DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

COMTRAWINGFIVEINST 1650.6N
Code N1
13 Oct 15

COMTRAWINGFIVE INSTRUCTION 1650.6N

Subj: TRAINING AIR WING FIVE AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1 (Series)
(b) CNATRAINST 1650.10 (Series)
(c) CNATRAINST 1650.11 (Series
(d) CNATRAINST 12451.1 (Series)

Encl: (1) Military Decorations and Awards Guidance
(2) Specific Guidance for the Preparation of Personal Awards
(3) Training/Safety/Achievement Awards

1. Purpose. To establish policies and procedures, and provide information regarding awards available to units and individuals assigned within Training Air Wing FIVE (TRAWING FIVE).

2. Cancellation. COMTRAWINGFIVEINST 1650.6M.

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) through (3). See reference (d) regarding Incentive Awards for civilians.

4. Policy. It is the policy of TRAWING FIVE that the awards system be used to recognize clearly exceptional performance, far exceeding 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 eligibility dates are met, awards are reviewed for correctness and accuracy and submitted in the proper format.

(3) Comply with submission deadlines to awarding authority.

(4) Submit documentation of all command awarded Navy and Marine Corps Achievement Medals directly to TRAWING FIVE Award Clerk via e-mail with files attached per enclosure (1).

(5) Commanding Officers will be limited to awarding two Navy Commendation Medals for O-3s per calendar year.

b. TRAWING FIVE 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 TRAWING FIVE 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 Navy Department Awards Web Services (NDAWS), and submit a copy of the signed certificate per service guidelines to the appropriate service (USN, USMC, USAF, USCG) personnel commands.

(5) Meet when deemed necessary by the CSO.

G. A. KLING

Distribution:
COMTRAWINGFIVEINST 5216.1T
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 Navy and Marine Corps Squadron Commanding Officers have the authority to award an unlimited number of Navy/Marine Corps Achievement Medals (NAs) for end of tour (EOT) or special achievement(s). Per reference (a), Air Force and Coast Guard Commanding Officers are NOT delegated this authority and will forward their recommendations to TRAWING FIVE.

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 unusually exceptional performance.	08/07/06/Fleet & Force Master Chiefs. Exceptions considered, but based on unusually exceptional performance.
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 unusually exceptional performance.	05/W5/W4/E9. Exceptional 04s and E8s. Exceptions considered, but based on unusually exceptional performance.
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 TRAWING FIVE that end of tour awards be presented prior to transfer. **Award recommendations shall be submitted to TRAWING FIVE N1 30 days for NAs/NCs, 90 days for MMs, and 120 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; and

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 (SOA) (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. Prepare Certificates/Citations. The proposed certificate/citation that accompany the award recommendation must conform to format guidelines established by the awarding authority and should be written so it is easily understood. 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 to the applicable TRAWING FIVE Department Head/OIC on officers under Temporary Additional Duty (TAD) orders to TRAWING FIVE (FITU, HITU, Academic Training, etc.) per above timelines.** The applicable TRAWING FIVE Department Head/OIC will complete award submission and continue routing for approval via TRAWING FIVE Administrative officer.

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 three years from the date of action or service and the award must be made within five 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 two 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 8.3 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 (Month/Year to Month/Year as noted on Block 25 on the 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 (Month/Year to Month/Year as noted on Block 25 on the 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 23 double-spaced lines and are in portrait layout and upper/lowercase type.

a. Opening/closing sentences for MM:

For outstanding meritorious service as… (job description, command) from (Month/Year to Month/Year as noted on Block 25 on the 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.

3. Reference (b) provides guidance on preparation of the CNATRA Safety Pro. PLEASE NOTE: Specific direction concerning signature line also applies to the TRAWING FIVE line in block 31 of the OPNAV 1650/3. For submission, send the signed OPNAV 1650/3 to TRAWING FIVE Admin in a folder with a TRAWING FIVE routing sheet attached. Submit, via email, the OPNAV 1650/3, in "Microsoft Word" format and the digital picture, at least one MB in size to the TRAWING FIVE Awards Clerk.

4. Required documentation for entry of awards into NDAWS is contingent upon the level of the award. Submit, via email, to the TRAWING FIVE Awards Clerk. When indicated, the awards clerk will mail a copy of the award to BUPERS for entry into the Member's Official Military Personnel File (OMPF).

a. Squadron awarded Navy Achievement Medal:

1) The OPNAV 1650/3, in "Microsoft Word" format.

2) The signed and dated OPNAV 1650/3, in pdf format.

