



DEPARTMENT OF THE NAVY

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

IN REPLY REFER TO:
COMTRAWINGFIVEINST 1650.7C
Code N1
13 Apr 15

COMTRAWINGFIVE INSTRUCTION 1650.7C

Subj: AWARDING OF COMMAND PLAQUES AND SIMILAR DEVICES

Ref: (a) SECNAVINST 3590.4A
(b) COMNAVAIRPACINST 7042.1

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 1650.7B.
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 or command coin purchased from appropriated funds is per the following paragraphs.
 - 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.
 - b. Command Coin:
 - (1) Recognition for "Academic Achievement Award" or "Commodore's List" (flight students).
 - (2) Recognition for superb performance at Commodore's discretion.

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.


G. A. KLING

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