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

TRARONNINEINST 1650.2F
N3
21 Sep 12

TRARON NINE INSTRUCTION 1650.2F

From: Commanding Officer, Training Squadron NINE

Subj: FLIGHT INSTRUCTOR OF THE MONTH, STUDENT OF THE MONTH AND STUDENT OF THE QUARTER

1. Purpose. To establish procedures for the selection of the Flight Instructor of the Month (IOM) and Student of the Month (SOM).

2. Cancellation. TRARONNINEINST 1650.2E

3. Discussion. The primary mission of Training Squadron NINE is the safe training of Strike Aviators. While the contributions of every member of the command are important in the performance of this mission, the recognition of outstanding performance by squadron instructors and students is both appropriate and essential to command morale.

4. Selection Procedures.

a. Flight Instructor. The IOM will be nominated by a board comprised of the Department Heads (DH). They will make this nomination after evaluating all pertinent data including, flight time, number/types of sorties and lectures completed. They may also consider various other specific job performance and subjective criteria. They will forward this nomination via email to the Executive Officer (XO), within seven working days of the new month. The email shall include an Instructor Pilot Flight Time Summary which includes, at a minimum, first pilot time, co-pilot time, night time, sorties scheduled, sorties flown, student X's scheduled, and student X's completed. This email shall also include a list of the last 12 winners of IOM. The XO will then forward his recommendation to the Commanding Officer (CO) for decision.

b. Flight Student of the Month. The Flight SOM will be nominated by the tenth day of the following month by the Student Control (STUCON) Officer and Operations Officer (OPSO). They will make their recommendations based on flight and academic grades, and professionalism. The STUCON Officer will email the recommendation to the CO via the XO for approval, cc'ing all DHs. The email shall include a performance summary of the top five students for that month and a list of the last 12 SOM. The XO will then forward his recommendation to the CO for decision. Eligibility commences after a student has completed Form-4101 (syllabus flight) and terminates with the completion of the Training Squadron NINE training syllabus. In the case of a tie, both names may be submitted for a concurrent SOM award.

c. Flight Student of the Quarter. The Flight Student of the Quarter (SOQ) will be nominated by the tenth day of the first month of the new Quarter by the STUCON Officer and the OPSO. Periods are based on the calendar year and will be as follows: First Quarter, January-March; Second Quarter, April-June; Third Quarter, July-September; Fourth Quarter, October-December. The SOQ will normally be a Student Naval Aviator (SNA) who is in the Advance Stage of training. The STUCON Officer will email the recommendation to the CO via the XO for approval. In the event that email is not available, the message will be routed via hard copy. The message shall include a performance summary of the top five students for that Quarter. The XO will then forward his recommendation to the CO for decision. In addition to flight and academic grades, intangibles such as professionalism, outstanding officer-like qualities, community involvement, most improvement in the program etc., may also be considered to break out a student amongst his peers. Previous awards such as SOM do not negate a SNA from being nominated as SOQ.

5. Awards. The Flight Instructor, SOM, and SOQ shall be given appropriate recognition as soon as possible after selection. The Administrative Officer shall prepare letters of commendation for the CO's signature. The CO or XO will present the award in front of the assembled squadron at an All Officer's Meeting.

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List I