CNATRA N1 via Sharepoint within 30 days of CNATRA's award winner announcement message.

6. Point of Contact

a. Submission and Selection Procedures. CNATRA Student Control Officer (N717), Comm (361) 961-3559 or DSN 861-3559.

b. Presentation and Publicity. CNATRA PAO (00P), Comm (361) 961-3666 or DSN 861-3666.

CNATRAINST 1650.11B
22 Nov 13

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX E

THE AMERICAN FIGHTER ACES ASSOCIATION AWARDS
THE McCAMPBELL AWARD (USN) AND THE FOSS AWARD (USMC)

1. Background. In 1981, the American Fighter Aces Association established the American Fighter Aces Association Awards. These awards are presented annually to one Navy and one Marine Corps Student Naval Aviator (SNA) who excelled in the Basic Fighter Maneuvering/Section Engaged Maneuvering (BFM/SEM) stage of training.
2. Award. The awards consist of engraved plaques commemorating the military careers of Captain David McCampbell, USN, and Major Joseph Foss, USMC, the leading United States Navy and Marine Corps aces of World War II. The Navy winner will receive the McCampbell award and the Marine Corps winner will receive the Foss award.
3. Eligibility. Nominees must be Navy and Marine Corps SNAs or graduates with outstanding performance in the BFM/SEM syllabus. Nominees must also possess exemplary qualities of leadership, integrity, and devotion to duty, along with strong motivation towards a career in Navy/Marine aviation.
4. Submission and Selection Procedures
 - a. Training Squadron Commanding Officers. Via naval letter, submit to the TRAWING Commander one Navy and one Marine Corps SNA or graduate who attained the highest level of achievement in the BFM/SEM syllabus during the preceding calendar year. Criteria for selection should include the following (listed in priority order, beginning with the most important): BFM and SEM stage raw scores, Advanced Phase Navy Standard Score, and instructor comments on Aviation Training Forms. The following documents shall serve as enclosures to the nomination letter:
 - (1) ATJ Summary Card
 - (2) BFM and SEM stage grades
 - (3) Other pertinent data/records deemed appropriate, including notable Aviation Training Forms.
 - (4) A brief biography and summary of achievements

(5) Nominee's current organizational address and phone number (Commercial and DSN)

b. TRAWING Commanders. Prior to 15 February, each Strike TRAWING Commander shall select and endorse to CNATRA (N717) one Navy and one Marine Corps SNA or graduate.

c. CNATRA. Upon receipt of the nominations, a selection board comprised of the following members will be convened for the purpose of screening performance records and determining the winner: Chairperson (N7), Briefer (N717), N7A, N71, N71A, Safety (00X) representative, N3 representative and CNATRA Senior Marine (normally N71A). The Board's recommendation will be submitted in writing to CNATRA COS no later than 1 March each year.

5. Presentation and Publicity

a. CNATRA N7. Notify winner's current command and all concerned via naval message.

b. CNATRA PAO. Forward winners' names to the American Fighter Aces Association, along with their current organizational addresses, commercial phone numbers, biographies and summaries of achievements.

c. Current Unit Commander. These awards are normally presented to the winners by a member of the American Fighter Aces Association; the presentation normally takes place at the Association's annual reunion. Coordination is between the member, the current Command, the Association, and the CNATRA PAO. If transportation to the reunion is not feasible, other appropriate arrangements may be made. The activity PAO is responsible for dissemination and publicity.

6. Point of Contact

a. Submission and Selection Procedures. CNATRA Student Control Officer (N717), Comm (361) 961-3559 or DSN 861-3559.

b. Presentation and Publicity. CNATRA PAO (00P), Comm (361) 961-3666 or DSN 861-3666.

THE REAR ADMIRAL THURSTON H. JAMES MEMORIAL AWARD

1. Background. In 1965, the General Commandery, Naval Order of the United States and CNATRA established the Rear Admiral Thurston H. James Memorial Award in honor of the late Commander General of the Naval Order who was designated a naval pilot in 1928. The award is to be presented annually to the outstanding graduate of the Naval Flight Officer (NFO) program.

2. Award. The award consists of a plaque presented by a representative of the Naval Order of the United States.

3. Eligibility. Nominees must be Navy or Marine Corps NFOs who have successfully completed the NFO program and achieved the highest overall flight and academic grades during the preceding calendar year.

4. Submission and Selection Procedures

a. Training Squadron Commanding Officers. Via naval letter, submit to the TRAWING Commander one Navy or Marine Corps NFO graduate who attained the highest flight and academic Navy Standard Score (NSS) during the preceding calendar year. The following documents shall serve as enclosures to the nomination letter:

- (1) ATJ Summary Card
- (2) Naval Aviator Training stage grades
- (3) Other pertinent data/records as deemed appropriate
- (4) Brief biography and summary of achievements
- (5) Nominee's current organizational address and phone number (Commercial and DSN)

b. TRAWING Commander. Prior to 15 February of each year, select and endorse to CNATRA (N717) one nominee.

c. CNATRA (N717). Prepare nomination packages for Fleet Replacement Squadrons who perform Advanced NFO training through bridge syllabi.

d. CNATRA. Upon receipt of the nominations, a selection board comprised of the following members will be convened for the purpose of screening performance records and determining the winner: Chairperson (N7), Briefer (N717), N7A, N71, N71A, Safety (00X) representative, N3 representative and CNATRA Senior Marine (normally N71A). The Board's recommendation will be submitted in writing to CNATRA COS no later than 1 March each year.

