



DEPARTMENT OF THE NAVY

COMMANDER

TRAINING AIR WING FIVE

7480 USS ENTERPRISE STREET SUITE 205

MILTON, FLORIDA 32570-6017

IN REPLY REFER TO

COMTRAWINGFIVEINST 1650.6K

Code N1

16 Sep 11

COMTRAWINGFIVE INSTRUCTION 1650.6K

Subj: TRAINING AIR WING FIVE AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H
(b) CNATRAININST 1650.11A
(c) CNATRAININST 12451.1A

Encl: (1) Military Decorations and Awards Guidance
(2) Training/Safety/Achievement Awards

1. Purpose. To establish policies and procedures, and provide information regarding awards available to units and individuals assigned within Commander, Training Air Wing FIVE (CTW-5).
2. Cancellation. COMTRAWINGFIVEINST 1650.6J.
3. Background. The awards system contributes to our mission by providing deserving activities and individuals with the recognition they have earned. References (a) through (c) are guidelines for preparation and submission of award recommendations for Naval Training Command units. General guidance and criteria for various awards are contained in enclosures (1) and (2). See reference (c) regarding Incentive Awards for civilians.
4. Policy. It is the policy of CTW-5 that the awards system be used to recognize clearly exceptional performance, which far exceeds normal expectations, while providing an incentive for greater effort and improved morale.
5. Action
 - a. Squadron Commanding Officers shall:
 - (1) Implement an Awards Program that judiciously uses the awards system and ensures deserving personnel receive proper and timely recognition for outstanding performance.
 - (2) Ensure widest dissemination of this instruction and reference (b).
 - (3) Ensure eligibility dates are met and awards are submitted in the proper format.

(4) Comply with submission deadlines to Awarding Authority.

(5) Submit documentation of all command awarded Navy and Marine Corps Achievement Medal's directly to CTW-5 Award Clerk via e-mail with pdf files attached per reference (b).

b. CTW-5 Staff Awards Board will:

(1) Be chaired by the Chief Staff Officer (CSO). Operations Officer, Administrative Officer, Safety Officer, and Plans Department Head will serve as board members. Membership will additionally include the Reserve Component OIC or designated representative for Awards Board selecting Reserve nominees.

(2) Review and verify eligibility requirements and format of nomination.

(3) Make appropriate and timely selection of CTW-5 nominee and/or endorse nominations to next higher awarding authority.

(4) Submit OPNAV Form 1650/3 on all command-awarded Navy and Marine Corps Achievement/Commendation Medals electronically through NDAWS, and submit a copy of the signed certificate to BUPERS 312E1 (SSN on top right hand corner).

(5) Meet when deemed necessary by the CSO.


J. L. VANDIVER

Distribution:
COMTRAWINGFIVEINST 5216.1S
List II

MILITARY DECORATIONS AND AWARDS GUIDANCE

1. Background. References (a) through (c) outline regulations and guidelines for submission requirements of personal awards for Navy personnel and units. TRAWING FIVE Squadron Commanding Officers (Navy/Marine Corps) have the authority to award an unlimited number of Navy/Marine Corps Achievement Medals (NAs) for end of tour (EOT) or special achievement(s).

2. Guidance. This table is used for guidance only, each submission will be evaluated on its own merit.

Level of Award Guidance

MEDAL	END OF TOUR	RETIREMENT
*Legion of Merit (LM)	08/07/exceptionally performing 06's such as Major Command/EAs/Major Staff Directors. Exceptions considered, but based on <u>unusually exceptional performance</u> .	08/07/06/Fleet & Force Master Chiefs. Exceptions considered, but based on <u>unusually exceptional performance</u> .
Meritorious Service Medal (MM)	06 Non-Major Command/05 Command & Non-Command. Exceptional 04s, E9s, and E8s during an extremely demanding tour. Exceptions considered, but based on <u>unusually exceptional performance</u> .	05/W5/W4/E9. Exceptional 04s and E8s. Exceptions considered, but based on <u>unusually exceptional performance</u> .
Navy and Marine Corp Commendation Medal (NC)	04/03/W3/W2/E9-E7. For exceptional performance.	04/03/W3/W2/E9-E7. Top-performing E6. For exceptional performance.
Navy and Marine Corps Achievement Medal (NA)	03-01/E6-E5. For superior performance.	03/E6. For superior performance.

