



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
TRAINING SQUADRON TWENTY-SEVEN (VT-27)
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VT-27INST 1650.1C

3 AUG 2010

TRAINING SQUADRON TWENTY-SEVEN INSTRUCTION 1650.1C

Subj: POLICY AND PROCEDURES FOR INDIVIDUAL AWARDS

Ref: (a) SECNAVIST 1650.1H
(b) CNATRINST 1650.10
(c) CNATRINST 1650.11
(d) OPNAVINST 1650.28A
(e) COMTRAWINGFOURNOTE 1650

Encl: (1) Monthly Awards (Flight Hog, Centurion/Hacker, and Instructor)
(2) Quarterly Awards (Instructor of the Quarter/Reserve Instructor of the Quarter) and sample Letter of Commendation
(3) Annual Awards (Instructor of the Year/Reserve Instructor of the Year)
(4) Periodic Awards (Sonic Boomer/1000-Hours Accident-Free)
(5) Personal Award Submission
(6) Unit Award Submission

1. Purpose. To provide information and procedures concerning both personal and unit awards as described in references (a) and (e).

2. Cancellation. VT-27INST 1650.1B

3. Policy. The awards system is used to provide incentives for greater effort and increased morale. Proper recognition of superior performance at all levels of the command is an essential ingredient in maintaining exceptional morale and high esprit-de-corps. Training Squadron TWENTY-SEVEN (VT-27) has established appropriate guidelines for recognizing squadron members' accomplishments. All award recommendations shall follow these guidelines accordingly.

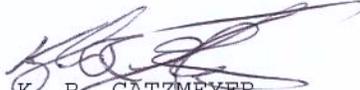
4. Action

a. Department Heads (DH). Ensure applicable award packages are processed and formatted per references (a) through (e) and enclosures (1) through (6) and submitted no later than the deadlines prescribed herein.

b. Administrative Officer (AO). Track all awards to ensure final submission deadlines are met and delivery is made. Admin shall coordinate the preparation of all individual awards such as retirements, specific achievement and end-of-tour awards per references (a) and (b). Ensure all personal awards are submitted to Commander, Training Air Wing FOUR (CTW-4) Admin Department for Navy Department Awards Web Services (NDAWS) for assigned Navy personnel and record update. For Marine personnel, approved awards should be forwarded to the local Marine Aviation Training Group (MATSG) for record updates.

c. Public Affairs Officer (PAO). Arrange for the presentation of awards, to include photographic coverage, upkeep of squadron photo boards, preparation of certificates, and news releases. Submit Fleet Hometown News Center/Local Media Releases of awardees as required. Plan and coordinate assigned social events (tie cutting, Hail and Farewell, and seasonal events).

d. Logs and Records Officer. Ensure timely submission of statistics to flight leaders for the monthly Hacker/Centurion and Instructor of the Month (IOM) Award. Monitor accumulated accident-free instructional hours flown by each instructor.



K. R. GATZMEYER

MONTHLY AWARDS

FLIGHT HOG, CENTURION/HACKER AWARDS AND INSTRUCTOR

1. Flight Hog. The flight instructor with the most instructional flight hours for the month will be designated the "Flight Hog of the Month".

a. Procedure. By the fifth working day of each month, the Logs and Records Officer will have screened the appropriate records to identify the instructor with the highest number of instructional hours. The instructor's name will be submitted to the Commanding Officer (CO) via the following personnel:

- (1) Department Head (DH)
- (2) Operations Officer (OPSO)
- (3) Executive Officer (XO)

b. Awards. The respective flight instructor will receive a Flight Hog of the Month letter and certificate.

2. Centurion/Hacker. Centurion awards are presented to the instructors who have completed 100 flight hours during any 30 day period. Hacker awards are presented to those flight instructors who contribute the most each month to the squadron's production mission.

a. Eligibility. Staff pilots who complete a minimum of 37 "X's" or 70 instructional flight hours during a calendar month will be considered for the Hacker Award.

(1) "X's" include all completed syllabus flights flown giving instruction to student aviators, instructors under training, or other instructors on standardization events.

(2) Functional Check Flight (FCF) constitutes one "X"

(3) Runway Duty Officer (RDO) and Operations Duty Officer (ODO) constitute one "X" each

(4) Any ground lecture/class constitutes one "X"

b. Procedures

(1) By the fifth working day of each month, the Logs and Records Officer will have screened the appropriate records for productivity hours and syllabus flights to determine awards for the previous month. A list of those instructors will be submitted to the CO via the following personnel:

- (a) DH
- (b) OPSO
- (c) XO

(2) The personnel indicated above will screen the list to ensure individuals under consideration have not deviated from proper procedures during the period under consideration to an extent that would warrant removal of their names from a list of the squadron's top performers. Aviation Training Forms (ATFs) that are not complete within three working days after completion of the event will result in an event not counting toward a Hacker Award.