3) The signed Certificate in pdf format.

b. For Achievement, Commendation, and Air Medal awards from other commands:

1) The signed Certificate, with SSN printed in upper right corner.

c. For Meritorious Service Medals and above:

1) The signed Certificate, with SSN printed in upper right corner.

2) The signed Citation.

3) In the case of an award from another Military Service, a Permanent Order will accompany the award.

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 TRAWING FIVE.

AWARD TITLE	AWARD ELIGIBILITY	SUBMISSION DATE TO TRAWING FIVE	SUBMISSION DEADLINE TO CNATRA	TRAWING FIVE ACTION
ORVILLE WRIGHT ACHIEVEMENT AWARD (See Appendix A)	HT SQDNS (All branches eligible)	27 JAN (Two submissions, one for 1st half of CY, one for 2nd half of CY)	BOTH DUE 15 FEB (Code N717)	N5
NATIONAL SOCIETY, DAUGHTERS OF THE AMERICAN COLONISTS OUTSTANDING FEMALE FLIGHT STUDENT (See Appendix B)	HT SQDNS (Navy/MC female only who graduate in preceding CY)	27 JAN	15 FEB (Code N717)	N5
CNO AND NATRACOM AVIATION SAFETY AWARDS (See Appendix C)	SQDNS	1 NOV	15 NOV (Code N00X)	N8
ADMIRAL JOHN H. TOWERS FLIGHT SAFETY AWARD (See Appendix C1)	SQDNS	1 NOV	15 NOV (Code N00X)	N8
GRAMPAW PETTIBONE AWARD (See Appendix D)	INDIVIDUAL OR SQDNS	1 NOV	15 NOV (Code N00X)	N8
CNATRA TRAINING EXCELLENCE AWARD (Submission will also be for Goldthwaite Award see Ref (c)) (See Appendix E)	SQDNS	27 JAN	15 FEB (Code N717)	N5

2. In addition to the above, the following awards are issued or monitored by TRAWING FIVE. Eligibility requirements, application procedures, and staff POC are contained in Appendices A through I.

AWARD TITLE	AWARD ELIGIBILITY	SUBMISSION DATE TO TRAWING FIVE	SUBMISSION DEADLINE TO CNATRA	TRAWING FIVE ACTION
TRAWING FIVE FLIGHT INSTRUCTOR OF THE QUARTER ACTIVE/RESERVE COMPONENT	SQDNS/SAUS	10 APR/10 JAN 10 OCT/10 JUL	N/A	N3
CNATRA/TRAWING FIVE FLIGHT INSTRUCTOR OF THE YEAR (IOY) ACTIVE/RESERVE COMPONENT (See Appendix F)	SQDNS/SAUS	10 JAN	15 FEB (Code N717)	N3
SHORE SAILOR OF THE YEAR (See CNAF 1700.6A)	TRAWING FIVE/SQDNS	1 DEC	10 DEC (Code N3)	N1/HT'S SENIOR ENLISTED
ANNUAL NAVY LEAGUE AWARDS (IOYs/SOYs)	TRAWING FIVE/SQDNS	SAME AS SQDN IOY CDRE's SEC 10 JAN	Approx 25 JAN to Navy League	N/A
ASSOCIATION OF NAVAL AVIATION (ANA) FLIGHT INSTRUCTORS AND ACADEMIC INSTRUCTOR OF THE YEAR (See Appendix G)	SQDNS/TRAWING FIVE	ANNUALLY PER PRESIDENT LOCAL ANA LTR TO CDRE/CO APPROX 15 JAN	CSO FORWARD NAMES AND BIOS TO ANA	N02
COAST GUARD INSTRUCTOR OF THE YEAR	SQDNS	15 NOV TO SENIOR CG OFFICER	30 NOV to CGLO NASP	N01C
COMMODORE'S LIST FOR FLIGHT AND ACADEMIC ACHIEVEMENT (See Appendix H)	SNA	AS OCCURRING	AS OCCURRING	N5
OUTSTANDING ACADEMIC ACHIEVEMENT (See Appendix I)	SNA	AS OCCURRING	AS OCCURRING	N7
PENSACOLA LIONS CLUB AWARD (OUTSTANDING FLIGHT INSTRUCTOR ACTIVE/ RESERVE COMPONENT) (See Appendix J)	SQDNS/SAUS	SUBMIT COPY OF NOMINATION PKG TO TRAWING FIVE 30 JAN	NASP PAO MSG Approx 15 JAN (Info Sheet) 30 JAN (Nomination PKG)	N/A
CNATRA FLIGHT SURGEON OF THE YEAR (Submitted by Wing)	FLIGHT SURGEONS	27 JAN	15 FEB	N02

