



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

IN REPLY REFER TO

COMTRAWINGFIVEINST 1650.7B
Code N1
20 Nov 12

COMTRAWINGFIVE INSTRUCTION 1650.7B

From: Commander, Training Air Wing FIVE

Subj: AWARDING OF COMMAND PLAQUES AND SIMILAR DEVICES

Ref: (a) SECNAVINST 3590.4A

1. Purpose. To establish policy for awarding command plaques and similar devices and to assign responsibility for stocking and controlling award items.

2. Cancellation. COMTRAWINGFIVEINST 1650.7A

3. Background. Reference (a) authorizes the use of appropriated funds to purchase command plaques and similar devices for presentation to personnel in recognition of significant accomplishments. End of tour, retirement, reenlistment, promotion, or assignment to another activity alone is not sufficient justification for appropriated funding of a plaque or similar device.

4. Policy. Eligibility for presentation of either a command plaque, model plane, command coin, or Aviator Designation Wings "Wings of Gold," purchased from appropriated funds is per the following paragraphs. Personnel not meeting these criteria who would like an award item will have to purchase it on their own.

a. Plaques:

(1) Honorary awards for significant accomplishments per reference (a) (awardees will have choice of either a plaque or model).

(2) Selection as TRAWING FIVE Instructor/Sailor of the Year.

(3) NJROTC Awards.

b. Model Planes (TH-57/T-6):

(1) Honorary awards for significant accomplishments per reference (a) (awardees will have choice of either a plaque or model).

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b. Model Planes (TH-57/T-6):

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c. Command Coin:

- (1) Recognition for "Academic Achievement Award" or "Commodore's List" (flight students).
- (2) Recognition for superb performance at Commodore's discretion.

d. Aviator Designation Wings:

- (1) Upon designation as a Naval Aviator.

5. Action

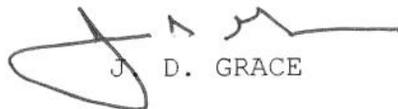
a. The Admin Officer shall:

- (1) Ensure all plaques are requested in a timely manner and available for presentation.
- (2) Screen all plaque requests for sufficient justification and criteria.
- (3) Maintain log for plaques, who, when, and reason/justification.

b. The Command Credit Card Holders/Supply Technicians who have authority to make purchases with Command OPTAR shall:

- (1) Ensure items are ordered when requested.
- (2) Maintain appropriate supply logs as required by supply directives.

c. Wing Staff Department Heads shall advise the Admin Officer of plaque requirements at least thirty (30) days prior to the date needed.


J. D. GRACE

Distribution:
COMTRAWINGFIVEINST 5216.1S
List I(b), II