



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

COMTRAWINGONEINST 1210.1H
Code N00
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COMTRAWING ONE INSTRUCTION 1210.1H

From: Commander, Training Air Wing ONE

Subj: DESIGNATION CEREMONIES FOR NAVAL AVIATORS

Ref: (a) MILPERSMAN 1210-010

Encl: (1) Procedures for Designating Naval Aviators (Formal)
(2) Designation Ceremony Guidelines and Script
(3) Squadron Winging Coordinator Designation Ceremony Checklist
(4) Sample Ceremony Notification Letter

1. Purpose. To set forth procedures for ceremonies accompanying the designation of Navy and Marine Corps Officers as Naval Aviators at Training Air Wing One (TW-1). The ceremonies shall be conducted per reference (a) and enclosures (1) through (4) of this instruction. This instruction has been revised and should be reviewed in its entirety.

2. Cancellation. COMTRAWINGONEINST 1210.1G.

3. Background. Reference (a) authorizes the Chief of Naval Air Training (CNATRA) to designate Naval Aviators. Through custom and tradition, TW-1 assures that appropriate ceremonies are conducted for the presentation of designation certificates and wings to new Naval Aviators, including international pilots. Additionally, students who are already designated Naval Aviators (i. e., transition pilots or helicopter pilots) will receive documentation in their NATOPS Jacket reflecting training completion.

4. Safety. Commanding Officers will ensure that unauthorized persons remain clear of Aviation Life Support Systems (ALSS) and emergency aircraft egress systems. Only qualified persons may enter the cockpit of static displays.

5. Action

a. Squadron Commanding Officers are tasked with organizing and conducting an appropriate Naval Aviator Designation Ceremony.

(1) Responsibility for winging ceremonies will normally alternate between VT-7 and VT-9.

(2) Commanding Officers should designate a Winging Ceremony Coordinator to perform as Master of Ceremonies (MC) and as the primary point of contact to ensure a smooth evolution.

(3) In the event that three or less officers qualify for designation, or circumstances require an immediate designation, an informal ceremony may be held in the Training Squadron's Ready Room, or any suitable place requested by the wingee.

(4) Commanding Officers are responsible for strict control of all winging material to include, but not limited to, the following:

(a) Store winging materials in a secure area.

(b) Maintain a log on the quantities received, used or destroyed.

(c) Avoid emergency situations to prevent use of overnight delivery service.

(d) Personnel responsible for submitting reports required by higher authority and for obtaining the necessary forms, insignia, and other designation material shall act under the guidance contained in this instruction.


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PROCEDURES FOR DESIGNATING NAVAL AVIATORS (FORMAL)

1. Responsibilities and procedures for conducting formal Naval Aviator designation ceremonies are as follows:

a. Approximately 14 days prior to the designation week, squadron Commanding Officer shall:

(1) Provide TW-1 with the forecast of officers who will meet designation qualifications when four or more officers are to be designated. When an informal ceremony is to be used, five days notice is sufficient.

(2) Ensure that the following reports, forms and items are completed, compiled, and/or submitted:

(a) Naval Aviation Officers Training Completion Report (BUPERS Report 1210/1).

(b) A Naval Aviation designation diploma, or certificate, insignia (Navy Wings), and wallet-size designation card in embossed folder.

(c) An individual letter of designation for the signature of Commander, Training Air Wing ONE is prepared for each wingee.

(d) Student achievements: Carrier Qualification Certificates, Letters of Excellence in Dive Bombing, Solo Certificates, Student of the Month, and Distinguished Graduate.

(3) Appoint a Winging Coordinator to perform as MC and conduct the ceremony in accordance with the guidelines provided in enclosure (2).

2. In addition to completing all flight and academic requirements, students anticipating designation as Naval Aviators shall:

a. A minimum of one week in advance of the ceremony, provide the squadron Winging Coordinator with the names of guests who will attend, a Fleet Home Town News Release, and a Naval Aviator Designation Ceremony form (electronic biography).

b. Complete critique sheets applicable to their stage of flight qualification.

c. Attend the Naval Aviator Designation Ceremony and rehearsal in the prescribed uniform, which will be announced not later than the Tuesday prior to the ceremony.

3. As directed by the Commanding Officer, the major portion of the Naval Aviator Designation Ceremony will be arranged by the squadron Winging Coordinator using enclosure (3). Duties of the Winging Coordinator include:

a. Obtaining personal biographies of all prospective aviators and biographies of all expected guests with prior military service.