* CNAF may approve Legion of Merit for pay grade 0-6 only. Flag Officers and 0-5 and below must be approved by COMPACFLT.

3. Policy/Submission Requirements. It is the policy of Chief of Naval Air Training (CNATRA) and CTW-5 that personal end of tour awards be presented prior to transfer. **Award recommendations shall be submitted to TRAWING FIVE N1 30 days for NCs, 120 days for MMs, and 180 days for LMs prior to the awardee's PCS transfer or retirement date to allow for routine administrative processing.** Commanding officers shall:

a. Establish an active award tickler system on all military and civilian employees with their anticipated projected transfer date. TRAWING FIVE N1 shall maintain an award tracker for personnel PCS and TAD to TRAWING FIVE;

b. Establish an active internal Awards Board;

c. Establish an active Navy Incentive Awards Program for civilian and military personnel;

d. Prepare Personal Award Recommendations (OPNAV 1650/3) and thoroughly complete Blocks 1-22 and Block 35. A Summary of Action (SOA) is required for NCs and above. For MM and higher, the SOA is the most important element of the award recommendation. Divide the SOA into the following:

(1) The first section should be an opening paragraph explaining in general terms how the member performed distinguished act(s) or service(s), the scope of the individual's duties and responsibilities, and a summary of the achievements listed in the second section.

(2) The second section should be in bullet format, provide specific achievements and, where possible, state how the achievement assisted the unit in performing its mission.

(3) Section three is the closing paragraph. It should contain the member's outstanding personal characteristics, relate them to the summary of the achievements listed in section two, and state that the member's performance clearly warrants the award.

(4) The Summary of Action (block 35) should not exceed one page of single-spaced text (the first 500 characters only will be accepted into the NDAWS database, the rest will be truncated). If circumstances warrant further justification, the SOA may be longer; however, it shall not exceed two pages.

e. Certificates/Citations. The proposed certificate/citation that accompanies the award recommendation must conform with format guidelines established by awarding authority and should be written so it is easily understood by everyone. Write clearly and avoid abbreviations. Specific achievements should be taken directly from the Summary of Action for MM and higher. The description of achievements must show clearly that they were sufficient to justify the recommended award.

f. Parent commands will initiate and forward EOT award submissions on officers under Temporary Additional Duty (TAD) orders to CTW-5 (FITU, HITU, Academic Training, etc.) per above timelines. The applicable CTW-5 Department Head/OIC will complete award submission and continue routing for approval via CTW-5 admin.

4. Unit Awards. The criteria for a unit award is found in Chapter 3 of reference (a). Recommendations for the Meritorious Unit Commendation (MUC) must be submitted within 3 years from the date of action or service and the award must be made within 5 years thereof. No unit or part thereof may be awarded more than one unit award, regardless of type, for the same act or service. Consideration should be given to recommending unit awards upon the completion of periods (not to exceed 2 years) during which quantifiable achievements occurred, such as command inspections, completion of major training goals, and unique events which focus wide attention on the command and to which a majority of the command contributed.

SPECIFIC GUIDELINES FOR THE PREPARATION OF PROPOSED AWARDS

1. The proposed citation for NA and NC shall not exceed 7.5 lines, on 11 x 8 1/2" inch plain bond paper (Landscape), Courier New (10 pitch), in all capital letters, with margins of one inch.

a. Opening/closing sentences for NA:

FOR PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS...(JOB DESCRIPTION TITLE, COMMAND), FROM (dates exactly as on OPNAV 1650/3)".

... HER/HIS MANAGERIAL ABILITY, PERSONAL INITIATIVE, AND UNSWERVING DEVOTION TO DUTY REFLECTED CREDIT UPON HERSELF/HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

b. Opening/closing sentences for NC:

FOR MERITORIOUS (SERVICE OR ACHIEVEMENT) WHILE SERVING AS...(JOB DESCRIPTION, COMMAND), FROM (dates exactly as on OPNAV 1650/3).

