DEPARTMENT OF THE NAVY
TRAINING SQUADRON NINE
101 FULLER ROAD SUITE 221
MERIDIAN MS 39309-5404

TRARONNINEINST 1301.2H
N8
5 Oct 12

TRARON NINE INSTRUCTION 1301.2H

From: Commanding Officer, Training Squadron NINE

Subj: NAVAL AIR TRAINING CLASS ADVISOR PROGARM (NATCAP)

Ref: (a) CNATRAINST 5351.1B
(b) COMTRAWINGONEINST 5351.1E

Encl: (1) Naval Air Training Class Advisor Responsibilities
(2) Counseling Guidelines
(3) Required Counseling from Class Advisors
(4) Student Responsibilities Within the NATCAP
(5) AF 4293

1. Purpose. To establish and define the goals of Training Squadron NINE's Student Class Advisor Program.

2. Cancellation. TRARONNINEINST 1301.2G

3. Discussion.

a. Per reference (a) and (b), Training Squadron NINE's Naval Air Training Class Advisor Program (NATCAP) is structured to provide students assistance in order to optimize their performance during flight training. Class Advisors provide each class a personal liaison with the Student Control (STUCON) and Operations Officer (OPSO).

b. Personalized attention to specific student problems and individual training progress is the distinguishing feature of this program.

(1) Student problems, real or perceived, often stem from unfamiliarity with squadron procedures, lack of information, or unique family circumstances. An experienced and concerned instructor, through initiative and imagination, can contribute greatly to the success of the individual Student Naval Aviator (SNA).

(2) Close observation of students by their class advisor facilitates early recognition of needs and problems. Advisors' personal attention will be invaluable to aid the efforts of the STUCON and OPSO.

4. Action.

a. An instructor shall be assigned as Class Advisor to each class undergoing training at Training Squadron NINE. Advisors will normally be a Captain/Lieutenant, and have been an instructor for at least three months. Advisors shall be appointed by the STUCON Officer.

b. Advisors shall be introduced to each class during the initial squadron indoctrination and shall be allotted time as required to establish an initial rapport. Advisors will encourage, counsel and assist each SNA as conditions warrant.

c. STUCON will provide each advisor a list of responsibilities and required counseling guidelines when assigned to a class, enclosure (1).

G. V. KRAUSE

Distribution:
TRARONNINEINST 5216.1F
List I

NAVAL AVIATION TRAINING CLASS ADVISOR RESPONSIBILITIES

From: Student Control Officer
To: _____

Subj: NAVAL AVIATION TRAINING CLASS ADVISOR RESPONSIBILITIES

1. You have been assigned as advisor for the following class: _____.

2. As student class advisor, you are tasked with the following responsibilities:

a. Establish and maintain a professional military relationship with each student.

b. Encourage discussion of problems and establish positive rapport with the student. Counsel students experiencing training or personal difficulties. Refer the student to appropriate authority/council if deemed necessary.

c. Ensure that class pictures are taken promptly after check-in.

d. Conduct initial jacket review covering adverse trends revealed in Primary Flight Training (Enclosure (4)).

e. Conduct jacket review at least once a week and when counseled.

f. Monitor the progress of each assigned student.

g. Become familiar with any problems affecting students' performance and assertively act to find solutions and/or give direction to gain resolution.

h. Interview a student whose progress results in an UNSAT grade for any syllabus event. Attempt to determine the reason for the student's failure, counsel and provide guidance to the student to correct the problem. If the problem is recurring/systemic, recommend a remedial program to the OPSO. If a student is unresponsive to counseling at the advisor level, refer the student to the STUCON Officer for further counseling. STUCON must be made aware of student problems early enough so they have the opportunity to initiate corrective action in a timely manner. This action may include changing class advisor if personality clashes significantly interfere with a student's training.

i. Inform the chain of command (STUCON Officer, OPSO, Executive Officer (XO), and Commanding Officer (CO)) of any student human factors issued which might threaten training success or safety.

j. Inform the STUCON Officer should conditions arise which preclude performance of any or all of your advisor duties.

k. Document interviews, counseling sessions and jacket reviews on CNATRA form 1542/66, Jacket Review Dividers. If more detailed information needs to be documented, use AF 4293, Student Activity Record.

l. Bottom Line, each Class Advisor should attempt to optimize their students' training environment and progress.

COUNSELING GUIDELINES

1. The first requirement for any counseling session is to establish a good student-advisor relationship. SNAs must feel the advisor is genuinely interested in their progress and must feel that they can freely discuss their problems, as this may be one of the few opportunities they have to be openly candid. Advisors must also exercise good listening as the student will otherwise quickly detect a lack of attention and the interview will be become useless.

