



DEPARTMENT OF THE NAVY

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

TRARONSEVENINST 1650.2E
N1
18 Aug 14

TRAINING SQUADRON SEVEN INSTRUCTION 1650.2E

From: Commanding Officer, Training Squadron SEVEN

Subj: CAPTAIN MATTHEW FREEMAN STUDENT OF THE QUARTER AWARD

Encl: (1) Sample Nomination Memorandum for Student of the Quarter
(2) Sample Letter of Designation as Student of the Quarter

1. Purpose. To recognize outstanding achievement by Student Naval Aviators.

2. Cancellation. TRARONSEVENINST 1650.2D

3. Action. Each quarter one outstanding Student Naval Aviator (SNA) will be recognized for exceptional performance, conduct, military bearing, and contribution to the military service. Any SNA who meets all of the following requirements is eligible for consideration.

a. In flight status for the full three month period being considered.

b. An officer of the highest caliber with an unblemished military record and no civil offenses while attached to Training Squadron SEVEN. Candidates should display determination, mental toughness, and the will to succeed. Highest GPA is not a requirement; however, candidates must exhibit fortitude and leadership traits commensurate with that of a Naval Aviator.

4. Selection. At the end of each quarter the STUCON officer will solicit nominations from the instructors of VT-7 for the Student of the Quarter award, based upon the general requirements outlined in paragraph 3. The STUCON officer will compile the list of recommended students and submit it for review to the Operations Officer, Executive Officer, and Commanding Officer. The Commanding Officer will review the list and designate the Student of the Quarter (SOQ).

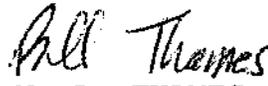
5. Recognition.

a. Enclosure (2) will be prepared by the Administrative Department for presentation or to be forwarded to the awardee's next command.

b. Enclosure (2) will be made a permanent part of the awardee's Service Record.

c. The Public Affairs Officer will prepare an appropriate hometown and local news release.

d. The SOQ will be awarded 24 hour special liberty.


W. B. THAMES

Distribution:
(TRARONSEVENINST 5216.1X)
List I

EXAMPLE

TRARONSEVENINST 1650.2E

Ser 00/

From: Student Control, Training Squadron SEVEN

To: Commander, Training Squadron SEVEN

Subj: STUDENT OF THE QUARTER, # QTR 20##

- 1.
- 2.
- 3.
- 4.
- 5.

RI	FAM	FORM	ON	STK	BFM	CQ

STUCON

OPSO

XO

CO

- | | | | |
|----------|----------|----------|----------|
| 1. _____ | 1. _____ | 1. _____ | 1. _____ |
| 2. _____ | 2. _____ | 2. _____ | 2. _____ |
| 3. _____ | 3. _____ | 3. _____ | 3. _____ |
| 4. _____ | 4. _____ | 4. _____ | 4. _____ |
| 5. _____ | 5. _____ | 5. _____ | 5. _____ |

UNSATS:

STUCON REMARKS:

S. T. CONTROL

Enclosure (1)

1650
Ser 00/

From: Commanding Officer, Training Squadron SEVEN
To: LTJG ILUV T. FLY, USN, XXXX/XXXX

Subj: DESIGNATION AS STUDENT NAVAL AVIATOR OF THE QUARTER FOR
(# QTR/YEAR)

1. It is with great pleasure that I commend you upon your selection as Training Squadron SEVEN Captain Matthew Freeman Student Naval Aviator of the Quarter for (# QTR/YEAR).

2. You were selected for this singular honor from among the (TOTAL STUDENTS ON BOARD FOR THAT QUARTER) flight students assigned to Training Squadron SEVEN. As a Student Naval Aviator, you have displayed exceptional military professionalism along with outstanding flight and academic performance. Your initiative and personal sense of responsibility have earned you the respect and admiration of your instructors and fellow student aviators. Your loyalty and dedication are reflected in the eager manner in which you master the challenges of flight training, as well as...(other achievements).

3. This selection as VT-7 Captain Matthew Freeman Student Naval Aviator of the Quarter is an honor in which you may be justifiably proud.

4. I extend my personal congratulations and sincere appreciation to you for a job well done.

(CO'S Name)

Copy to:
TRARON SEVEN (OPS Admin)

Enclosure (2)