



## DEPARTMENT OF THE NAVY

TRAINING SQUADRON NINE  
101 FULLER ROAD SUITE 221  
MERIDIAN, MS 39309-5404

TRARONNINEINST 1650.3G  
N1  
3 Nov 15

### TRARON NINE INSTRUCTION 1650.3G

From: Commanding Officer, Training Squadron NINE

Subj: TRAINING SQUADRON NINE AWARDS PROGRAM

Ref: (a) CNATRAINST 1650.10 (Series)  
(b) CNATRAINST 1650.11 (Series)  
(c) COMTRAWINGONEINST 1650.1 (Series)  
(d) SECNAVINST 1650.1 (Series)

Encl: (1) Sample Letter of Commendation for Flight Student of the Month  
(2) Sample Letter of Commendation for Flight Instructor of the Month/Year  
(3) Sample Command Letter of Commendation/Appreciation  
(4) Sample Citation for Command Awarded Navy and Marine Corps Achievement Medal  
(5) Sample Citation for CTW-1 Navy Commendation Medal  
(6) Sample Citation for CNATRA Awarded Meritorious Service Medal  
(7) Sample Nomination Letter for VT-9 "Safety Pro"  
(8) Sample Format for Individual "Safety Pro" Award  
(9) Sample Format for "Top Hook" Award  
(10) Sample Command Letter for Outstanding Achievement in Dive Bombing (Top Bomber Award)  
(11) Sample Command Letter for Student of the Quarter/Year Award  
(12) Sample Command Letter for "Top Gun" Award

1. Purpose. To ensure proper submission and processing of awards within Training Squadron NINE per references (a) through (d). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. TRARONNINEINST 1650.3F

3. Background.

a. The prompt recognition of exceptional performance is an effective means of enhancing morale within the squadron. Recognition may be in the form of medals or Letters of Commendation in addition to nominations for Flight Instructor of the Month and Student of the Month, etc. Recognition need not be limited to one award.

b. Superior performance by an individual in normal duties in position, grade, or rate is not necessarily a basis for military decoration. Decoration should be given when an individual distinguishes oneself by accomplishing an outstanding act or service above that normally expected.

4. Policy. All recommendations for awards shall be submitted and processed per the provisions of this instruction and applicable references.

5. Action.

a. General. Instructors, Division Officers and Department Heads are strongly encouraged to submit nominations for awards in cases of exceptional performance of duty.

b. Squadron Awards Board. The awards board will consist of the following personnel:

Executive Officer (XO) – Senior Member  
All Department Heads (DH)  
Administrative (ADMIN) Officer – Coordinator

(1) Frequency of Meetings. The board will be incorporated into DH Meetings.

(2) Duties and Responsibilities. The duties and responsibilities of the board consist of reviewing award recommendations.

c. Periodic Squadron Awards.

(1) Flight Instructor of the Year.

(a) Criteria. Selection is based on statistics listing total flight time, instructional flight time, job assignment and special projects accomplished during the fiscal year as compiled by the Operations (OPS) Officer.

(b) Nomination. The OPS Officer compiles flight statistics and other data relative to the award. Nominations are then forwarded to the Commanding Officer (CO) for consideration. Nominations must reach the CO by 25th of October.

(c) Selection Process. The CO will select the Flight Instructor of the Year (IOY) based on an overall view of the officer's professional conduct, job performance, and flight time statistics during the period.

(d) Form of Recognition. The ADMIN Officer will notify the Public Affairs Officer (PAO) who will arrange for appropriate news releases to the Naval Air Station (NAS) Meridian PAO. The ADMIN Officer will draft a proposed citation for a Navy and Marine Corps Achievement Medal (NAM) per this instruction. The NAM will be presented only if a higher award is not received for selection as Wing or Chief of Naval Air Training (CNATRA) Flight IOY. The Instructor selected will also be nominated for Wing Flight IOY.

(2) Squadron Letter of Commendation or Appreciation.

(a) General. These are submitted by personnel in leadership and supervisory positions for the purpose of recognizing outstanding performance by personnel under their cognizance. A Letter of Commendation (LOC) is generally awarded for outstanding performance of duties above that normally expected of an individual. A Letter of Appreciation (LOA) is generally awarded for outstanding performance of regularly assigned duties.