... BY HER/HIS NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY, (Rank/last name) REFLECTED CREDIT UPON HERSELF/HIMSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

2. MM award citations must not exceed 22 double-spaced lines and are in Portrait format and lowercase.

a. Opening/closing sentences for MM:

For outstanding meritorious (achievement or service) as...(job description, command) from (dates exactly as on OPNAV 1650/3).

... The exceptional professional ability, steadfast initiative, and selfless dedication to duty exhibited by (Rank/last name) reflected great credit upon himself/herself and upheld the highest traditions of the United States Naval Service.

TRAINING/SAFETY/ACHIEVEMENT AWARDS

1. Background. The following is a list of training, safety, and achievement awards available to recognize outstanding performance and achievement by individuals and units within CTW-5.

AWARD TITLE	AWARD ELIGIBILITY	SUBMISSION DATE TO CTW-5	SUBMISSION DEADLINE TO CNATRA	CTW-5 ACTION
ORVILLE WRIGHT ACHIEVEMENT AWARD (See Appendix A)	HT SQDNS (All branches eligible)	5 JAN/5 JUL	15 JAN/ 15 JUL (Code N717)	N5
NATIONAL SOCIETY, DAUGHTERS OF THE AMERICAN COLONISTS HONOR AWARD (See Appendix B)	HT SQDNS (Navy/MC only)	5 JAN	15 JAN (Code N717)	N5
CNO AND NATRACOM AVIATION SAFETY AWARDS (See Appendix C)	SQDNS	5 JAN	15 JAN (Code OOX)	N8
ADMIRAL JOHN H. TOWERS FLIGHT SAFETY AWARD (See Appendix C1)	SQDNS	5 JAN	15 JAN (Code OOX)	N8
GRAMPAW PETTIBONE AWARD (See Appendix D)	INDIVIDUAL OR SQDNS	15 JAN	31 JAN (Code OOX)	N8
CNATRA TRAINING EXCELLENCE AWARD (Submission will also be for Goldthwaite Award see Ref (b))	SQDNS	15 JAN	31 JAN	N5
PENSACOLA NAVY LEAGUE CIVIC AWARDS (ENLISTED) (NASPINST1650.6A)	CTW-5/SQDNS	SUBMIT COPY OF NOMINATION TO CTW-5 15 JAN	PER NASP MSG -15 JAN NASP PAO	N/A
RICHARD E. LUEHRS AWARD (NAVOPMED ANNUAL MESSAGE)	FLIGHT SURGEONS	15 DEC	1 JAN	N02

2. In addition to the above, the following awards are issued or monitored by CTW-5. Eligibility requirements, application procedures, and staff POC are contained in Appendices A through C.

