



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
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IN REPLY REFER TO:
HT-28INST 1542.1D
17 Mar 15

HELTRARON TWENTY-EIGHT INSTRUCTION 1542.1D

Subj: STUDENT MONITORING STATUS (SMS) PROGRAM

Ref: (a) CNATRINST 1542.161 w/CH-1
(b) CNATRINST 1500.4H
(c) CNATRINST 1542.156C

Encl: (1) Sample Supplemental Write-up Starting SMS
(2) Sample Supplemental Write-up Completing SMS
(3) SMS Calendar Card

1. Purpose. The objective of the HELTRARON TWENTY-EIGHT Student Monitoring Status (SMS) Program is to focus supervisory attention on Student Military Aviator (SMA) progress in training, specific deficiencies, and/or potential to complete the program. It may also be applied to SMAs who require supervisory attention while resolving a personal issue.

2. Cancellation. HT-28INST 1542.1C

3. Action. The squadron Student Control (STUCON) Officer is responsible for the HT-28 SMS program. The Operations Officer, Assistant Operations Officer, Flight Operations Officer, Assistant Flight Operations Officer, SMS Coordinator and Flight Leaders are designated as SMS Authorizing Officers. The STUCON Officer and Class Advisors shall be proactive in identifying potential issues that may necessitate placing a SMA on SMS and shall coordinate with the SMS Coordinator if SMS is recommended.

The SMA shall be placed on SMS for the following reasons:

a. Substandard performance

(1) Ready Room Unsatisfactory (UNSAT)

(2) Failure of a check flight

(3) Failure of an academic exam

(4) Two UNSAT and/or marginal events (flight, simulator, or a combination thereof) in one block. Warm-up marginal or UNSAT events shall not be included in the count.

- (5) Three UNSAT events in any previous phase of flight training.
- (6) Potential to complete MPTS is in question.

b. The CO may place a SMA on SMS any time that the CO perceives a need for focused attention to resolve SMA difficulties.

4. Procedures

a. To place a SMA on SMS, the Authorizing Officer shall conduct a jacket review, complete a supplemental SMS Write-up assigning the SMA to SMS in accordance with the procedures outlined below and counsel the SMA informing them of status, goals, requirements and time period. The SMS Supplemental Write-up shall contain, at a minimum, the following information:

- (1) Name, rank and title of SMS Authorizing Officer.
- (2) Name and rank of SMA.
- (3) Date of jacket review.
- (4) Specific reason for being placed on SMS.

(5) Specific goals/requirements to be met while on SMS and an appropriate amount of time to fulfill those goals. SMS goals should be specifically tailored to correct deficiencies. The SMS Authorizing Officer should consider the full range of counseling and training available and may elect to employ various actions to facilitate performance improvements. Actions may include but are not limited to:

- (a) Mandatory weekly meeting with SMA's Class Advisor.
- (b) Scheduling one syllabus event per day.
- (c) Removing the SMA from the watch bill.
- (d) Removing the SMA from the flight schedule.
- (e) Mandatory counseling at the Fleet and Family Support Center.
- (f) Mandatory study with fellow SMAs or wingers.
- (g) Mandatory appointment with the Flight Surgeon.
- (h) Recommending appointment with the Chaplain.
- (i) Assignment of Extra Instruction (EI) as defined by reference (b), Paragraph 804 to include extra academic instruction, extra chalk talk, extra briefings and any other extra instruction not

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received as part of the curriculum. EI does not include extra flight events or simulator events. EI is to be conducted/supervised by an Instructor assigned by the SMS Coordinator.

(6) Clear definition of when the SMA will be removed from SMS (may be a date or specific event). SMS is intended as a short-term program and time length shall be only as long as necessary to achieve the specified goals. The Authorizing Officer shall review the SMA's SMS status at least every 30 days and update as required. This review shall be documented using a SMS Supplemental Write-up.

(7) Initials of both Authorizing Officer and SMA being placed on SMS.