Enclosure (1)

c. Awards. The approved list of selectees will be forwarded to the PAO after the screening and no later than the 10 working day of the new month. Personnel selected for individual awards during each period will receive recognition and appreciation for their performance. The PAO will prepare the appropriate certificate for each individual selected.

3. Instructor of the Month (IOM). The CO will present the award monthly to the most outstanding instructor.

a. Eligibility. Individuals must have performed duties as a flight instructor during the preceding month and be nominated by their DH, the Training Officer (TRNGO), or the OPSO.

b. Criteria for selection. In addition to squadron training productivity, the following factors will be considered:

(1) Standardization and Naval Air Training and Operating Procedures Standardization (NATOPS)

(2) Flight safety record

(3) Initiative, leadership and mentoring skills

(4) Performance of primary/collateral duties

(5) Positive/negative feedback from student military aviators (SMAs) on critiques and at check-out

c. Procedures

(1) Nominations are forwarded to Training. Nominees are reviewed by the DH's during the first DH meeting of each month. The list of nominees and selection recommendation will be forwarded to the CO via the XO.

(2) Following the selection of an individual, the TRNGO shall draft a LOC no later than 10 days from the beginning of the month and forward it to the AO. Refer to enclosure (2) as an example.

(3) The AO will process the LOC and forward it to the CO for approval/signature.

d. Awards. The selected individual will receive squadron recognition and appreciation for their performance. In addition, that individual will receive the following:

(1) LOC

(2) Photograph displayed on the squadron awards board

(3) Consideration for nomination as VT-27 Instructor of the Quarter

QUARTERLY AWARDS

INSTRUCTOR OF THE QUARTER (IOQ)/RESERVE INSTRUCTOR OF THE QUARTER (RIOQ)

1. IOQ. The CO will present the award on a quarterly basis to the most outstanding instructor in the squadron.

a. Eligibility. Individuals must have performed duties as a flight instructor during the preceding quarter and shall be nominated by their DH, the TRNGO, or the OPSO.

b. Criteria for selection. In addition to squadron training productivity, the following factors are considered:

- (1) Standardization
- (2) Flight safety
- (3) Quality of the students trained by the instructor
- (4) Initiative, military bearing, leadership, and mentoring skills
- (5) Performance of primary/collateral duties
- (6) Community activities
- (7) Educational achievements

c. Procedures

(1) Nominations are forwarded to the TRNGO. Nominees are reviewed by the DHs during the first DH meeting of the following month. The list of nominees and selection recommendation will be forwarded to the CO via the XO.

(2) Following the selection of an individual, the TRNGO shall draft a LOC not later than ten working days from the beginning of the month and forward it to the AO. Refer to enclosure (2) as an example.

(3) The AO will process the LOC and forward it to the CO for approval/signature.

d. Awards. The VT-27 IOQ will receive squadron recognition and appreciation for their performance. In addition, that individual will receive the following:

- (1) LOC
- (2) Photograph posted on squadron awards board
- (3) Reserved parking spot

2. RIOQ. The Squadron Augment Unit (SAU) CO will present the award on a quarterly basis to the most outstanding selected reserve instructor in the squadron.

a. Eligibility. Same as above. In addition, the Reserve Department Head (RDH) may nominate a candidate.

b. Criteria for selection. Same as above. When considering productivity, consideration should be given to the relative number and type of drills scheduled.

c. Procedures

(1) Nominations are sent to the RDH. No later than the fifth working day following the end of the quarter, the RDH will forward the list of nominees and selection recommendation to the CO via the following personnel:

(a) SAU CO

(b) XO

(2) Following the selection of an individual, the RDH shall draft a LOC not later than 10 working days from the beginning of the month and forward it to the AO. Refer to enclosure (2) as an example.

(3) The AO will process the LOC and forward it to the CO for approval/signature.

d. Awards. The VT-27 RIOQ will receive squadron recognition and appreciation for their performance. In addition, that individual will receive the following:

(1) LOC

(2) Photograph posted on squadron awards board

SAMPLE LETTER OF COMMENDATION

(Sample Letter of Commendation for Instructor of the Month,
Instructor of the Quarter, and Reserve Instructor of the Quarter)

COMMANDING OFFICER, TRAINING SQUADRON TWENTY-SEVEN
takes pleasure in presenting

LIEUTENANT
THOMAS H. JEFFERSON
UNITED STATES NAVY

A

LETTER OF COMMENDATION

for services as set forth in the following
CITATION:

"It is with great pleasure that I commend you on your selection as the
_____ for Training Squadron TWENTY-SEVEN for the
month/period of _____. Your selection as the
_____ is a direct
reflection of your commitment to professional excellence and sets you apart
from your peers.
Specifically, _____

Your direct contribution as a member of Training Squadron TWENTY-SEVEN is
greatly appreciated and you can be justifiably proud of your achievements.
I give you my personal congratulations for a job extremely WELL DONE and
keep up the good work!