AWARD TITLE	AWARD ELIGIBILITY	SUBMISSION DATE TO TRAWING FIVE	SUBMISSION DEADLINE TO CNATRA	TRAWING FIVE ACTION
NAVY COMMUNITY SERVICE OF THE YEAR AWARD	SQDNS/TRAWING FIVE	TO NRSE 31 JUL SUBMIT COPY OF NOMINATION TO TRAWING FIVE 31 JUL	N/A	N52
MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL	SQDNS	Copy to TRAWING FIVE	N/A	N1
UNIT AWARDS	SQDNS	AS REQUESTED BY TRAWING FIVE	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 1650.11 (Series)
(b) COMTRAWINGINST 1650.6 (Series)
(c) CNATRAINST 1500.4 (Series)

Encl: (1) Naval Aviator Training Jacket (ATJ) Summary Card
(2) Naval Aviator Training Stage Grades - Helo
(3) Other pertinent data/records as deemed appropriate
(4) Brief biography and summary of achievements
(5) Nominees current organization and phone number (comm & DSN)

1. Per references (a) and (b), enclosures (1) through (5) are forwarded. The following officer is hereby nominated for the Orville Wright Achievement Award:

Rank, Name, Branch, Designator

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

3. In addition to enclosures (1) through (5) the following is submitted on behalf of Rank/Name's submission: selection composite score as defined in reference (c) p. 8-16.

1. Closing paragraph...

COMMANDING OFFICER

SAMPLE LETTER FOR
THE NATIONAL SOCIETY, DAUGHTERS OF THE AMERICAN COLONISTS
OUTSTANDING FEMALE FLIGHT STUDENT 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 OUSTANDING FEMALE FLIGHT STUDENT AWARD

Ref: (a) CNATRAINST 1650.11 (Series)
(b) COMTRAWINGFIVEINST 1650.6 (Series)

Encl: (1) Naval Aviator Training Jacket (ATJ) Summary Card
(2) Other pertinent data/records as deemed appropriate
(3) Brief biography and summary of achievements
(4) Nominees current organization and phone number (COMM & DSN)

1. Per references (a) and (b), enclosures (1) through (4) are forwarded.

2. Continue with recommendation write up...

COMMANDING OFFICER

SAMPLE LETTER FOR
THE CNO AND NATRACOM SAFETY AWARDS

1650
Ser /

From: Commanding Officer, (Helicopter) Training Squadron _____
To: Chief of Naval Air Training (Code N00X)
Via: Commander, Training Air Wing FIVE

Subj: CHIEF OF NAVAL OPERATIONS AVIATION SAFETY AWARD

Ref: (a) OPNAVINST 1650.28 (Series)
(b) CNATRAINST 1650.11 (Series)

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 form 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

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

1650
Ser /

From: Commanding Officer, (Helicopter) Training Squadron _____
To: Chief of Naval Air Training (Code 00X)
Via: Commander, Training Air Wing FIVE

Subj: THE ADMIRAL JOHN H. TOWERS FLIGHT SAFETY AWARD

Ref: (a) CNATRAINST 1650.11 (Series)
(b) COMTRAWINGFIVEINST 1650.6 (Series)

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, (Helicopter) Training Squadron _____
To: Chief of Naval Air Training (Code N00X)
Via: Commander, Training Air Wing FIVE

Subj: SUBMISSION FOR GRAMPAW PETTIBONE AWARD

Ref: (a) OPNAVINST 1650.28 (Series)
(b) CNATRAINST 1650.11 (Series)

Encl: (1) Article/Publication/Poster

1. Per references (a) and (b), enclosure (1) is forwarded.

2. Continue with recommendation write up...

COMMANDING OFFICER

SAMPLE LETTER FORMAT FOR THE CNATRA TRAINING EXCELLENCE AWARD

1650
Ser /

From: Commanding Officer, (Helicopter) Training Squadron _____
To: Commander, Training Air Wing FIVE

Subj: CNATRA TRAINING EXCELLENCE AWARD

Ref: (a) CNATRAINST 1650.11 (Series)
(b) COMTRAWINGFIVEINST 1650.6 (Series)

Encl: (1) CNATRA Training Excellence Criteria Award Worksheet
(2) HT/VT___ 20__ Objective Award Criteria
(3) HT/VT___ 20__ Subjective Award Criteria

1. Per references (a) and (b), (Helicopter) Training Squadron _____ proudly submits enclosures (1) through (3) for the subject award.