AWARD TITLE	AWARD ELIGIBILITY	SUBMISSION DATE TO CTW-5	SUBMISSION DEADLINE TO CNATRA	CTW-5 ACTION
CTW-5 FLIGHT INSTRUCTOR OF THE QUARTER ACTIVE/RESERVE COMPONENT	SQDNS/SAUS	10 APR/10 JAN 10 OCT/10 JUL	N/A	N3
CNATRA/CTW-5 FLIGHT INSTRUCTOR OF THE YEAR (IOY) ACTIVE/RESERVE COMPONENT (See NOTE and Appendix E)	SQDNS/SAUS	5 JAN	15 JAN	N3
SHORE SAILOR OF THE YEAR (SEE CNAF 1700.6A)	CTW-5/SQDNS	15 JAN	21 JAN (CODE N3)	N1/HT'S SENIOR ENLISTED
ANNUAL NAVY LEAGUE AWARDS (IOYs/SOYs)	CTW-5/SQDNS	SUBMIT NAME OF NOMINEE TO COMO's SEC 15 JAN	25 Jan to NAVY LEAGUE	N/A
PENSACOLA LIONS CLUB AWARD (OUTSTANDING FLIGHT INSTRUCTOR ACTIVE/ RESERVE COMPONENT)* (See Appendix H)	SQDNS/SAUS	SUBMIT COPY OF NOMINATION TO CTW-5 15 JAN	NASP PAO 15 JAN (INFO Sheet) 30 Jan (NOMINATION PKG)	N/A
<i>* CTW-5 WILL SELECT ONE RESERVE COMPONENT INSTRUCTOR FROM RESERVE NOMINEES</i>				
ASSOCIATION OF NAVAL AVIATION FLIGHT INSTRUCTORS AND ACADEMIC INSTRUCTOR OF THE YEAR	SQDNS/CTW-5	15JAN	CSO FORWARD NAMES TO ANA	N02
COAST GUARD INSTRUCTOR OF THE YEAR	SQDNS	15 JAN TO SENIOR CG OFFICER	30 JAN TO CGLO NAS P'COLA	N01C
MATSG-21 MARINE INSTRUCTOR OF THE YEAR AND MARINE LEADERS OF THE YEAR (GROUP BULLETIN 1650)	SQDNS	Copy to CTW-5	MATSG-21 NLT 25 SEP	N3
NOTE: CTW-5 ACTIVE (HT & VT) COMPONENT IOY WILL BE AUTOMATICALLY SUBMITTED FOR CNATRA IOY.				
COMMODORE'S LIST FOR FLIGHT AND ACADEMIC ACHIEVEMENT (See Appendix F)	SNA	AS OCCURRING	AS OCCURRING	N5

AWARD TITLE	AWARD ELIGIBILITY	SUBMISSION DATE TO CTW-5	SUBMISSION DEADLINE TO CNATRA	CTW-5 ACTION
OUTSTANDING ACADEMIC ACHIEVEMENT (See Appendix G)	SNA	AS OCCURRING	AS OCCURRING	N7
NAVY COMMUNITY SERVICE OF THE YEAR AWARD	SQDNS/CTW-5	TO NRSE 31 JUL SUBMIT COPY OF NOMINATION TO CTW-5 31 JUL	N/A	N52
MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL	SQDNS	Copy to CTW-5	N/A	N1
UNIT AWARDS	SQDNS	AS REQUESTED BY CTW-5	AS REQUESTED	N3

**SAMPLE LETTER FOR
THE ORVILLE WRIGHT ACHIEVEMENT AWARD**

1650
Ser /

From: Commanding Officer, Helicopter Training Squadron _____
To: Chief of Naval Air Training (Code N717)
Via: Commander, Training Air Wing FIVE

Subj: NOMINATION FOR ORVILLE WRIGHT ACHIEVEMENT AWARD

Ref: (a) CNATRAINST 1650.11A
(b) COMTRAWINGFIVEINST 1650.6K

Encl: (1) Naval Aviator Training Jacket (ATJ) Summary Card
(2) Naval Aviator Training Stage Grades - Helo

1. Per references (a) and (b), enclosures (1) and (2) are forwarded.
The following officer is hereby nominated for the Orville Wright
Achievement Award:

Rank, Name, Branch, SSN/Desig

2. Rank/Name was designated a Naval Aviator on date.

3. The following are Rank/Name's grade averages:

	<u>PRIMARY</u>	<u>ADVANCED</u>
Flight Grades:		
Academic Grades:		
Overall Flight Grade:		
Overall Academic Grade:		
Composite Score:		
Completion Date:		

4. Closing paragraph...

COMMANDING OFFICER

**SAMPLE LETTER FOR
THE NATIONAL SOCIETY, DAUGHTERS OF THE AMERICAN COLONISTS HONOR AWARD**

1650
Ser /

From: Commanding Officer, Helicopter Training Squadron _____
To: Chief of Naval Air Training (Code N717)
Via: Commander, Training Air Wing FIVE