(COMMANDING OFFICER)
Commander, U.S. Navy
Commanding Officer
Training Squadron TWENTY-SEVEN

Enclosure (2)

ANNUAL AWARDS

INSTRUCTOR OF THE YEAR (IOY)/RESERVE INSTRUCTOR OF THE YEAR (RIOY)

1. IOY. The CO will present this award to the most outstanding instructor during the preceding calendar year.

a. Eligibility. Nominees must have performed duties as flight instructor during the previous twelve months and have been nominated by their respective DH, the TRNGO, or the OPSO.

b. Criteria for selection. Same as for IOQ.

c. Procedure. All active duty instructor pilots will vote for their choice as IOY. The votes will be tabulated and validated by the XO and forwarded to the CO for final selection. Final selection will be made prior to commencing the holiday leave period.

d. Awards. The selected individual will receive:

(1) Navy and Marine Corps Achievement Medal (Command awarded or higher if selected for an award at a higher level)

(2) 96-hour special liberty

(3) Photograph displayed on the squadron awards board and at the Corpus Christi Bay Club

(4) Nomination for CTW-4/Chief of Naval Air Training (CNATRA) Instructor of the Year

(5) Command Coin

2. RIOY. The SAU CO will present this award to the most outstanding selected reserve instructor during the preceding calendar year.

a. Eligibility. Same as above. In addition, the RDH may nominate a candidate.

b. Criteria for selection. Same as for RIOQ.

c. Procedure. Nominations are sent to the RDH. No later than five working days prior to commencing the holiday leave period, the RDH will forward the list of nominees and selection recommendation to the CO via the following personnel:

(a) SAU CO

(b) XO

d. Awards. The selected individual will receive:

(1) Navy and Marine Corps Achievement Medal (command awarded or higher if selected for an award at a higher level)

(2) Photograph displayed on the squadron awards board

(3) Nomination for Commander, Training Air Wing (COMTRAWING) FOUR/Chief of Naval Air Training (CNATRA) Reserve Instructor of the Year.

(4) Command Coin

Enclosure (3)

PERIODIC AWARDS

SONIC BOOMER AWARD/1000-HOURS ACCIDENT-FREE

1. Sonic Boomer Award. The CO presents this award on the basis of instructor achievement using the sonic boomer criteria.

a. Eligibility. Individuals must earn eight points during the course of his/her tour with VT-27 to be eligible for this award.

b. Criteria for selection. The following points are assigned per award for each of the following achievements:

- (1) Hacker - 1 pt
- (2) Centurion - 2 pt
- (3) IOM - 1 pt
- (4) IOQ - 2 pt
- (5) IOY/CTW-4 IOY - 3 pts

c. Procedure. The Logs and Records Officer is responsible for maintaining a record of all points accumulated by individuals during the course of their tour and notifying the CO when an individual has a total of eight points. The PAO will prepare the appropriate certificate for each individual.

d. Awards. Selected individuals receive:

- (1) Sonic boomer certificate
- (2) Name recorded on a permanent plaque in the squadron spaces
- (3) Sonic boomer squadron patch
- (4) Command coin

2. Commendation Certificate for 1,000 Consecutive Accident-Free Hours of Syllabus Instruction

a. Eligibility. Instructors who accumulate 1,000 accident-free instructional flight hours are eligible. Syllabus hours of instruction include all syllabus flight hours giving instruction to student aviators, instructors under training, or other instructors on standardization events.

b. Procedure. The Logs and Records Officer shall monitor accumulated accident-free instructional hours flown by each instructor and will notify the PAO when a flight instructor has surpassed 1,000 hours of accident-free syllabus instruction. The PAO will prepare the appropriate certificate for each individual.

c. Awards. Qualified individuals receive:

- (1) 1000 instructor hours certificate
- (2) 1000-hour patch

PERSONAL AWARDS SUBMISSIONS

PERSONAL AWARD RECOGNITION PROGRAM WITHIN VT-27

1. Background. Recognition of sustained superior performance should be accorded an individual at the completion of the period during which he or she demonstrated that performance.

a. Awards policy: It is the policy of VT-27 that the awards system be used to provide an incentive for greater effort and improved morale.

b. Level of Award: Any award level should be weighed principally on its merits. However, award level is generally equated to responsibility, which normally increases with rank or grade. While seniority is relevant, there are some officers and enlisted personnel who perform the duties of more senior personnel and whose service should be recognized accordingly.

c. End of Tour: Recognition of sustained exceptional performance for individuals who have accomplished several specific achievements, not previously recognized by an award, should be considered for an end-of-tour award.