Note: If the SMA is already assigned SMS for a separate action, the new SMS Supplemental Write-up shall specifically indicate this fact and the requirements to meet successful completion for this current action shall be kept separate from the initial action. See Enclosure (1) for an example.

b. A SMA on SMS shall not be assigned as a Bravo Instructor's first On-wing and should, to the maximum extent possible, be assigned a Bravo Standardization Instructor.

c. The SMS Coordinator shall update the SMS tracker on a weekly basis and distribute to the Operations Officer, Student Control Officer, Flight Operations Officer and respective Class Advisor.

d. Initial jacket review and counseling shall be documented on a SMS Supplemental Write-up. During the initial jacket review, the SMS Coordinator shall ensure the SMA fully understands the requirements for successful completion of the SMS program.

e. The SMS Coordinator shall ensure the prescribed SMS guidelines are being adhered to and that the SMA is effectively progressing toward the SMS goals.

f. The SMS Coordinator shall maintain the SMS Tracking Binder and ensure that it contains a SMS calendar card (enclosure (3)) for all SMAs currently on SMS. The SMS Coordinator shall ensure that each SMA makes an entry for each day detailing the SMS activities for that day.

g. When the SMA successfully achieves his/her SMS requirements, the following actions shall be taken:

(1) The SMS Coordinator shall remove the SMS Calendar card from the SMS Tracking Binder and place it into the SMA's Aviation Training Jacket (ATJ). It shall remain there until the SMA successfully completes all training requirements in accordance with references (a) and (c).

(2) The SMS Coordinator shall update the SMS Tracker to remove the SMA from the current SMS roster.

(3) The Authorizing Officer shall complete a SMS Supplemental Write-up. In accordance with reference (c), the SMA shall be briefed on successful completion of SMS and sign the SMS Supplemental Write-up as soon as practical following successful completion. See enclosure (2) for an example.

h. If a SMA's performance brings doubt as to their ability to successfully complete the Advanced helicopter MPTS Curriculum, even though SMS requirements were met, the SMA should be referred to an Operations-directed Initial Progress Check or command-directed Final Progress Check (FPC) per references (b) and (c).

i. In the event a SMA fails to meet the requirements of SMS, the SMA shall progress to the FPC per references (b) and (c).



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Sample Supplemental Write-up: Starting SMS**Date:** _____

This supplemental was written to document _____ (name) being placed on SMS due to _____ (reason) per CNATRAINST 1500.4H.

SMA has been counseled on the importance of _____. _____ (name) stated that there were currently no personal, family or relationship issues that could potentially be impacting his/her performance.

SMA has been counseled on the Progress Check Training Review Process.

Aviation Training Jacket review was completed on _____.

SMA has been advised that any further (specific progress check triggers) will result in an (IPC/FPC as appropriate).

Recommendations: (examples)

- 1) _____ was advised to utilize his/her Contact B partner to assist with studying throughout the program.
- 2) Study with _____ for the aerodynamics exam.
- 3) Establish a study schedule to use time most efficiently over the weekend in preparation for tests and CPTs based on inputs from flight leader.

Requirements: (examples)

- 1) Meet daily with Class Advisor to discuss progress and any deficiencies.
- 2) SMA shall be hard scheduled following each training event for a "chalk talk" session with a stage-qualified IP.
- 3) SMA shall Contact Fleet and Family Support Center to schedule (appropriate course) for the next available class. Report completion to your Flight Leader.

Goals:

- 1) Successful completion of _____ (event/exam) _____.

Duration:

SMA shall remain on SMS until completion of _____ (event/exam) _____.

Within 30 days of the start of this SMS period, the SMS Coordinator shall review the SMS requirements, goals and duration stated above and update/modify as necessary.

LT/Capt _____
SMS Coordinator

ENS/2ndLt _____

Sample Supplemental Write-up: Completing SMS

Date: _____

_____ (name) _____ has met all assigned SMS requirements including successful completion of _____ (event/exam) _____.

_____ (name) _____ has been counseled on SMS completion and is hereby removed from SMS.

LT/Capt _____
SMS Coordinator