- b. Notifying the Senior Chaplain of the date and time of the ceremony and requesting the presence of a Chaplain to deliver the invocation and benediction.
 - c. Completing the Naval Aviator Designation Ceremony binder with appropriate information.
 - d. Obtaining designation papers, insignias and appropriate letters the day prior to the ceremony and having them assembled in alphabetical order at the ceremony.
 - e. Submitting individual prospective aviator biographies to Squadron CO's secretary for the Winging program and for submission to NAS PAO.
 - f. Submitting individual prospective aviator photographs to Squadron CO's secretary for the Winging program and for submission to NAS PAO.
 - g. Briefing the prospective aviators prior to the winging events and conducting practice ceremony.
 - h. Briefing the Mississippi Council of the Navy League representative on the "Golden Stick" award winner. Previously designated Naval Aviators, i.e. transition pilots, are not eligible to receive the Golden Stick Award.
 - i. Briefing and assisting the photographer, as necessary, to ensure adequate coverage of the ceremony.
 - j. Notifying the NAS Public Affairs Office, at least one week prior to the ceremony, of the date, time, name of the guest speaker and class makeup. Verify that biographies and pictures of wingees have been received by NAS PAO.
4. Squadron Admin offices shall prepare the notification letter, enclosure (4).
 5. CO's secretary of duty squadron shall prepare Naval Aviator Designation Ceremony program.
 6. Arrangements for a reception or refreshments following the ceremony may be made by the prospective Naval Aviators, if desired.
 7. The Commodore may invite and coordinate arrangements for a guest speaker.

DESIGNATION CEREMONY GUIDELINES AND SCRIPT

(5 minutes prior to ceremony music plays. Wingees and official party in lobby waiting for official entrance.)

MC: Good afternoon ladies and gentlemen. Welcome to the training air wing one naval aviator designation ceremony. The ceremony you are about to witness is a time-honored tradition developed over the years to celebrate the achievements of these outstanding young men (and women) who are about to receive their coveted wings of gold. The ceremony is for your enjoyment, so please relax and feel free to take as many photographs as you like.

MC: Ladies and gentlemen, please rise.

(arrival of official party)

Future Naval Aviators, arriving, (2 bells);

Training Squadron (junior Squadron CO), arriving, (4 bells);

Training Squadron (senior Squadron CO), arriving, (4 bells);

Training Air Wing ONE, arriving, (4 bells);

Guest speaker official title, arriving, (xx bells)

MC: Ladies and gentlemen, please remain standing for the national anthem(s) of (countries represented by any foreign SNAs) (and) the United States of America.

(guest country anthem plays, as appropriate)

(national anthem plays)

MC: At this time Chaplain _____ will deliver the invocation.

(invocation spoken)

MC: Please be seated.

MC: It is now my pleasure to introduce the Commander of Training Air Wing ONE, Captain _____.

CTW-1: Commodore's remarks (introduction of staff, current and former service members, and introduction of guest speaker).

GS: (delivers speech)

MC: During their training, these soon-to-be winged aviators have developed the skills required to safely and effectively operate high performance jet aircraft in a dynamic environment. Moving to their respective fleet replacement squadrons, they will take these basic building blocks and learn to tactically employ the aircraft that compose Navy and Marine Corps jet aviation—some of the most advanced aircraft in the world. These wingees will be flying the following aircraft:

(Read appropriate aircraft for the wingees)

The Boeing AV-8B Harrier: the Harrier is a vertical or short takeoff and landing (v/stol) light attack jet aircraft used by the United States Marine Corps, Royal Air Force, Spanish Armada and Italian Navy. Its ability to takeoff vertically makes it one of the most maneuverable aircraft in service. The primary mission of the AV-8B is to provide responsive close air support for ground forces. The single-piloted Harrier can operate from short fields, forward sites, roads and surface ships providing minimal response time to targets.

The Boeing F/A-18C and D Hornet: the Hornet is the nation's first strike-fighter. Flown by the Navy and Marine Corps, the all-weather Hornet is used as an attack aircraft as well as a fighter. In its fighter mode, the F/A-18 is used primarily as a fighter escort for fleet air defense; in its attack mode, it is used for force projection, interdiction and close and deep air support.

The Boeing F/A-18E and F Super Hornet: the Super Hornet is the Navy's newest strike fighter. The Super Hornet is a significant upgrade to the combat-proven Hornet. The upgrade provides a state of the art multi-mission capability as a fighter and a bomber. The Navy's Super Hornet spans the tactical mission spectrum from long-range, sea-based air dominance to "through the weather" deep strike interdiction.

The Northrop Grumman EA-6B Prowler: the Prowler is flown by the United States Navy and Marine Corps and is a long-range, all-weather aircraft with advanced electronic countermeasures capability. The Prowler provides an umbrella of protection for strike aircraft, ground troops, and ships by jamming enemy radar, electronic data links and communications within the combat area.

The Boeing E/A-18G Growler: the Growler is the Navy's newest Super Hornet variant and will continue to replace the EA-6B Prowler in the coming years. It features state of the art electronic support and countermeasures capabilities combined with the existing combat proven and sustainable Super Hornet platform to ensure air superiority in the modern combat arena.

The F-35: the F-35 is the most flexible technologically sophisticated multirole fighter to date. The F-35's sensors and communications systems enable pilots to securely share information with allied commanders at sea, in the air or on the ground for more cohesive coalition operations. These capabilities ensure that the F-35 is the first to enter the battle space with a 360-degree view of the battlefield, allowing the pilot to see adversaries, take appropriate action, and return home safely.