2. Meritorious Service Medal (MSM)

a. Eligibility. Awarded for outstanding meritorious achievement as the CO.

b. Procedure. Prepare an OPNAV Form 1650/3 (front and back) with a double-spaced proposed citation. Block 35, Summary of Action should not exceed more than one page and proposed citation should be typed in Courier New 12 with no more than 23 lines of text. Citation exceeding 23 lines will be returned for editing. Only 7 ½ lines are allowed for the citation.

(1) The XO will process the MSM and forward it to the Administration (Admin) Department for any adjustment.

(2) The Admin Department will forward it to CTW-4 for Commodore approval/signature.

c. Award. Recommendations must be received at CNATRA 90 days prior to presentation date.

3. Navy and Marine Corps Commendation Medal (NC).

a. Eligibility. Recognition of sustained exceptional performance for individuals who have accomplished several specific achievements, not previously recognized by an award, and should be considered for an end-of-tour.

b. Procedure. Prepare an OPNAV Form 1650/3 (front and back) with a proposed citation. Block 35, Summary of Action should not exceed more than one page and proposed citation should be typed in Courier New 12 with no more than 23 lines of text. Citation exceeding 23 lines will be returned for editing. Only 7 ½ lines are allowed for the citation.

(1) The DH will process the NC and forward it to the Admin Department for any adjustment.

(2) The Admin Department will process the NC and forward it to the CO for approval/signature.

c. Award. Recommendation must be received at CTW-4 60 days prior to presentation or transfer date.

4. Navy and Marine Corps Achievement Medal (NAM). Command awarded or higher if selected for an award at a higher level.

a. Eligibility. The award may be authorized for meritorious service based on sustained performance or specific achievement.

b. Procedure. DH shall prepare an OPNAV Form 1650/3 (front) with proposed citation. Use Courier New 12 and only 7 ½ lines are allowed. Citations exceeding 7 ½ lines will be returned for editing.

(1) The DH will process the NAM and forward it to the Admin Department for any adjustment.

(2) The Admin Department will process the NAM and forward it to the CO for approval/signature.

c. Award. Recommendation must be received in Admin 60 days prior to presentation or transfer date.

UNIT AWARDS SUBMISSION

1. Purpose. To publish Naval Air Training Command (NATRACOM) Aviation Related Awards submission policy for VT-27 for the calendar year ending.

2. General. Annual Awards will be submitted by each pertinent DH and routed through the front office. Responsibility to submit nominations for CNATRA Aviation Related Awards are on an annual basis.

3. Policy/Action.

(a) The NATRACOM Aviation Related Awards submission matrix enclosure shall be used to ensure nominations for respective awards are submitted on, or before, the required due dates. See reference (e) for instructions and guidance.

(b) Submissions shall be in accordance with individual awards criteria as delineated in reference (c), (d) and (e). Award nominations shall be accompanied with color photos (if required), relevant unit/personal awards and supporting metrics/numerical data.

4. Awards. The CO is responsible for judicious submission by letter to CNATRA, via CTW-4.

SAMPLE AWARD DUE DATES

Award Title	Type Award	Department Responsible	Due to CTW-4	Due to CNATRA
Richard E. Leuhrs Memorial Award	Top Flight Surgeon Of the Year	Flight Surgeon	Nov	Dec
VADM Robert Goldwaithe Award for Training Excellence	Top NATRACOM Training Squadron Overall	Training	Dec	Jan
CNATRA Training Excellence Award	Training Excellence	Training	Dec	Jan
CNATRA Flight Instructor of The Year	Top NATRACOM Flight Instructor	Training	Dec	Jan
CNATRA Reserve Flight Instructor of The Year	Top NATRACOM Flight Instructor	Reserves	Dec	Jan
ADM John H. Towers Flight Safety Award	Top NATRACOM Safety Award	Safety	Dec	Jan
CNO Safety Award	Top Primary Aviation Safety Award	Safety	Dec	Jan

Notes:

- All Awards found in CNATRINST 1650.9A, CNATRINST 1650.11 or CTW-4NOTE 1650

Award Title	Type Award	Department Responsible	Due To CTW-4	Due To CNATRA
ROA SelRes JO of the Year*	TRARON/SAU	Reserves	Jan	Feb
NRA SelRes JO of the Year*	TRARON/SAU	Reserves	Jan	Feb
NRA FTS JO of the Year**	TRARON/SAU	Reserves	Jan	Feb
CNATRA Reserve Instructor of the Year**	TRARON/SAU	Reserves	Jan	Feb
CNATRA ARI AWARD (SAU of the Year)*	TRARON/SAU	Reserves	Jan	Feb

Notes:

- All Award submissions send electronically.
- See CNATRINST 3740.8J for award application format.

Enclosure (6)