5. Presentation and Publicity

a. CNATRA N7. Notify winner's current command and all concerned via naval message.

b. CNATRA PAO. Forward the winner's name, current organizational address, commercial phone number, biography and summary of achievements to the General Commandery, Naval Order of the United States, National Awards Chairman, 5583 Beverly Hill St., Houston, TX 77056.

c. Current Unit Commander. The formal presentation of the award and any corresponding publicity will be coordinated by the recipient's current command and the General Commandery, Naval Order of the United States.

6. Point of Contact

a. Submission and Selection Procedures. CNATRA Student Control Officer (N717), Comm (361) 961-3559, DSN 861-3559.

b. Presentation and Publicity. CNATRA PAO (00P), Comm (361) 961-3666, DSN 861-3666.

THE BRITANNIA AWARD

1. Background. In 1956, the Lord Commissioners of the Admiralty of the United Kingdom established the Britannia Award. It is an annual award presented to a Navy or Marine Corps Student Naval Aviator (SNA) for attaining the highest Advanced Weapons grade as a token of appreciation of the assistance rendered by the United States Navy in training British naval pilots during the period 1952-56.

2. Award. An appropriate scroll is presented by a representative of the British Royal Navy to the award recipient. In addition, the recipient's name will be inscribed on the Britannia Trophy, a sterling silver model of the Royal Navy "Vampire" jet fighter which made the first scheduled jet deck landing in the world aboard HMS OCEAN in December, 1945. The trophy is permanently retained at the NATLMUSEUMNAVAV.

3. Eligibility. Navy or Marine Corps Strike pipeline graduates who demonstrated the best performance in the STRIKE (STK) stage of Advanced Strike training during the previous calendar year.

4. Submission and Selection Procedures
 - a. Training Squadron Commanding Officers. Via naval letter, submit to the TRAWING Commander one Navy or Marine Corps graduate. Criteria for selection should include the following (listed in priority order, beginning with the most important): STK stage raw score, number of "E's" attained in STK, and Advanced Phase Navy Standard Score. The following documents shall serve as enclosures to the nomination letter:
 - (1) ATJ Summary Card
 - (2) Naval Aviator Training stage grades, CNATRA 1542/0005A
 - (3) Other pertinent data/records as deemed appropriate, including notable Aviation Training Forms and documentation of "E's" awarded.
 - (4) Brief biography and summary of achievements
 - (5) Nominee's current organizational address and phone number (Commercial and DSN)

b. TRAWING Commanders. Prior to 15 February each year, each Strike TRAWING Commander shall select and endorse one nominee to CNATRA (N717).

c. CNATRA. Upon receipt of the nominations, a selection board comprised of the following members will be convened for the purpose of screening performance records and determining the winner: Chairperson (N7), Briefer (N717), N7A, N71, N71A, Safety (00X) representative, N3 representative and CNATRA Senior Marine (normally N71A). The Board's recommendation will be submitted in writing to CNATRA COS no later than 1 March each year.

5. Presentation and Publicity

a. CNATRA N7. Notify winner's current command and all concerned via naval message.

b. CNATRA PAO. Forward the winner's name to Commander, British Navy Staff Washington, British Embassy, 3100 Massachusetts Ave NW, Washington, D.C. 20008-3600, along with the winner's current organizational address, commercial phone number, and biography and summary of achievements. Forward the winner's information to NATLMUSEUMNAVAV, along with shipping labels for shipments of the trophy.

c. Current Unit Commander. The formal presentation of the award and any corresponding publicity will be coordinated by the recipient's current command and the Staff Aviation Officer, British Navy Staff, Washington, D.C. at (202) 588-6500 extension 6811.

d. The National Museum of Naval Aviation. Arrange for the yearly inscription of the winner's name and forward the trophy via registered mail to the winner's current Commanding Officer with appropriate instructions and shipping labels for return to the Museum within 60 days.

6. Point of Contact

a. Submission and Selection Procedures. CNATRA Student Control Officer (N717), Comm (361) 961-3559, DSN 861-3559.

b. Presentation and Publicity. CNATRA PAO (00P), Comm (361) 961-3666, DSN 861-3666.

THE ORVILLE WRIGHT
ACHIEVEMENT AWARD

1. Background. This award is presented by the Order of Daedalians, a non-profit, non-political, charitable organization headquartered at Randolph Air Force Base, San Antonio, Texas. The membership of the Order of Daedalians is composed of many prominent people in aviation circles, past and present. Since World War I, Daedalians have been the exponents of air power as an instrument of national policy. Daedalians have been the builders of our nation's present air power, both military and civilian. The Order of Daedalians is dedicated to ensuring that America will always be pre-eminent in air and space, to the encouragement of flight safety, to fostering an esprit de corps in the military air forces, to promoting the adoption of the military as a career, and to aiding deserving young men and women in specialized higher education through the establishment of scholarships. This is not an inter-service competition and to be selected as a member is a singular achievement and an honor.

