



## DEPARTMENT OF THE NAVY

TRAINING SQUADRON SEVEN  
NAVAL AIR STATION  
101 FULLER ROAD SUITE 270  
MERIDIAN, MS 39309-5405

TRARONSEVENINST 5351.1H  
N3  
15 Oct 15

### TRAINING SQUADRON SEVEN INSTRUCTION 5351.1H

From: Commanding Officer, Training Squadron SEVEN

Subj: NAVAL AVIATION TRAINING CLASS ADVISOR PROGRAM (NATCAP)

Ref: (a) CNATRAININST 5351.1 series  
(b) COMTRAWINGONEINST 5351.1 series

Encl: (1) Student Information Worksheet

1. Purpose. To establish uniform procedures and guidelines for adhering to the Naval Aviation Training Class Advisor Program (hereafter "Class Advisor Program") as outlined by references (a) and (b).

2. Cancellation. TRARONSEVENINST 5351.1G

3. Scope. This instruction is applicable to all instructor pilots and Student Naval Aviators (SNAs) assigned to TRARON SEVEN.

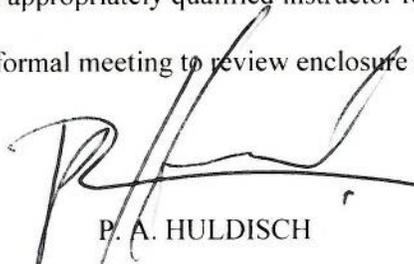
4. Discussion. References (a) and (b) provide detailed guidance concerning student advising and mentoring. This instruction provides an additional information sheet for SNAs to complete as well as guidelines for command specific implementation.

5. Action.

a. The Student Control Officer is responsible for the Class Advisor Program and shall assign an instructor pilot to act as class advisor for each new class of SNAs. The Student Control Officer shall maintain a current log of class advisors and assigned SNAs which shall be updated after each new class has attended ASI-0101 through ASI-0103 and completed the pertinent forms per reference (b) and enclosure (1).

b. Class advisors shall be readily available to offer support and assistance to SNAs with any personal or professional challenges. Class advisors are expected to have social interaction with assigned SNAs and conduct weekly formal jacket reviews to monitor their progress. The class advisor should be prepared to brief senior squadron officers on the progress or status of their assigned students. When an assigned student encounters difficulty in a stage, the advisor is responsible for providing extra instructional time or referring the SNA to an appropriately qualified instructor for additional help.

c. SNAs shall schedule an initial informal meeting to review enclosure (1) with their assigned advisor.



P. A. HULDISCH

Distribution:  
TRARONSEVENINST 5216.1Y List I, Special "F"

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STUDENT INFORMATION SHEET

NAME: RANK: DATE OF RANK:

BIRTHDATE: HOMETOWN:

MARITAL STATUS: SPOUSE'S NAME:

SPOUSE'S HOMETOWN:

PARENTS' NAME AND ADDRESS:

IN-LAWS' NAME AND ADDRESS:

COLLEGE AND DEGREE:

COMMISSION SOURCE: DATE OF COMMISSIONING:

PRIOR FLIGHT TIME CIVILIAN: PRIOR FLIGHT TIME MILITARY:

PRIOR MILITARY SERVICE:

PRIOR MILITARY SERVICE OF FAMILY AND IN-LAWS:

LOCAL ADDRESS:

ROOMMATE(S) NAME(S):

HOBBIES/INTERESTS:

Enclosure (1)