(b) Nomination. Personnel may recommend individuals for squadron LOC/LOA by submitting an email draft of the proposed letter to the Admin Supervisor for processing through the chain of command. LOC shall be drafted in the format show in enclosure (3).

(c) Review. Squadron LOC/LOA will be reviewed by the DH concerned, XO, and CO. These are not subject to review by the Awards Board.

(d) Approval. Final approval for these awards rest with the CO. Approved LOC/LOA will be prepared in smooth format by the Admin/Awards Clerk, signed by the CO after review by the chain of command and presented at the next regular quarters or All Officers' Meeting (AOM).

(e) Disapproved Letters. If disapproved, the recommended LOC/LOA will be returned to the originator for appropriate disposition.

(3) Squadron "Safety Pro".

(a) General. This award is to recognize exceptional individual safety-related actions, which thwarted the fruition of hazardous situations, whether to personnel or equipment.

(b) Nomination. Any third-party squadron member may submit individual recommendations to the squadron Safety Officer via email nomination and narrative or via handwritten draft as formatted in enclosure (8).

(c) Review. Squadron "Safety Pro" shall be reviewed by the squadron Safety Officer, XO, and CO. This award is not subject to review by the Awards Board.

(d) Approval. Final approval for these awards rest solely with the CO. Once approved, the citation will be prepared by the Admin/Awards Clerk, signed by the CO after review by the chain of command and presented at the next regular quarters or All Officers' Meeting (AOM).

(e) Awardees. In addition to a CO LOC, individuals awarded "Safety Pro" shall receive special parking privileges for one week in the Safety Officer parking spot. They shall also be considered for a "CNATRA Safety Pro" Nomination.

d. Periodic Awards Sponsored by Higher Authority. The following awards shall be processed as outlined below: Submission inputs are due as outlined in references (b) and (c).

(1) Meridian Area Navy League Instructor of the Year. Prepared in accordance with reference (c). The Squadron IOY may be nominated for selection as the Meridian Area Navy League Instructor of the Year. A rough draft will be reviewed by the XO by 1 November and a smooth draft will be reviewed by the CO by 5 November. A final package will be forwarded to Training Air Wing ONE (TW-1) no later than 15 November.

(2) (CNATRA) Flight Instructor of the Year Award. Prepared in accordance with reference (b). The nominated individual shall be the Squadron Instructor of the Year. The ADMIN Officer is responsible for ensuring the nomination package is properly prepared. A rough draft will be reviewed by the XO by 9 January and a smooth draft will be reviewed by the CO by 12 January. A final package will be forwarded to TW-1 no later than 15 January.

(3) CNATRA Landing Signal Officer (LSO) of the Year. Prepared in accordance with reference (b). The nominated individual shall be the LSO of the Year. The OPS Officer is responsible for ensuring the nomination package is properly prepared. A rough draft will be reviewed by the XO by 9 January and a smooth draft will be reviewed by the CO by 12 January. A final package will be forwarded to TW-1 no later than 15 January.

(4) CNATRA Training Excellence Award. The OPS Officer is responsible for ensuring the nomination package is properly prepared per reference (b). A rough draft will be reviewed by the XO by 9 January and a smooth draft will be reviewed by the CO by 12 January. A final package will be forwarded to TW-1 no later than 15 January. Nominations for the Goldthwaite Award will not be automatically considered for the CNATRA Training Excellence Award.

(5) Vice Admiral Robert Goldthwaite Award for Training Excellence. The OPS Officer is responsible for ensuring the nomination package is properly prepared per reference (b). A rough draft will be reviewed by the XO by 9 January and a smooth draft will be reviewed by the CO by 12 January. A final package will be forwarded to TW-1 no later than 15 January. The Goldthwaite Award will utilize data from the CNATRA Training Excellence Award Nomination package.

(6) CDR Theodore G. Ellyson Aviator Production Excellence Award. The Standardization (STAN) Officer is responsible for ensuring the nomination package is properly prepared per reference (b). A rough draft will be reviewed by the XO by 16 December and a smooth draft will be reviewed by the CO by 18 December. A final package will be forwarded to TW-1 no later than 31 December. CNATRA will determine the nominee based on available calendar year ASR/NAPP data.