2. Award. The award is a plaque accompanied by a citation. The winner is nominated for membership in the Order of Daedalians. The Order of Daedalians offers to endorse the winner's application and offers a membership with a waiver of the initiation fee and the first year's dues. Two awards will be presented each year, one each for the first and second halves of the year.

3. Eligibility. Nominees must be citizens of the United States and a Commissioned Officer in the U.S. Navy, Marine Corps, Air Force, or Coast Guard and have successfully completed the pilot training program.

4. Submission and Selection Procedures

a. Training Squadron Commanding Officers. Via naval letter, each squadron CO responsible for final training of fixed-wing and helicopter pilots shall submit to the TRAWING Commander two graduates (one each for the two preceding six-month periods, January-June and July-December) who attained the highest overall grades. The following documents shall serve as enclosures to the nomination letter:

- (1) ATJ Summary Card

- (2) Naval Aviator Training stage grades
- (3) Other pertinent data/records as deemed appropriate
- (4) Brief biography and summary of achievements
- (5) Nominee's current organizational address and phone number (Commercial and DSN)

b. TRAWING Commanders. Prior to 15 February, each TRAWING Commander shall select and endorse to CNATRA (N717) one graduate for each of the competitive six-month periods.

c. CNATRA. Upon receipt of the nominations, a selection board comprised of the following members will be convened for the purpose of screening performance records and determining the winners: Chairperson (N7), Briefer (N717), N7A, N71, N71A, Safety (00X) representative, N3 representative and CNATRA Senior Marine (normally N71A). The Board's recommendations will be submitted in writing to CNATRA COS no later than 1 March each year.

5. Presentation and Publicity

a. CNATRA N7. Notify winners' current commands and all concerned via naval message.

b. CNATRA PAO. Forward the winners' names to the Order of the Daedalians, along with their current organizational addresses and commercial phone numbers.

c. Current Unit Commanders. The formal presentation of the award and any corresponding publicity will be coordinated by the recipient's current command and the Order of the Daedalians, P.O. Box 249, Randolph AFB, San Antonio, TX 78148-0249, (210) 945-2111.

6. Point of Contact

a. Submission and Selection Procedures. CNATRA Student Control Officer (N717), Comm (361) 961-3559, DSN 861-3559.

b. Presentation and Publicity. CNATRA PAO (00P), Comm (361) 961-3666, DSN 861-3666.

NATIONAL SOCIETY, DAUGHTERS OF THE AMERICAN COLONISTS
OUTSTANDING FEMALE FLIGHT STUDENT AWARD

1. Background. In 1947, the National Society, Daughters of the American Colonists (DAC), with headquarters at 2205 Massachusetts Avenue, N.W., Washington, D.C., initiated an annual award to be presented to the outstanding Navy or Marine Corps student naval pilot graduate of each calendar year. Beginning in 1967, with the elimination of the non-baccalaureate degree flight training programs, the DAC Honor Award was presented to the outstanding pilot graduate of the preceding calendar year. In 1962, the DAC presented a permanent plaque to CNATRA commemorating this annual event. The plaque is permanently retained at the National Museum of Naval Aviation. Beginning in 2012, the DAC requested and was approved by CNATRA to present this award to the year's outstanding female Navy or Marine Corps pilot or NFO graduate.

2. Awards

a. Award. An appropriate award is presented to the recipient at her current duty station. The recipient's name is announced at the Society's Annual General Assembly meeting, normally held each April in Washington, D.C.

b. Plaque. The NATLMUSEUMNAVAV provides an engraved brass nameplate bearing the recipient's name and appends it to the plaque.

3. Eligibility. Nominees must be female Navy or Marine Corps pilots or NFOs who graduated in the preceding calendar year. Nominees are selected on the basis of flight proficiency and academic achievement.

4. Submission and Selection Procedures

a. Training Squadron Commanding Officers. Via naval letter, each squadron CO responsible for final training of pilots and NFOs shall submit to the TRAWING Commander the previous calendar year's female graduate who attained the highest overall flight and academic Navy Standard Scores. The following documents shall serve as enclosures to the nomination letter:

- (1) ATJ Summary Card

- (2) Other pertinent data/records as deemed appropriate
- (3) Brief biography and summary of achievements
- (4) Nominee's current organizational address and phone number (Commercial and DSN)

b. TRAWING Commanders. Prior to 15 February each year, select and endorse to CNATRA (N717) one nominee.

c. CNATRA. Upon receipt of the nominations, a selection board comprised of the following members will be convened for the purpose of screening performance records and determining the winners: Chairperson (N7), Briefer (N717), N7A, N71, N71A, Safety (00X) representative, N3 representative and CNATRA Senior Marine (normally N71A). The Board's recommendation will be submitted in writing to CNATRA COS no later than 1 March each year.