Subj: NOMINEE FOR THE NATIONAL SOCIETY, DAUGHTERS OF THE AMERICAN
COLONISTS HONOR AWARD

Ref: (a) CNATRINST 1650.11A
(b) COMTRAWINGFIVEINST 1650.6K

Encl: (1) Naval Aviator Training Jacket (ATJ) Summary Card

1. Per references (a) and (b), enclosure (1) is forwarded.
2. Continue with recommendation write up...

COMMANDING OFFICER

**SAMPLE LETTER FOR
THE CNO AND NATRACOM SAFETY AWARDS**

1650
Ser /

From: Commanding Officer, Training Squadron _____

To: Commander, Training Air Wing FIVE

Subj: CHIEF OF NAVAL OPERATIONS AVIATION SAFETY AWARD

Ref: (a) OPNAVINST 1650.28A
(b) CNATRAININST 1650.11A

1. The following data is submitted per references (a) and (b), (mark N/A if not applicable):

- a. Class A and B aircraft flight, flight-related mishap rates
- b. Class A and B aircraft ground mishaps
- c. Flight exposure (day/night)
- d. Currency of safety survey
- e. Quality of mishap reports
- f. Quality and quantity of hazard reports with emphasis on human factors reporting
- g. Days and numbers of aircraft embarked aboard ship (if appropriate)
- h. Days and numbers of aircraft deployed away from home base (if applicable)
- i. Overall appraisal by the Aircraft Controlling Custodian including an evaluation of ORM readiness.
- j. Contributions to the Naval Aviation Safety Program (see reference (a))

2. Closing remarks.

COMMANDING OFFICER

Appendix C to
Enclosure (2)

**SAMPLE LETTER FOR
THE ADMIRAL JOHN H. TOWERS FLIGHT SAFETY AWARD**

1650
Ser /

From: Commanding Officer, Training Squadron _____
To: Chief of Naval Air Training (Code OOX)
Via: Commander, Training Air Wing FIVE

Subj: THE ADMIRAL JOHN H. TOWERS FLIGHT SAFETY AWARD

Ref: (a) CNATRAININST 1650.11A
(b) COMTRAWINGFIVEINST 1650.6K

1. The following data is submitted per references (a) and (b), (mark N/A if not applicable):

- a. Squadron:
- b. Model Aircraft:
- c. CY cumulative IPP:
- d. CY cumulative outs:
- e. Programmed time-to-train:
- f. CY average production time-to-train:
- g. Programmed Solo Flight Hours per Student:
- h. CY Actual Average Solo Flight Hours Per Student:
- i. Programmed Syllabus Hours per Student:
- j. CY Actual Average Student Syllabus Hours Flown:
- k. CY Total Flight Hours:
- l. CY Class "A," Class "B," and Class "C" Mishaps:
- m. CY Mishap Rate Class "A"/"B"/"C":
- n. Quality and quantity of hazard reports with emphasis on human factors reporting:
- o. Days and number of aircraft embarked aboard ship (if applicable)

p. Days and number of aircraft detached away form home base (if applicable)

q. Number of years Class "A" and Class "B" mishap free:

r. Additional supporting data consisting of factors which affect a command's safety performance, but which are not subject to statistical computation. (These will include noteworthy achievements in accident prevention, quality of investigation, ORM, safety program improvement over proceeding years, mission accomplished in addition to those normally assigned, and published articles on safety). Include number of Safety Pro awards submitted.

COMMANDING OFFICER

**SAMPLE LETTER FOR
THE GRAMPAW PETTIBONE AWARD**

1650
Ser /

From: Commanding Officer, Training Squadron _____
To: Chief of Naval Air Training (Code OOX)
Via: Commander, Training Air Wing FIVE

Subj: SUBMISSION FOR GRAMPAW PETTIBONE AWARD

Ref: (a) OPNAVINST 1650.28A
(b) CNATRAININST 1650.11A

Encl: (1) Article/Publication/Poster

1. Per references (a) and (b), enclosure (1) is forwarded.
2. Continue with recommendation write up...

COMMANDING OFFICER

TRAINING AIR WING FIVE "INSTRUCTOR OF THE QUARTER/YEAR" AWARD

1. Background. Military awards publicly recognize and reward individuals who distinguish themselves through extraordinary performance of duty. Public recognition of an outstanding flight instructor provides incentive for greater effort, increases morale of all flight instructors, and improves overall training.