(7) Admiral John H. Towers Flight Safety Award. The Safety Officer is responsible for ensuring the nomination package is properly prepared per reference (b). A rough draft will be reviewed by the XO by 9 January and a smooth draft will be reviewed by the CO by 12 January. A final package will be forwarded to TW-1 no later than 15 January.

(8) CNO Aviation Safety Award. The Safety Officer is responsible for ensuring the nomination package is properly prepared per reference (b). A rough draft will be reviewed by the XO by 9 December and a smooth draft will be reviewed by the CO by 12 December. A final package will be forwarded to TW-1 no later than 15 December.

(9) Grampaw Pettibone Award. The Safety Officer is responsible for ensuring the nomination package is properly prepared per reference (b). A rough draft will be reviewed by the XO by 16 December and a smooth draft will be reviewed by the CO by 18 December. A final package will be forwarded to TW-1 no later than 31 December.

(10) National Society Daughters of the American Colonists Honor Award. The Student Control (STUCON) Officer is responsible for ensuring the nomination package is properly prepared per reference (b). A rough draft will be reviewed by the XO by 9 January and a smooth draft will be reviewed by the CO by 12 January. A final package will be forwarded to TW-1 no later than 15 January.

(11) American Fighter Aces Association Awards (McCampbell Award (USN) and Foss Award (USMC)). The STUCON Officer is responsible for ensuring the nomination package is properly prepared per reference (b). A rough draft will be reviewed by the XO by 9 January and a smooth draft will be reviewed by the CO by 12 January. A final package will be forwarded to TW-1 no later than 15 January.

(12) Orville Wright Achievement Award. The STUCON Officer is responsible for ensuring the nomination packages are properly prepared per reference (b). The rough drafts will be reviewed by the XO by 9 January. The smooth drafts will be reviewed by the CO by 12 January. The final packages will be forwarded to TW-1 no later than 15 January.

(13) Britannia Award. The STUCON Officer is responsible for ensuring the nomination package is properly prepared per reference (b). A rough draft will be reviewed by the XO by 9 January and a smooth draft will be reviewed by the CO by 12 January. A final package will be forwarded to TW-1 no later than 15 January.

(14) The Golden Anchor Award. Prepared per annual CNET message. The Admin Officer is responsible for the proper preparation of the nomination package. A rough draft will be reviewed by the XO by 15 October. A smooth draft will be reviewed by the CO by 20 October. A final package will be forwarded to TW-1 no later than 31 October.

e. Higher Authority Awarded Awards. Higher authority awarded NAMs, Navy Commendation Medals (NCOM), and Meritorious Service Medals (MSM) shall be submitted per references (d).

(1) Submission. Personnel recommending individuals must submit a rough proposed citation and summary of action to Admin. The Admin Clerk will ensure the submitted awards package is in proper format and that all information required on any form is provided.

(2) Citation. The citations for MSMs and higher awards must be prepared as per the Fleet Awards software and reference (d). The text of the citation in the awards program is limited to a total of 12 lines of type including the opening and closing sentences. This is to ensure the text will fit on the actual certificate and prevent any "Chopping" by higher authority to fit the citation on the page.

(3) Review. All awards recommendations are reviewed by the Squadron Awards Board. Members of the board shall indicate recommendations for disposition of the award recommendation. Board members shall pay particular attention to the substantiation of the award.

(4) Approved Awards. Approved award recommendations will be forwarded to next reviewing or approving authority. Required copies shall be maintained on file in the Admin Office. When the award is received from the final approving authority, appropriate copies will be placed in the command files in the Admin Office and in the member's service record. The award will be presented at the next regular quarters or AOM.

(5) Disposition of Disapproved Awards. Any award recommendation that is disapproved shall be returned to the originator by the Awards Clerk. The originator may resubmit the award with addition justification if desired.