5. Presentation and Publicity

a. CNATRA N7. Notify winner's current command and all concerned via naval message.

b. CNATRA PAO. Forward the winner's name to the DAC, along with the winner's current organizational address and commercial phone number. These notifications shall be completed prior to 31 March to allow the DAC representative to coordinate the award and DAC assembly report prior to the General Assembly in April.

c. Current Unit Commander. The formal presentation of the award and any corresponding publicity will be coordinated by the recipient's current command and the National Society, Daughters of the American Colonists, 2205 Massachusetts Ave NW, Washington, DC 20008.

6. Point of Contact

a. Submission and Selection Procedures. CNATRA Student Control Officer (N717), Comm (361) 961-3559, DSN 861-3559.

b. Presentation and Publicity. CNATRA PAO (00P), Comm (361) 961-3666, DSN 861-3666.

CNATRA LSO OF THE YEAR

1. Background. The CNATRA Landing Signal Officer (LSO) of the Year Award was established in 1985 to recognize the efforts of all NATRACOM LSOs and is presented annually to the top LSO in the NATRACOM. In 2012, the Tailhook Association became the sponsor of this award.

2. Award. The award consists of a plaque provided by the Tailhook Association, inscribed with the name of the award and the recipient. The award is normally presented at the awards luncheon during the Tailhook Reunion, held each September in Reno, NV.

3. Eligibility. Nominees will be LSOs in the NATRACOM that have waved Student Naval Aviators for carrier qualification during the preceding calendar year.

4. Submission and Selection Procedures

a. Training Squadron Commanding Officers. Via naval letter, each Strike squadron CO shall submit to the TRAWING Commander the previous calendar year's best LSO. The following information shall be included in the nomination letter:

(1) TRAWING/squadron instructor of the (MO/QTR/YR) awards and period(s) cited

(2) Duties and performance thereof

(3) Number of carrier qualification detachments attended/waved/lead-safed

(4) Number of students qualified as controlling LSO (field/ship)

(5) Instructor qualifications, flight time, and instructional flights completed

(6) Student critique sheet comments

(7) Extracurricular activities and civic involvement (graduate education, correspondence courses, professional associations, church activity, Scouting leadership, youth sports coaching, squadron sports participation, etc.)

(8) Comments describing nominee's character, leadership, and personality. Include specific comments on exactly what sets this LSO apart from his/her peers.

b. TRAWING Commanders. Prior to 15 February each year, each Strike TRAWING Commander shall select and endorse to CNATRA (N72) one eligible LSO. If the TRAWING Commander selects an LSO from the TRAWING staff rather than a nominated squadron LSO, the TRAWING nomination shall include all information in paragraph 4.a above.

c. CNATRA. Upon receipt of the nominations, a selection board comprised of the following members will be convened for the purpose of screening performance records and determining the winner: Chairperson (N7), Briefer (N72), N7A, N71, N71A, and N715. The Board's recommendation will be submitted in writing to CNATRA COS no later than 1 March each year.

5. Presentation and Publicity

a. CNATRA N7. Notify winner and all concerned via naval message.

b. CNATRA PAO. Forward the winner's name to the Executive Director, Tailhook Association.

c. CNATRA N72. Coordinate with the Tailhook Association for production of the plaque and presentation at the Tailhook Reunion, normally held each year in September in Reno, Nevada.

d. TRAWING Commander

(1) Every effort should be made to ensure the recipient attends the Tailhook Association presentation event.

(2) The winner's TRAWING Commander may nominate him/her for receipt of a CNATRA-level Navy and Marine Corps Commendation Medal per reference (a) based on specific accomplishments during the award year. If submitted, this nomination must be received by CNATRA N1 via Sharepoint within 30 days of CNATRA's award winner announcement message.

6. Point of Contact

a. Submission and Selection Procedures. CNATRA LSO (N72),
Comm (361) 961-1334, DSN 861-1334.

b. Presentation and Publicity. CNATRA PAO (00P), Comm
(361) 961-3666, DSN 861-3666.

CNATRAINST 1650.11B
22 Nov 13

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX K

CDR THEODORE G. ELLYSON
AVIATOR PRODUCTION EXCELLENCE AWARD

1. Background. This award is named in honor of CDR Theodore G. Ellyson, USN, who was the first naval officer to undergo aviation training and who was designated Naval Aviator #1 in January, 1914. Throughout his career, CDR Ellyson was instrumental in the development of all facets of naval aviation including the establishment of the first training sites, which were termed Naval Aviation Camps, at Annapolis and San Diego. The sponsor of this award is CACI based in Arlington, Virginia. A CACI representative will present a plaque to each of the four awardees. This presentation normally occurs at the awards luncheon during the Naval Aviation Museum Foundation-sponsored Naval Aviation Symposium held the first week of May at NAS Pensacola.

2. Award. A CACI-appointed awards committee will select five squadrons which demonstrate the greatest efficiency in meeting the fleet requirement for pilots and Naval Flight Officers within the CNO-approved syllabus time to receive the CDR Theodore G. Ellyson Aviator Production Excellence Award. One FRS from AIRLANT, one FRS from AIRPAC, one Marine FRS, and two Training Squadrons (one primary, one advanced) from CNATRA will be selected.