2. Most student problems are not new. Advisors, particularly experienced instructors, have probably encountered students with the same problems in the past. Other experiences should be accessed in dealing with such problems and providing or recommending corrective actions. Be careful to treat each student as an individual.

3. Advisors should try to guide the student to discover the reason for any problems themselves. If the student comes to the correct conclusion as to why they are having trouble, they may be more receptive to remedial action.

4. For a student experiencing academic difficulty, counseling should lead to some type of academic corrective action.

5. In the normal course of the Aviation Training Program, procedures and techniques for pursuing qualification are made known to students. Advisors supplement these formal methods with advice based on their experience.

6. Since counseling involves personnel who may think and act differently, seniors must be alerted to problems that develop as a result of these personal encounters. The option to assign a mentor to the student may, on occasion, be indicated. Class advisors will coordinate with the STUCON Officer, should this become an issue.

7. Advisors should make it clear to students that corrective action as a result of an academic or flight problem is <u>not disciplinary action</u>.

8. For problems outside the scope of his/her training experience, the advisor should promptly notify the chain of command. This is especially true in areas where professional help may be required. Professional help may include, but is not limited to, medical and psychiatric specialists, legal officers and lawyers, marriage counselors and clergy.

9. At the conclusion of the interview, the advisor should ensure students clearly understand the actions required of them and any actions which can be taken by others to correct or help with their problems. This may involve a written schedule of specific items to be accomplished by the student.

REQUIRED COUNSELING FROM CLASS ADVISORS

1. CNATRA Form 1542/66 shall be used for routine, weekly jacket reviews. However, these forms are insufficient for documenting bigger problems or issues. AF 4293 Student Activity Record should be completed in detail via TIMS if a student:

a. Begins a declining trend.

b. Exhibits an attitude problem.

c. Becomes involved in an incident external to training, such as a DUI, an arrest or a speeding ticket (DUI is grounds for attrition).

d. Approaches his advisor about a personality conflict or other personal problem.

e. When the 4293 is completed it will be submitted to STUCON for further routing. For issues such as attitude problems and personality conflicts, the Class Advisor may retain the counseling form in their records. Issues that cause agencies outside of this command to be involved will be routed via STUCON Officer or OPSO as appropriate.

2. The following action is required for the applicable counseling session:

a. When a student is designated Student Monitoring Status (SMS):

(1) Review the student's jacket and conduct a thorough debrief on trends, weaknesses, etc.

(2) Note the jacket review on the 1542/66 sheet.

b. Counseling on flight performance items:

(1) Ensure a jacket review is accomplished.

(2) Complete a counseling sheet and forward a copy to STUCON.

c. In situations where informing STUCON is not necessary (i.e. attitude problems, personal problems, etc.), action to be taken is at the discretion of the Class Advisor. Remember that inaction is not an option. Concern for the well-being of the student should motivate the course of action.

3. Counseling sheets are the TRACOM equivalent of division officer records. They should be retained by the Class Advisor, at least until their class completes the Advanced Strike Syllabus. Sheets will be turned in to STUCON for filing.

4. All instructors are responsible for the development of our future naval aviators. This documentation is important testimony to our professional conduct, concern and attention toward the student.

STUDENT RESPONSIBILITIES WITHIN THE NATCAP

From: Student Control Officer
To: _____

Subj: STUDENT RESPONSIBILITIES WITHIN THE NATCAP

1. Your class advisor is _____.

2. Since the advisor program is for your benefit, it is your responsibility to use this program to aid in the completion of the flight program. At a minimum, you should perform the following:

a. Seek an initial interview within one week of reporting to the squadron. The primary function of this interview is to obtain data relating to your residence, to discuss your flight and service record, and to make your advisor aware of problems which may distract from your attention to your duties.

b. This initial interview will also serve to introduce you to the program and to make sure you understand what is required of you.

c. It is your responsibility to inform your advisor of any training difficulties or personal problems that may affect your flight progress.

d. You are responsible for arranging meetings with your class advisor and keeping records of the counseling received or actions agreed to be taken to resolve any situation.

1. AF 4293, is generated in TIMS/Gradebooks, then printed and submitted to STUCON.

Page: 1 of 1

Name of Student (Last, First, Middle Initial)		*Class*
LCDR BATES, JUSTIN T.	**VT-9**	

Date	Activity
17-Jun-2011	*General Comment About Student* *Writeup Title -- EXAMPLE* *Initiator's Summary -- SNOW, JARED M 1030* SUMMARY OF COUNSELING FOR SNA.
	Student Initials
	Supervisor Initials

AF 4293 **Student Activity Record**

Produced electronically by TIMS This report complies with the provisions of the Privacy Act of 1974