(6) Submission Time. Timeframes for submission of awards to higher authority shall be in accordance with references (a) and (c). In general the submission deadlines, for personal awards are as follows: MSM - 90 days, NCOM/NAM - 30 days.

f. Commanding Officer Awarded Navy Achievement Medals. Reference (d) authorizes the CO to award the NAM to personnel for accomplishments, performance, and/or achievements. The following specific is provided for submission of recommendation for the COs NAM:

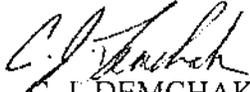
(1) Criteria. Must be a specific event of short duration performance that relates to a single event including but not limited to detachments, preparations for inspection, institution of a single program, etc. The individual's performance must have been far above that expected of an individual of equal rank/rate and experience who is performing the same job. The performance/accomplishments must have been of direct benefit to the Navy and assisted the command in meeting mission requirements. Specific long term awards mentioned above also qualify.

(2) Submission. Personnel recommending individuals must submit a rough proposed citation. The Admin Clerk will ensure the submitted awards package is in proper format and includes a completed OPNAV Form 1650 and citation formatted for the actual NAM certificate.

6. Responsibility

a. Drafters/Originators. Drafters/Originators of award recommendations shall ensure all requirements of applicable references and this instruction are met in preparing and submitting award recommendations and that inputs are submitted to the Admin Department in a timely manner.

b. Admin Officer. The Admin Officer is responsible for ensuring all award recommendations received for processing meet all requirements outlined in applicable references and this instruction. Specifically, award inputs should be scanned for eligibility and correct formatting as per references (a) through (d).



C. J. DEMCHAK

Copy to:  
TRARONNINEINST 5216.1 (Series)  
LIST I, II, III

TRARONNINEINST 1650.3G  
3 Nov 15

**SAMPLE LETTER OF COMMENDATION FOR FLIGHT STUDENT OF THE MONTH**

1650  
Ser N3/

From: Commanding Officer, Training Squadron NINE  
To:

Subj: SELECTION AS STUDENT OF THE MONTH

Ref: (a) TRARONNINEINST 1650.2F

Encl: (1) Certificate for Student of the Month

1. Per reference (a), you are commended for your outstanding performance as a Student Naval Aviator while undergoing Strike Flight Training in this command. You have earned this recognition by demonstrating a high degree of proficiency in both academic and flight training environments. Additionally, your conduct and military bearing have made an extremely favorable impression on your instructors.

2. It is with great pleasure that I designate you Training Squadron NINE Student of the Month for (date). Enclosure (1) is attached.

COMMANDING OFFICER

“FOR OFFICIAL USE ONLY – Privacy Sensitive:  
Any misuse or unauthorized disclosure may result in both civil and criminal penalties.”

Enclosure (1)

TRARONNINEINST 1650.3G  
3 Nov 15

**SAMPLE LETTER OF COMMENDATION FOR FLIGHT INSTRUCTOR OF THE  
MONTH/YEAR**

1650  
Ser N3/

From: Commanding Officer, Training Squadron NINE

To:

Subj: DESIGNATION AS INSTRUCTOR OF THE MONTH/YEAR

Ref: (a) TRARONNINEINST 1650.2F

Encl: (1) Certificate for Instructor of the Month/Year

1. Per reference (a), you are hereby commended for your highly professional attitude, conscientious effort, and superb airmanship demonstrated as a Tailhook Strike Training Syllabus flight instructor. Your outstanding accomplishments in all endeavors have contributed immensely to this squadron's training mission.

2. It is with great pleasure that I designate you Training Squadron NINE Instructor of the Month for (date). Enclosure (1) is attached.

COMMANDING OFFICER

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Enclosure (2)



**SAMPLE CITATION FOR COMMAND AWARDED NAVY AND MARINE CORPS  
ACHIEVEMENT MEDAL**

The Secretary of the Navy takes pleasure in presenting the **NAVY AND MARINE CORPS  
ACHIEVEMENT MEDAL** to

**RANK/NAME  
BRANCH OF SERVICE**

**for service as set forth in the following**

**CITATION:**

For professional achievement in the superior performance of his/her duties while serving as \_\_\_\_\_, Training Squadron NINE from \_\_\_\_\_ to \_\_\_\_\_. RANK/NAME  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RANK/NAME's managerial ability, personal initiative, and unswerving devotion to duty reflected credit upon himself (herself) and were in keeping with the highest traditions of the United States Naval Service.