3. Eligibility. All Navy and Marine Corps FRS and all CNATRA Training Squadrons are eligible to receive the Aviator Production Excellence Award.

4. Submission and Selection Procedures. Selection of the winners will be based on the following considerations:

a. Fleet Readiness Squadrons. Awarded to the most efficient COMNAVAIRLANT, COMNAVAIRPAC and Marine squadrons based on a percentage of Cockpit Chart Metrics and completion criteria:

(1) Meeting Fleet demand (as determined by OPNAV N882B FY Fleet Requirement Letter for CAT 1 pilots/NFOs): 40 percent maximum graduated downward (percentage of goal attained times .40 equals score).

(2) Annual Dynamic Cycle Time: 30 percent maximum graduated downward 1 point per 2 percent in excess of entitlement (CNO syllabus plus entitled pre-load time).

(3) TYCOM/HQMC recommendation: 30 percent maximum (based on improvement, creativity, and Community initiative)

b. CNATRA Training Squadrons. Awarded to the most efficient Training Squadrons (one primary and one advanced) based on a successful completion of the following criteria:

(1) Meeting production goals (as determined by OPNAV Integrated Production Plan (IPP): 50 percent maximum graduated downward (percentage of goal attained times .50 equals score).

(2) Average Production Time to Train (PTT): 25 percent maximum graduated downward 2 percent per week in excess of entitlement. Additional points can be awarded for PTT below entitlement on the same 2 percent per week scale. (CNO syllabus plus entitled pre-load time.)

(3) CNATRA recommendation: On time delivery: 25 percent maximum (based on actual versus planned production for each month).

5. No additional written or data input is desired from Fleet Replacement or Training Squadrons.

6. Selection Action

a. By January 31st, Commander Naval Air Force, U.S. Atlantic Fleet (CNAL), N80, Commander Naval Air Force, U.S. Pacific Fleet (CNAF), N80, and the Commandant of the Marine Corps (ASM) will submit one nominee to CNATRA (N35).

Note: Commander, U.S. Marine Corps Forces, Atlantic, and Commander, U.S. Marine Corps Forces, Pacific, will forward one nominee each to the Commandant of the Marine Corps (ASM). The Commandant of the Marine Corps (ASM) will forward one Marine Corps recommendation to CNATRA (N35).

b. CNATRA (N35) will consolidate inputs and provide CNAF Deputy for Training with the selected awardees as approved by the Naval Aviator Production Team.

7. Presentation. CNATRA in his duties as CNAF Deputy for Training will coordinate release of naval message naming the winners and delivery of citations to the squadrons.

CNATRAINST 1650.11B
22 Nov 13

8. Point of Contact. CNATRA (N35), Comm (361) 961-2930 or DSN
861-2930.

APPENDIX L

CNATRAINST 1650.11B
22 Nov 13

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX L

THE ADMIRAL JOHN H. TOWERS
FLIGHT SAFETY AWARD

1. Background

a. This award is presented by the Order of Daedalians, a non-profit, non-political, charitable organization headquartered at Randolph Air Force Base, San Antonio, Texas. The membership of the Order of Daedalians is composed of many prominent men and women in aviation circles, past and present. Since World War I, Daedalians have been the exponents of air power as an instrument of national policy. Daedalians have been the builders of our nation's present air power, both military and civilian. The Order of Daedalians is dedicated to ensuring that America will always be pre-eminent in air and space, to the encouragement of flight safety, to fostering an esprit de corps in the military air forces, to promoting the adoption of the military as a career, and to aiding deserving young men and women in specialized higher education through the establishment of scholarships.

b. The award is named for the late Admiral John H. Towers, USN, who was designated a naval pilot in 1911, and is given to that training squadron which has achieved an outstanding record in its mission-oriented flight safety program.

2. Award. This award will be a permanent trophy, appropriately inscribed, and will remain in the custody of the winning squadron throughout the year following presentation. The award is based on a 1 January - 31 December calendar year. The previous winner shall be responsible for having the trophy engraved with the name of the winning squadron. The engraving bill should be sent to the Order of Daedalians, P.O. Box 249, Randolph AFB, San Antonio, TX 78148-0249. The winning squadron shall coordinate with the previous winner to make arrangements to have the trophy picked up or delivered.

3. Eligibility

a. All squadrons within the NATRACOM which are engaged in training Student Naval Aviators and/or Student Naval Flight Officers are eligible to compete for this award.

b. Only squadrons submitted for the CNO Aviation Safety Awards are eligible for the Admiral John H. Towers Flight Safety

Award. Squadrons submitted as CNO Aviation Safety Award alternates are not eligible for the award.

c. In addition to an outstanding safety record, commands selected must have aggressive Aviation Safety Programs that contribute new ideas in mishap prevention for the general benefit of Naval Aviation. Professional reporting is essential to the success of the Naval Aviation Safety Program; consequently, this award shall be granted partly as a result of comprehensive and reputable hazard reporting.