2. Award. The Instructor of the Quarter (IOQ) winners will receive a CTW-5 Letter of Recognition for inclusion in their official service records. If selected as Instructor of the Year (IOY), they may be nominated by their commanding officer for award of the Navy and Marine Corps Achievement Medal/Commendation Medal based on specific accomplishments during the calendar year. Those chosen as CTW-5 (Advanced/Primary/Reserve) IOY's will automatically be submitted for CNATRA Flight IOY.

3. Eligibility. Nominees shall be instructors assigned to CTW-5 and squadrons during the previous calendar year, and may be chosen as IOQ as often as their accomplishments merit. Additionally, for IOY, all squadron flight instructors shall be considered and need not have been selected as an IOQ.

4. Submission and Selection Procedures for the "Instructor of the Quarter/Year" Award

a. Squadron commanding officers shall nominate one instructor for the subject awards not later than ten days after completion of each quarter/year. Nominations should include quantitative and qualitative data upon which comparisons of nominees in each category can be made.

b. Squadron COs will ensure the following enclosures are included in the Instructor of the Year nomination package:

(1) 1 - 8x10, 4 - 5x7, and 1 - 4x5 photographs of nominee in service dress blues or service equivalent, with cover;

(2) A double spaced rough draft letter of commendation for CTW-5 signature;

(3) A list of personal awards.

c. The following format shall be used for nominations:

(1) Qualitative Data

(a) Wing/Squadron Instructor of the (Quarter/Year) and period(s) cited;

(b) Primary/collateral duties and performance;

- (c) Comments describing nominee's character, leadership, and personality;
- (d) Comments on the results of student critique sheets;
- (e) Extra-curricular activities and civic involvement (graduate education, correspondence courses, professional associations, church activity, scouting leadership, youth sports coaching, squadron sports participation, etc.);
- (f) Specific comments explaining exactly what qualities set this instructor apart from others;
- (g) Any Reserve-specific information to include home of record, CY production days, civilian employer, and any appropriate additional information.

(2) Quantitative Data for the Award Period Covered:

(a) <u>ITEM</u>	<u>NOMINEE'S DATA</u>	<u>SQUADRON AVERAGE</u>	<u>SAU AVERAGE**</u>
TOTAL FLT HOURS			
CY FLT HOURS			
CY INSTRUCTIONAL FLT HOURS			
CY STUDENT FLT SORTIES			
CY HOURS PER STUDENT SORTIE			
CY STUDENT GRADE AVERAGE			
CY MAN-DAYS OF SUPPORT PROVIDED **			

(b) Instructor Qualifications

List all qualifications the nominee has attained.

**SAU Average required for Reserve nominees only

5. CTW-5. Upon receipt of the nominations, a Selection Board will be convened by CTW-5 Operations Officer to screen inputs and determine the winner. The board's recommendation will be submitted in writing not later than the 20th day of each ending quarter to the Chief Staff Officer, Deputy, and Commodore for final adjudication. Winners will be announced via message.

6. Presentation and publicity. Appropriate ceremonies and publicity of each nominee/winner is permissible and desired. Comments should also be made in the Fitness Report and Counseling Report along with preparation/submission of a Fleet Hometown/Local News Release.

7. Point of contact: CTW-5 (Code N3) at 623-7147.

SAMPLE NOMINATION LETTER FOR
INSTRUCTOR OF THE YEAR

1650
Ser /

From: Commanding Officer, Training Squadron _____
To: Commander, Training Air Wing FIVE
Subj: NOMINEE FOR TRAINING AIR WING FIVE INSTRUCTOR OF THE YEAR FOR 20__
Ref: (a) CNATRAINST 1650.11A
Encl: (1) Photograph with Cover (1 - 8x10, 4 - 5x7's, and 1 - 4x5)
(2) Draft NMCCM/NMCAM
(3) Personal Awards (i.e., Instructor of the Qtr, Month, NAs)

1. Per reference (a), the following information is provide along with enclosures (1) through (3):

- a. Name/Rank/Service/SSN (last four)/Designator.
- b. Date reported and estimated rotation date.
- c. Flight safety record and performance.
- d. Qualitative Data:

(1) CTW-5/squadron Instructor of the (Month, Qtr, Year) awards and periods cited.