NAME  
RANK/BRANCH OF SERVICE  
COMMAND



**SAMPLE CITATION FOR CNATRA AWARDED MERITORIOUS SERVICE MEDAL**

The President of the United States takes pleasure in presenting the **MERITORIOUS SERVICE MEDAL** to

**RANK/NAME  
BRANCH OF SERVICE**

**for service as set forth in the following**

**CITATION:**

For outstanding meritorious service as (ex: Commanding Officer, Training Squadron NINE), from \_\_\_\_\_ to \_\_\_\_\_. RANK/NAME performed his/her demanding duties in an exemplary and highly professional manner.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

His/Her exceptional professional ability, personal initiative and total dedication to duty, reflected great credit upon himself/herself and upheld the highest traditions of the United States Naval Service.

For the President  
CNATRA  
Rear Admiral, U. S. Navy  
Chief of Naval Air Training

**SAMPLE NOMINATION LETTER FOR VT-9 "SAFETY PRO"**

Today's Date \_\_\_\_\_

Name/rate/rank of person being nominated \_\_\_\_\_

Nominated person's work center/class \_\_\_\_\_

Narrative of action \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date that action occurred \_\_\_\_\_

Your name/title \_\_\_\_\_

Your work center/class and extension \_\_\_\_\_

COMMANDING OFFICER

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**SAMPLE FORMAT FOR INDIVIDUAL SAFETY PRO**

Command Officer, Training Squadron NINE takes pleasure in presenting this LETTER OF  
COMMENDATION to

(RANK) (FULL NAME)  
BRANCH OF SERVICE

for service set forth in the following "SAFETY PRO" CITATION:

For professional achievement in the superior performance of (his/her) duties while serving as  
(billet, Flight instructor) in Command. While (event, flying a Familiarization Flight) on date.  
(RANK, LAST NAME, BRIEF DESCRIPTION OF ACTIONS

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(RANK) (LAST NAME)'s exceptional professional ability, attention to detail and dedication to  
safety awareness reflected great credit upon (himself / herself) and were in keeping with the  
highest traditions of the (United States Marine Corps and the) United States Naval Service.

COMMANDING OFFICER

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TRARONNINEINST 1650.3G  
3 Nov 15

**SAMPLE COMMAND LETTER FOR OUTSTANDING ACHIEVEMENT IN  
DIVE BOMBING (TOP BOMBER AWARD)**

1650  
Ser N1/

From: Commanding Officer, Training Squadron NINE

To:

Subj: RECOGNITION OF OUTSTANDING ACHIEVEMENT IN DIVE BOMBING

Ref: (a) CNATRANST 1650.10

1. On (DATE), while assigned to this Squadron as a Student Naval Aviator, you established a CEP of (NUMBER) feet on a regularly scheduled training flight under the rules established by reference (a). This achievement entitles you to membership in the ranks of Navy "E" Bombers and is worthy of this special recognition.

2. An appropriate entry will be made in the Qualifications and Achievements section of your NATOPS Flight Personnel Training and Qualification Jacket.

COMMANDING OFFICER

Copy to:  
TRARON NINE (NATOPS)

(TOP BOMBER will be stamped accordingly)

"FOR OFFICIAL USE ONLY – Privacy Sensitive:  
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Enclosure (10)

**SAMPLE COMMAND LETTER FOR STUDENT OF THE QUARTER/YEAR AWARD**

1650  
Ser N3/

From: Commanding Officer, Training Squadron NINE  
To:

Subj: SELECTION AS STUDENT OF THE (DESIGNATED) QUARTER (YEAR)

Ref: (a) TRARONNINEINST 1650.2F

Encl: (1) Certificate for Student of the Quarter

1. Per reference (a), you are commended for your outstanding performance as a Student Naval Aviator while undergoing Strike Flight Training in this command. You have earned this recognition by demonstrating a high degree of proficiency in both the academic and flight training environments. Additionally, your conduct and military bearing have made an extremely favorable impression on your instructors.

2. It is with great pleasure that I designate you Training Squadron NINE Student of the (Designated) Quarter for (Year). Enclosure (1) is attached.

COMMANDING OFFICER