4. Submission and Selection Procedures

a. TRAWING Commanders. Prior to 15 January each year, each TRAWING Commander shall nominate, to CNATRA (00X), one eligible and competitive squadron under his command. The TRAWING Commander is to submit his evaluation of the TRAWING's nominee in conjunction with the following information, which is to be provided by each of the nominees and is to serve as the format for the nomination:

- (1) Squadron
- (2) Model(s) Aircraft
- (3) CY cumulative IPP
- (4) CY cumulative outs
- (5) Programmed Time-To-Train
- (6) CY average Production Time-To-Train
- (7) Programmed solo flight hours per student
- (8) CY actual average solo flight hours per student
- (9) Programmed syllabus hours per student
- (10) CY actual average student syllabus hours flown
- (11) CY Total flight hours
- (12) CY Class "A", Class "B", and Class "C" mishaps

(13) CY Mishap rate Class "A"/"B"/"C"

(14) Quality and quantity of hazard reports with emphasis on human factors reporting

(15) Days and number of aircraft embarked aboard ship (if applicable)

(16) Days and number of aircraft detached away from home base (if applicable)

(17) Number of years Class "A" and Class "B" mishap free

(18) Additional supporting data consisting of factors which affect a command's safety performance but which are not subject to statistical computation. These will include noteworthy achievements in accident prevention, quality of investigation, Operational Risk Management, Safety Program improvement over preceding years, missions accomplished in addition to those normally assigned, and published articles on safety. Include number of Safety Pro awards submitted.

b. CNATRA. Upon receipt of all squadron nominations and TRAWING Commander's evaluations, a selection board consisting of a Chairperson (00X), N3 representative, and N7 representative will be convened for the purpose of screening the submitted data and determining a winner. The Board's recommendation will be submitted in writing no later than 1 March each year to the Chief of Staff and CNATRA for final adjudication. A CNATRA message to NATRACOM will announce the winner and a copy of the message will be mailed by CNATRA (00X) to the Order of Daedalians.

5. Presentation and Publicity. On announcement of the winning squadron, the appropriate TRAWING Commander will coordinate with a representative of the Order of Daedalians in scheduling an appropriate award ceremony for presentation and publicity purposes. Since winning the award required the dedication and hard work of all hands in the squadron, it is considered most appropriate to have the presentation at the home station of the winning squadron in order that all personnel may share in the recognition and tribute to their efforts. The Order of Daedalians should be contacted by calling Randolph AFB, Comm (210) 945-2111, Fax number (210) 945-2112.

CNATRAINST 1650.11B
22 Nov 13

6. Point of Contact. CNATRA (00X), Comm (361) 961-2221 or DSN
861-2221.

CHIEF OF NAVAL OPERATIONS
AVIATION SAFETY AWARDS

1. Background. The CNO safety awards are given to recognize operational excellence, exemplary safety contributions, and to further the Naval Aviation Safety Program.

2. Award/Criteria

a. Chief of Naval Operations (CNO) Aviation Safety Award.

This award will consist of an engraved plaque for permanent custody and a CNO citation. CNATRA is allowed to nominate seven NATRACOM squadrons per calendar year. The CNO Special Assistant for Safety Matters (N09F) (Commander, Naval Safety Center) has cognizance and awarding authority. The Commander, Naval Safety Center will review nominations received and advise CNO of the squadrons nominated, procure and provide engraved plaques and citations and mail to CNATRA (unless otherwise directed) for presentation to the winning squadrons. The CNO final selection of the winners will be announced by message as soon as practicable, usually in April. NATRACOM squadrons winning this award are also authorized to display an "S" marking on their aircraft. Authorization will extend through the calendar year subsequent to the year for which the award was won. An appropriate hash mark is approved only for squadrons that are repeat winners in consecutive years. The "S" is to be of an appropriate size, but not more than six inches in height. It will be displayed under the squadron insignia (when used) and shall not interfere with other required markings. Color and shape of the letter "S" will be per paragraph 61 of MIL-I-18464.

b. Submission/Selection. Squadrons that have maintained a Class A/B/C mishap-free safety record and made significant contributions to the Naval Aviation Safety Program throughout the previous calendar year are competitive for a CNO Aviation Safety Award. Mishaps absolved by CNATRA do not count against a squadron's safety record. Submission format shall be per reference (c). Prior to 15 January, each TRAWING Commander shall submit endorsed packages of competitive squadrons to CNATRA (00X) as follows:

- CTW-1 - 1 squadron;
- CTW-2 - 1 squadron;
- CTW-4 - 1 primary squadron and 1 advanced squadron;

CTW-5 - 1 primary squadron and 1 advanced squadron;
CTW-6 - 1 squadron

Additionally, each TRAWING Commander may submit one additional squadron for consideration. The TRAWING Commander's endorsement shall clearly delineate this squadron as an alternative selection. In the event one or more wings has no competitive squadrons, a selection board consisting of a Chairperson (00X), Aviation Safety Officer (00X1), N3 representative, and N7 representative will be convened for the purpose of selecting alternate squadrons to be forwarded to CNO for consideration.

c. CNATRA will review all recommendations and add an overall appraisal, in addition to that of the TRAWING Commander, on those squadrons forwarded to CNO for consideration. For award purposes and continuation of mishap-free record, CNATRA has the authority to absolve a competing squadron of responsibility for any Class "A" or Class "B" mishap over which the squadron had no control. Such action, when taken, shall be indicated in CNATRA's endorsement.