(2) Primary/Collateral duties and performance.

(3) Comments describing nominee's character, personality, leadership traits, and management style.

(4) Student critique sheet comments concerning nominee.

(5) Extracurricular activities and civic involvement (i.e., graduate education, correspondence courses, professional associations, church activity, scouting leadership, youth sports coaching, and squadron sports participation).

(6) Specific comments explaining exactly what it is that sets this instructor apart from others.

- e. Flight training data:

<u>Item</u>	<u>Nominee Data</u>	<u>Squadron Avg</u>	<u>SAU Avg**</u>
Total Flight Hours			
CY Flight Hours			
CY Instructional FLT Hours			
CY Student FLT Sorties			
CY Hours Per Student Sortie			
CY Student Grade Average			

Instructor Qualifications:

** SAU average required for Reserve nominees only

COMMANDING OFFICER

Attachment (1)
Appendix E to
Enclosure (2)

COMMODORE'S LIST OF FLIGHT AND ACADEMIC ACHIEVEMENT

1. Purpose. To recognize those exceptional students who have achieved excellence in both academic and flight phases of Primary and Advanced Naval Aviation Training, and to issue information and procedures by which CTW-5 students may be recommended for Commodore's List recognition.

2. Background. Recognition of superior performance by those individuals who have applied themselves arduously and have obtained a high degree of excellence fulfills a dual role. First, it rewards the student for his/her accomplishments and secondly, it stimulates others to emulate superior performers. Training Air Wing FIVE established a Commodore's List to ensure that exceptional performance in phase and sustained superior performance by those students who have clearly distinguished themselves is duly recognized.

3. Criteria. Selection for the Commodore's List and Commodore's List with Distinction will be made at the end of Primary Flight Training and at the end of Advanced Flight Training. Squadron commanding officers will be notified by CTW-5 of Student Naval Aviators selected for recognition. Student Naval Aviators who obtain Commodore's List with Distinction status in both Primary and Advanced Flight Training will be placed on the Commodore's List of Distinguished Graduates.

4. Eligibility

a. The following eligibility criteria is based on historical data. The Commodore's List and the Commodore's List with Distinction will reflect the top 10 percent and 5 percent, respectively, for the Primary phase and the top 8 percent and 4 percent, respectively, for the complete Flight Training Program.

b. Composite Score. All grades will be converted to standard scores prior to computing the composite score. Composite score is figured on the basis of 70 percent flight grade, 15 percent Aviation Indoctrination grade, and 15 percent primary academic grade for Primary. For advanced training, the composite score is figured on the basis of 70 percent flight and 30 percent academic grades converted to standard scores. Changes to the current criteria will be initiated when they no longer accurately reflect the desired percentages. Standard rounding rules apply.

(1) Primary Composite Score

Commodore's List: 62
Commodore's List with Distinction: 66

(2) Advanced Composite Score

Commodore's List: 64
Commodore's List with Distinction: 67

5. Awards. Student Naval Aviators who are selected for the Commodore's List will receive an appropriate certificate. Additionally, Student Naval Aviators in advanced training who achieve the Commodore's List or Distinguished Graduate status will have their commendations presented by the designation officer at the Winging Ceremony.

6. Actions. Commanding officers shall:

a. Provide required information as to Student Naval Aviators' parents and/or spouses' names and addresses to CTW-5 in a timely manner.

b. Ensure that the Student Naval Aviator is notified of his/her achievement and directed to report to CTW-5 at the prescribed time in the uniform of the day for appropriate presentation of the award.

c. From the following, enter the appropriate comment in the Officer's Fitness Report and on Supplemental Jacket Form CNATRA-GEN 1542/16 for flight jacket:

(1) "In recognition of his/her superior performance in (Primary/Advanced) Training, (Name) was placed on the Commodore's (List/List with Distinction)."