CO SIGNATURE

A sample of enclosures (1) through (3) are on the following page of this instruction

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1. The Squadron Commanding Officer will submit for the award to the TRAWING Commander a Naval letter not to exceed 10 pages, including enclosures.

2. Calendar year data shall be used for all areas of the award, with the following specific exceptions:

a. Standardization Evaluation results: If an inspection was not conducted during the preceding calendar year, use the results from the prior inspection.

b. Efficiency data: Use fiscal year data for all calculations in section 3 of the worksheet.

3. The Commander TRAWING FIVE will, via naval letter, select and submit to CNATRA N717 one nomination for the Primary squadron category (as appropriate) and one nomination for the Advanced squadron category (as appropriate) prior to 15 February of each year. Use letter format provided (page B-4 of reference(a)) and include the CNATRA Training Excellence Award Criteria Worksheet as enclosure (1). Accuracy of data will be verified and the data will be used to assign points and provide a total grade on the worksheet.

CNATRA TRAINING EXCELLENCE CRITERIA AWARD WORKSHEET		
TRAINING AIR WING FIVE NOMINATION: TRAINING SQUADRON ___	PRIMARY OR ADVANCED SQUADRON FOR AWARD YEAR 2013	
(Bold numbers = Total possible per section)	POINTS	
1. **Safety** (Deduct points for each assignable mishap as listed below)	**20**	
a. Class "A" Mishaps	-15	
b. Class "B" Mishaps	-10	
c. Class "C" Mishaps	-5	
d. HAZREPS (**Bonus points:** Assign one pt. for every 5 non-BASH submission)		
Subtotal		
2. **Quality of Training**	**40**	
a. Standardization Evaluation results: (Based on overall grade received during the last evaluation)	25	
Outstanding -- Assign 25 Pts		
Excellent -- Assign 15 Pts		
Satisfactory -- Assign 5 Pts		
Unsatisfactory -- Deduct 10 Pts		
b. NATOPS results (no discrepancies)	5	
c. Training Innovations and Accomplishments (Board may award up to 10 pts	10	
Subtotal		
3. **Efficiency *(Use Fiscal Year data for this section)***	**30**	
a. FY Average Time-to-Train, as percent of MCG (Actual average TTT in wks divided by MCG TTT in wks)	5	
98 to 101 percent within +/- Pub TTT - Assign 5 Pts		
95 to 103 percent within +/- Pub TTT - Assign 3 Pts		
90 to 105 percent within +/- Pub TTT - Assign 1 Pts		
b. Student Production, as percent of goal (Number of students produced divided by TRL-adjusted goal)	15	
99 to 101 percent within +/- goal - Assign 15 Pts		
96 to 104 percent within +/- goal - Assign 11 Pts		
90 to 110 percent within +/- goal - Assign 7 Pts		
c. Efficiency Ratio of flight hours per X (Entitlement hours per X, divided by Actual flight hrs per X)	10	
>1.02 - Assign 10 Pts		
>0.99 up to 1.02 - Assign 7 Pts		
>0.97 up to 0.99 - Assign 4 Pts		
Subtotal		
4. **Additional Factors**	10	
a. Staff Professional Development (Board may award up to 5 Pts)	5	
b. Community involvement (Board may award up to 5 Pts)	5	
Subtotal		
Grand Total		

Sample enclosure (2) format

HT/VT- OBJECTIVE AWARD CRITERIA

1. Squadron:

2. Calendar/Fiscal Year 20__ Statistical Data:

   a. Safety:

      (1) CY__ Class "A" Mishaps:

      (2) CY__ Class "B" Mishaps:

      (3) CY__ Class "C" Mishaps:

      (4) CY__ HAZREPS Submitted:

   b. Standardization Assist Results:

      (1) Overall:

      (2) Standardization/Training:

      (3) Safety/NATOPS:

      (4) Operations/Schedules:

      (5) Student Control:

   c. Efficiency:

      (1) FY__ Average Time to Train: ____ average/____ MCG weeks

      (2) FY__ Student Production: ___ produced/____ Goal students

      (3) FY__ Flight Hours per X: ____entitlement/____ actual

Sample enclosure (3) format (up to seven pages)

HT/VT- SUBJECTIVE AWARD CRITERIA

1. COMMAND ACHIEVEMENTS

a. Operations information...

b. Training information...

c. Standardization information...

d. Safety information...

e. Administrative information...

f. Non-training related accomplishments...