NOTE: Only Class "A" flight and flight-related mishaps that are not absolved by CNATRA will end a mishap-free record.

3. Point of Contact. CNATRA (00X), Comm (361) 961-2221 or DSN 861-2221.

GRAMPAW PETTIBONE AWARD

1. Background. This award commemorates the work of Captain Seth Warner, USN, originator of Grampaw Pettibone, and Mr. Robert Osborn, illustrator of Grampaw Pettibone. The Commander, Naval Safety Center shall appoint an awards committee and present the award annually to: (1) an individual and (2) an organization which has contributed most toward aviation safety awareness through publications. In addition to the Grampaw Pettibone individual and unit categories for print publications authorized in reference (c), a media category is also awarded to a unit or an individual who use digital and media resources (to include videos, websites and presentations) that promote aviation safety. All awards are based on performance during the calendar year.

2. Submission. Prior to 31 January each year, each TRAWING Commander shall submit endorsed packages to CNATRA (00X). Submission format shall be per reference (c) and any other requirements promulgated by Commander, Naval Safety Center. A copy of the nominated work is required in addition to the nomination letter. TRAWINGS may submit one individual, one organization, and one media category.

3. Presentation and Publicity. The CNO will select winners for the Grampaw Pettibone Award and release the names as soon as practicable.

CNATRAINST 1650.11B
22 Nov 13

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX O

CNATRA SQUADRON AUGMENT UNIT (SAU) OF THE YEAR AWARD

1. Background. This award is sponsored by L-3, Vertex Logistics Solutions to recognize the outstanding achievements of SAUs engaged in the flight training of students within the NATRACOM.

2. Award. The award will be a trophy provided by L-3, Vertex Logistics Solutions.

3. Eligibility. All SAUs within the NATRACOM engaged in flight training during the preceding calendar year are eligible for this award.

4. Procedures for Submission and Selection:

a. TRAWING Reserve Component Commander (RCC):

(1) Prior to 15 February each year, TRAWING RCCs shall nominate via naval letter, to CNATRA (00R), one SAU for the CNATRA SAU of the Year Award. The nomination letter and data matrix shall be sent electronically to CNATRA (00R).

(2) The following information shall be utilized to complete the nomination letter:

(a) Write-up should be prepared in Courier New 12 and be no more than four pages.

(b) Highlights should be in bullet format

(c) Some topics that should be discussed:

1. Productivity/Efficiency
2. Joint Professional Military Education
3. Individual Augmentations/Mobilizations
4. Extended VT/HT Active Duty Support (greater than 30 consecutive days)
5. Fleet Exercise Support

APPENDIX P

6. Leadership Positions
7. Inspection Results
8. Selection Board Participation
9. Community Involvement
10. Command Level Awards
11. Individual Awards
12. Selected Marine Corps Reserve Integration

(3) The data matrix enclosed (pages P-4 and P-5) shall be included with the TRAWING RCC's submission.

b. CNATRA. Upon receipt of nominations, a selection board comprised of the following members will be convened for the purpose of screening nominations and determining a winner: Chairperson (N7), Briefer (N717), N7A, N71, N71A, CNATRA OSO, CNATRA Assistant Operational Support Officer (AOSO), CNATRA Safety (00X) representative, CNATRA N3 representative, and CNATRA Senior Marine (normally N71A). The Board's recommendations will be submitted in writing to CNATRA COS no later than 1 March each year.

5. Presentation and Publicity. CNATRA will notify the winning SAU via the TRAWING Commander. The CNATRA PAO will coordinate with L-3, Vertex Logistics Solutions for production of the trophy, and inform of the details of the presentation as they become available. The CNATRA AOSO will coordinate with the unit for an appropriate presentation.

6. Point of Contact

a. Submission and Selection Procedures. CNATRA AOSO, (N01R1), Comm (361) 961-2409 or DSN 861-2409.

b. Presentation and Publicity. CNATRA AOSO, (01R1), Comm (361) 961-2409 or DSN 861-2409; CNATRA PAO, (00P), Comm (361) 961-3666 or DSN 861-3666.