(2) "In recognition of his/her outstanding performance throughout Naval Aviation Training, (Name) was placed on the Commodore's List of Distinguished Graduates."

d. Prepare and release, as applicable, suitable Fleet Hometown/Local News Release.

RECOGNITION FOR OUTSTANDING ACADEMIC ACHIEVEMENT

1. Purpose. To set forth procedures for recognition of superior performance in the academic phase of Primary Flight Training at CTW-5.

2. Background. To give recognition to Student Naval Aviators for outstanding academic achievement.

3. Criteria. To be eligible for selection a student must be among the top ten percent of all Student Naval Aviators undergoing training without failure of any end-of-course examinations. Designated Naval Flight Officers (NFOs) undergoing transition to Naval Aviator are not eligible to participate. The programs will be administered by the Academic Training Officer as follows:

a. Academic Achievement Award. Students must pass all academic exams and be among the top ten percent of all Student Naval Aviators undergoing training to be eligible to receive the Academic Achievement Award.

b. Advanced Academic Achievement Award. Students must pass all academic exams and be among the top ten percent of all Student Naval Aviators undergoing training to be eligible to receive the Advanced Academic Achievement Award.

NOTE: Delays in training are not a factor in qualifying for these awards.

4. Action

a. CTW-5 Academic Training Department will complete overall grades, process awards (includes Letters to family and award certificate), prepare Supplemental Jacket Form CNATRA-GEN 1542/16 for flight jacket, and forward to CTW-5 N1 for further processing.

b. Letters of Commendation will be presented by the CTW-5 (or his designated representative) in an appropriate ceremony.

PENSACOLA LIONS CLUB AWARDS TO OUTSTANDING FLIGHT INSTRUCTORS

1. Background. The Pensacola Lions Club, chartered in 1928, is a local chapter of an international benevolent organization. In addition to sponsoring the Outstanding Flight Instructors Awards Banquet, the Lions are active locally in providing support for a variety of sight-related programs, including the Pensacola Lions Eye Clinic, Leader Dogs, and Florida Lions Camp for the visually handicapped. The Pensacola Lions Club Awards to Outstanding Flight Instructors are presented annually to give recognition for the outstanding work by Flight Instructors in Training Air Wing FIVE.

2. Awards. Awards will be presented at an annual dinner hosted by the Lions Club around February/March timeframe.

3. Submission Procedures

a. Squadron Commanding Officer shall:

(1) Select the outstanding Flight Instructor from their command for the calendar year using the criteria below (all instructors should be considered):

- (a) Performance of duty as a flight instructor;
- (b) Flight safety;
- (c) Officer-like qualities;
- (d) Leadership;
- (e) Character; and
- (f) Personality.

(2) Submit completed nomination package to Naval Air Station Pensacola Public Affairs Officer, with a copy to CTW-5 on or about 15 January, to include:

- (a) Commanding Officer's nomination letter;
- (b) Awardee biography;
- (c) Completed awardee information sheet (Attachment (1) to Appendix H Enclosure (2));
- (d) Fleet Home Town News Release (NAVSO 5724/1); and
- (e) One, 5x7 color photograph (head & shoulders, covered, Service Dress Blue or equivalent).

(3) Ensure attendance of each awardee at the award dinner.

4. Point of contact: Naval Air Station Pensacola Public Affairs Office at 452-3100 x1539.

PENSACOLA LIONS CLUB AWARDS TO OUTSTANDING FLIGHT INSTRUCTORS

AWARDEE INFORMATION SHEET

Full Name: _____

Rank: _____ Branch of Service: _____

Designator: _____ Date of Designation: _____

Command: _____

Phases of Instruction: _____

Home Address: _____

Hometown (city and state): _____

College or University Attended: _____

Commissioning Source and Date: _____

Community Involvement: _____

Other Accomplishments: _____

Name of Awardee/Guest Attending Dinner: _____

(Squadron commanding officers will receive separate invitation)