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 TRAWING FIVE 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 TRAWING FIVE (Advanced/Primary/Reserve) IOY's will automatically be submitted for CNATRA Flight IOY.

3. Eligibility. Nominees shall be instructors assigned to TRAWING FIVE 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 10 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 IOY nominations include one 8x10 photograph and one 5x7 photograph (along with a digital copy) of nominee (chest and above) in service dress blues or service equivalent, with cover and the Qualitative Data listed on Attachment (1) of Appendix F of this instruction are included in the nomination letter.

5. TRAWING FIVE. Upon receipt of the nominations, a selection board will be convened by TRAWING FIVE 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. Squadron IOYs and subsequent TRAWING FIVE IOY awardees will be recognized at the Navy League annual awards banquet. Appropriate ceremonies and publicity of each nominee/winner is permissible and desired. Comments should also be made in the Fitness Report and midterm Counseling Report along with preparation/submission of a Fleet Hometown/Local News Release.

7. Point of contact: TRAWING FIVE (Code N3) at (850) 623-7147.

SAMPLE NOMINATION LETTER FOR INSTRUCTOR OF THE YEAR

1650
Ser /

From: Commanding Officer, (Helicopter) Training Squadron _____
To: Commander, Training Air Wing FIVE

Subj: NOMINEE FOR TRAINING AIR WING FIVE INSTRUCTOR OF THE YEAR FOR CY___

Ref: (a) CNATRAINST 1650.11 (Series)

Encl: (1) Nomination Criteria ICO (Rank/Name)
(2) Photographs (chest and up) with Cover (one 8x10 and one 5x7, along with a digital copy)

1. Per reference (a), enclosures (1) and (2) are forwarded.

COMMANDING OFFICER

The following format shall serve as Enclosure (1) to the above nomination letter:

1. Name/Rank/Service/SSN (last four)/Designator/Squadron.

2. Date completed the Intructor Under Training syllabus and estimated rotation date.

3. Flight safety record and performance.

4. Qualitative Data:

a. TRAWING FIVE/squadron Instructor of the (Month, Qtr, Year) awards and periods cited.

b. Primary/Collateral duties and performance.

c. Comments describing nominee's character, personality, leadership traits, and management style.

d. Student critique sheet comments concerning nominee.

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

f. Specific comments explaining exactly what it is that sets this instructor apart from others.

5. a. Flight training data:

Item	Nominee Data	Squadron Avg	SAU Avg**
Total FLT Hours			
CY FLT Hours			
CY Instructional FLT Hours			
CY Student FLT Events			
CY Student SIM Events			

b. Instructor Qualifications (list):

** SAU average required for Reserve nominees only

ASSOCIATION OF NAVAL AVIATION (ANA)
FLIGHT INSTRUCTORS AND ACADEMIC INSTRUCTORS OF THE YEAR

AWARDEE INFORMATION SHEET

Full Name: _____

Rank: _____ Branch of Service: _____

Designator/MOS: _____ 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 Luncheon: _____

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 TRAWING FIVE students may be recommended for Commodore's List and Commodore's List with Distinction 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 TRAWING FIVE of Student Naval Aviators (SNAs) selected for recognition. SNAs 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 five percent, respectively, for the Primary phase and the top eight percent and four 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. SNAs who are selected for the Commodore's List will receive an appropriate certificate. Additionally, SNAs 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 SNAs' parents and/or spouses' names and addresses to TRAWING FIVE in a timely manner.

b. Ensure the SNA is notified of his/her achievement and directed to report to TRAWING FIVE 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, 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 TRAWING FIVE.

2. Background. To give recognition to SNAs for outstanding academic achievement.

3. Criteria. To be eligible for selection, a student must be among the top 10 percent of all SNAs 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. Primary Academic Achievement Award. Students must pass all academic exams and be among the top 10 percent of all SNAs undergoing training to be eligible to receive the Primary Academic Achievement Award.

b. Advanced Academic Achievement Award. Students must pass all academic exams and be among the top 10 percent of all SNAs 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. TRAWING FIVE 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 TRAWING FIVE N1 for further processing.

b. Letters of Commendation will be presented by Commander, Training Air Wing FIVE (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 TRAWING 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 TRAWING FIVE 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 J);

(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 (850) 452-3100 x1539.

PENSACOLA LIONS CLUB AWARDS TO OUTSTANDING FLIGHT INSTRUCTORS

AWARDEE INFORMATION SHEET

Full Name: _____

Rank: _____ Branch of Service: _____

Designator/MOS: _____ 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)

Attachment (1)
Appendix J to
Enclosure (3)