EXAMPLE SAU OF THE YEAR AWARD MATRIX

TRAWING X	SAU X
Production	
# of SELRES Billets Available	
# of SELRES Current Onboard	
# of FTS Billets Available	
# of FTS Current Onboard	
Onboard Reserve Component(RC) FTE	
# of Active Component (AC)Billets Available	
# of AC Current Onboard	
RC % of Total Onboard FTE	If these values differ by more than 1% ,
RC Hours Flown	
RC % of Total Hours Flown	explain why in write-up
# of RC ATF's	
RC % of Total ATF's	
RC Sorties Flown	
RC % of Total Sorties Flown	
# of SELRES Man-days	
# of SELRES Sorties Per Man-day	
# of SELRES ATF's Per Man-day	
MOB/IA/Exercise/CNATRA Support	
# of SELRES Participated in Fleet Exercises	
# of FTS Participated in Fleet Exercises	
# of SELRES Mobilized ISO Overseas Contingency Operations (OCO)	
# of FTS Deployed ISO OCO	
Total number of ADSW days ISO CNATRA	
Total number of SELRES Active Duty Recalls ISO CNATRA	
Leadership	
# of FTS who were OPS O, Stan/Trng O, Admin O, Safety O	
# of SELRES who acted as CO, XO, OPSO or detachment OIC/AOIC	
# of SELRES and FTS who participated in statutory/screen boards(not ASB's)	
Advanced Education	
# SELRES enrolled in JPME	
# SELRES completed JPME	
# FTS enrolled in JPME	
# FTS completed JPME	
# SELRES enrolled in Masters (or greater)	
# SELRES completed Masters (or greater)	
# FTS enrolled in Masters (or greater)	
# FTS completed Masters (or greater)	

Community Service	
# involved in LOCAL community service (list specifics in writeup)	
Awards	
# earned TW nomination for CNATRA RC annual awards	
# FTS awarded personal award (NAM or greater)	
# SELRES awarded personal award (NAM or greater)	
CNATRA Stan Inspection	
Overall grade for last CNATRA RC Stan Inspection	
RC Admin (reflection of trends seen on recent Stan insp's)	
Average Monthly Drill Chit Process Delay(from RHS)	
# of Security Clearance Delinquencies(from JPAS)	
Current # of travel claims delinquent > 60 days (from NROWS)	

CNATRA FLIGHT SURGEON OF THE YEAR

1. Background. This award is sponsored by CNATRA to recognize the top flight surgeon in the NATRACOM.

2. Award. The award is a plaque provided by CNATRA.

3. Eligibility. Nominees shall be USN, USMC, USCG, or USAF flight surgeons who have been supporting flight instructors and flight students in the NATRACOM during the previous calendar year.

4. Other Awards. This award is separate and distinct from other awards at the COMNAVAIRPAC and COMNAVAIRLANT level, which are governed by annual messages normally sent in October. TRAWING Commanders may submit flight surgeons for these awards, and should send those submissions directly to the award coordinators (without CNATRA endorsement). It should be noted that these awards' submission deadlines are significantly earlier than the deadline for this award.

5. Submission and Selection Procedures

a. TRAWING Commanders. Prior to 15 February each year, via naval letter, submit nomination to CNATRA (N00M). The following format shall serve as enclosure (1) to the nomination letter:

(1) Name/Rank/Service/Designator

(2) Date reported and estimated rotation date

(3) Quantitative data:

(a) Number of squadrons/instructors/students supported

(b) Number of flights/Number of flight hours

(c) Number of detachments attended/Total days detached

(d) Number of waivers submitted

(4) Qualitative data:

(a) Comments describing nominee's character, personality, leadership traits, and management style (do not include FITREPs). Of specific interest to the board is each flight surgeon's level of interaction with his/her supported squadrons, and the proactive role that he/she plays to minimize long-term medical issues and increase the overall health of supported units.

(b) Comments about the Flight Surgeon's contribution to both air and ground safety, both on and off duty, as well as facilitation of Human Factors Boards and Councils.

(c) Extracurricular activities and civic involvement (research and publishing, graduate education, correspondence courses, professional associations, church activity, Scouting leadership, youth sports coaching, squadron sports participation, etc.)

(d) Specific comments explaining exactly what sets this flight surgeon apart from others

b. CNATRA. Upon receipt of the nominations, a selection board comprised of the following members will be convened for the purpose of screening performance records and determining the winner: Chairperson (N7), Briefer (00M), N7A, N71, N71A, CNATRA Assistant Operational Support Officer (AOSO), CNATRA Safety Officer (00X), CNATRA N3 representative and CNATRA Senior Marine (normally N71A). The Board's recommendation will be submitted in writing to CNATRA COS no later than 1 March each year.

6. Presentation and Publicity

a. CNATRA N7: Notify winner and all concerned via naval message.

b. CNATRA PAO: Coordinate production of the plaque, and coordinate with winner's TRAWING Commander for presentation at an appropriate event.

c. TRAWING Commander

(1) Upon announcement of the winner, the respective TRAWING PAO will coordinate with the CNATRA PAO regarding presentation of the award. The TRAWING PAO is responsible for dissemination and publicity.

(2) The winner's TRAWING Commander may nominate him/her for receipt of a CNATRA-level Navy and Marine Corps Achievement Medal per reference (a) based on specific accomplishments during the award year. If submitted, this nomination must be received by CNATRA N1 via Sharepoint within 30 days of CNATRA's award winner announcement message.

7. Point of Contact

a. Submission and Selection Procedures. CNATRA Force Flight Surgeon (N00M), Comm (361) 961-3216 or DSN 861-3216.

b. Presentation and Publicity. CNATRA PAO (00P), Comm (361) 961-3666 or DSN 861-3666.

CNATRAINST 1650.11B
22 Nov 13

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX Q