MC: At this time I would like to introduce (Navy League representative) of The Mississippi Council of the Navy League.

(Navy League representative presents "Golden Stick" award and speaks)

MC: Wingees, when your name is called please come forward to receive your designation letter. After the designation letter has been presented, please have those family members who will be taking part in your winging come forward to pin on your wings of gold. Family and guests are welcome to come forward for pictures. We have (number) officers standing in the center aisle who will be happy to take your cameras so that you can join your aviator for group photos. Please feel free to take as much time as you need and get as many pictures as you want.

MC: (Step through each wingee in alphabetical order beginning with biography. Then inform the audience who will be pinning on the wings.)
(after last aviator has been winged and all aviators are in the lobby of chapel, re-enter in reverse order (or by height) and stand on stage in 2 or 3 rows for a formal picture)

MC: Ladies and gentlemen, please hold your applause until after Captain _____ has read the Naval Aviators' Charge. Past and present Naval Aviators please stand at this time. Newly designated Naval Aviators report forward.

(wingees remain standing and face audience)

CTW-1: To you Naval Aviators, hear these words:

I charge each of you who has received your wings of gold today, with the responsibility that Naval Aviators have borne for more than a century. It is incumbent upon each of you to carry out the proud traditions of Naval Aviation. You must conduct yourselves as Naval and Marine Officers, at all times, serving as the ambassadors of your country throughout the world. You must fully ensure that you and the dedicated men and women under your leadership are thoroughly prepared to carry out your assigned mission and succeed in combat. Finally, you must be determined that your shipmates can always rely upon you because of your total professionalism, faultless character, and unswerving devotion to duty. Congratulations, and may God bless each of you.

Ladies and gentlemen, please stand for the benediction.

(Chaplain delivers benediction)

Ladies and gentlemen, I proudly present the world's
“(number of wingees)” newest Naval Aviators.

MC: Ladies and gentlemen, please allow a moment for the station photographer to assemble the group for a picture, and then you may take as many photos as you'd like.

MC: This concludes the ceremony. There will be a reception this evening at (time and location provided). All are invited to attend. Thank you for joining us.

SQUADRON WINGING COORDINATOR DESIGNATION CEREMONY CHECKLIST

1. Three weeks prior:
 - a. Obtain list of SNAs from OPS/ADMIN.
 - b. Liaise with other squadron winging coordinator.
 - c. Meet with wingees and email information packet to include:
 - (1) Sample personal and military guest bio.
 - (2) Reception information
 - (3) Schedule for winging week.
 - (4) Prescribed uniform.
 - d. Contact Chaplain's Office and Base PAO.
 - e. Contact Base PAO and request photographer.
2. Two weeks prior:
 - a. Obtain all wingee and military guest biographies (both squadrons).
 - b. Provide CO Secretary with wingee pictures and bios
 - c. Verify base PAO has pictures and bios.
 - d. Liaise with The Mississippi Council of the Navy League.
 - e. Notify Mayor's office.
3. One week prior:
 - a. Liaise with CTW-1 secretary regarding and special instructions or changes to meeting with CTW-1.
 - b. Confirm ADMIN has required documents per enclosure (1).
 - c. Confirm OPS ADMIN has required documents per enclosure (1).
4. Three days prior:
 - a. Review winging program
 - b. Prepare MC's binder.

- c. Email CTW-1 and CO military guest biographies.
 - d. Confirm chapel.
 - e. Confirm photographer availability with Base PAO.
 - f. Publish Winging Ceremony practice date, time, location.
 - g. Review all previous action items to ensure their completion prior to Winging Ceremony.
 - h. Verify the Commodore is aware of all distinguished visitors, public officials, prominent citizens, retired and current military members who will be in attendance as guests of Wingees.
5. Day prior:
- a. Brief Training Air Wing ONE Commodore at coordinated time.
 - b. Confirm static display with maintenance control (0800-1200).
 - c. Conduct Winging Ceremony practice. Have wingees assist in Chapel preparations.
6. Day of ceremony:
- a. Winge group photo on static display.
 - b. Winge family day.
 - c. Prep chapel for ceremony (at least 30 minutes prior).

SAMPLE CEREMONY NOTIFICATION LETTER

From: Commanding Officer, Training Squadron SEVEN/NINE

To: Commander, Training Air Wing ONE

Subj: NAVAL AVIATOR DESIGNATION CEREMONY

Ref: (a) COMTRAWINGONEINST 1210.1H

1. Per reference (a), a Naval Aviator Designation Ceremony will be held at (Time/Date), at the NAS Meridian Chapel. The uniform for participants will be Service Dress Whites for Navy and Dress Blue Bravo for Marines.

2. The following Student Naval Aviators are expected to receive their “Wings of Gold”:

a. First Lieutenant John C. Doe 123 45 6789/7598 USMC

b. Lieutenant Junior Grade James C. Brown, USN, 123-45-6789/1395

I. M. COMMANDER

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Enclosure (4)