



## DEPARTMENT OF THE NAVY

TRAINING SQUADRON FOUR  
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PENSACOLA FL 32508-5502

TRARONFOURINST 1500.4C  
N5  
11 May 16

### TRAINING SQUADRON FOUR INSTRUCTION 1500.4C

Subj: STUDENT MONITORING STATUS PROGRAM

Ref: (a) CNATRAINST 1500.4H  
(b) CNATRAINST 1542.171

1. Purpose. To establish standardization procedures for the squadron Student Monitoring Status (SMS) Program.
2. Cancellation. TRARONFOURINST 1500.4B
3. Discussion. Per references (a) and (b), the SMS Program is designed to focus supervisory attention to a student's progress in training, specific deficiencies, efforts to resolve personal issues and potential to complete the program. SMS should include, but is not limited to, training tailored to correct deficiencies as determined by the Class Advisor (CA). This program is intended to be short-term, with specific goals defined for removal as established by the student's CA, Student Control Department Head (STUCON DH) or Operations Officer (OPSO). Once the student achieves the goals within the SMS period or when personal issues are resolved, the student will be removed from SMS. If the student has failed to achieve the goals within the SMS period, the student shall progress to a Command Directed Final Progress Check (FPC).
4. Action. In order to ensure uniform and objective application of the SMS program the following policy is set forth:
  - a. A Squadron SMS Officer will be designated by the Commanding Officer (CO) to provide oversight of the SMS program and the students assigned to SMS. The **SMS Officer shall**:
    - (1) When notified of a student receiving an UNSAT for an event, check to see if the UNSAT triggers mandatory SMS for the student.
    - (2) If an UNSAT event meets the criteria for mandatory SMS, talk with the CA, draft the supplemental ATF, and give it to the CA to be reviewed and signed by the student. Ensure that specific deficiencies, failures, and/or specific areas of difficulty are addressed, specific goals are set to correct the deficiencies and timeframes are set for meeting the specific goals.

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(3) Maintain an accurate tracker of which students are on SMS and what they must achieve to be removed from SMS.

(4) When a student successfully completes their goals for removal from SMS, draft the supplemental ATF to remove the student from SMS, and give it to the CA to be reviewed and signed by the student.

(5) Notify OPS/Schedules of any changes in the status of SMS students so the daily schedule will accurately reflect which students are currently on SMS.

(6) Meet with all students on SMS at least once a week to review and sign their ATJs.

(7) Periodically check the SMS muster sheet in the Duty Office to ensure SMS students are complying with muster requirements.

**b. CAs shall:**

(1) Place a student on SMS if they meet any one of these criteria:

(a) Receives two UNSATs while at VT-4 to include UNSATs received during academic or Multi-Crew Simulator (MCS) events.

(b) Receives a Ready Room UNSAT (RRU).

(c) Fails any event that requires a progress check, i.e. failed checkride, second consecutive failure, third failure in block. However, if the student has had no prior UNSATs but fails a checkride, the CA, with STUCOH DH concurrence, may elect to not place the student on SMS.

(d) The STUCON DH, OPSO, SMS Officer, or CA deems that it would be beneficial for the student's success to be placed on SMS.

(2) Annotate all students placement on SMS by submitting a supplemental ATF in the student's Aviation Training Jacket (ATJ) as per the example in enclosure (1). The SMS Officer will normally draft the unsigned supplemental ATF, and give it to the CA for inputs. The CA will then review the paperwork with the student, and have the student sign the supplemental ATF, where it is then returned to STUCON. The supplemental ATF must cite specific deficiencies, failures, and/or areas of difficulty resulting in assignment to SMS. CA's must direct realistic, concrete goals while on SMS, and a time frame for meeting those goals for removal from SMS. The default timeframe for removal from SMS will be successful completion of the current block of training; however this can be tailored based upon the judgment of the CA. Examples for SMS goals include:

(a) Meet with CA twice per week.

(b) Four hours of MCS practice per week.

- (c) EP exam administered by CA once per week.
- (d) Observe two MCS briefs per week.
- (e) Other realistic and attainable goals.

(3) Conduct an ATJ review with each student on SMS a minimum of once per week.

**c. All students on SMS shall:**

(1) Receive a copy of and read this entire instruction including acknowledging their understanding of the appropriate references above, (a) and (b).

(2) All SMS students not otherwise scheduled (see sub-paragraph (6)) shall observe the working hours of 0800 - 1600. SMS students must sign in with the Squadron Duty Officer (SDO) each weekday morning no later than 0800. Affected SMS students shall physically muster with the SDO at the following times: 0800, 1000, 1400 and 1600. Students should ensure their musters are annotated in the SDO SMS log. This policy is considered to be effective on a not to interfere basis with crew rest.

(3) Primarily remain available in the squadron spaces and productively work on the SMS plan provided for by the student's CA. However, students are authorized to study in the simulator building at the SDO's discretion if it is deemed conducive to the student's SMS training plan.

(4) Check out with the Assistant Squadron Duty Officer when departing the squadron spaces for the simulator building and check back in upon return.

(5) SMS students are authorized to shift their working hours in order to sign up for practice simulators before 0800 or after 1600. A student who arrives at 0600 for a simulator may depart the squadron at 1400, and vice versa.

(6) Due to crew day implications, SMS students who are scheduled for any MCS events will not be required to muster with the SDO until successful completion or cancellation of the MCS event.

(7) Students will remain on SMS until they have met the specific goals for removal as set forth by their CA in the supplemental ATF assigning them to SMS or when the timeframe for meeting the assigned goals has elapsed. Students who are unable to meet the specific goals of SMS within the timeframe specified, or whose performance does not improve, shall receive a Command Directed FPC.

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(8) Upon completion of SMS, students shall meet with their CA and/or STUCON for proper removal from SMS and documentation in their ATJ.

(9) Students who are found to have willingly violated the non-performance based requirements of SMS will be written up for an Officer Like Qualities Violation (OLQ) or charged with violating Article 92 of the UCMJ, depending on the severity of the infraction.

d. When a student on SMS fails an event:

(1) Instructors **shall** refer them to their CA.

(2) The CA **shall** conduct a thorough review of the student's ATJ.

(3) If the failed event does not objectively meet the criteria for an IPC or FPC as per reference (a), but the failure violates a specific goal of SMS, the CA shall notify the OPSO or CO to proceed with an FPC.

(4) The OPSO or CO may direct an Initial Progress Check or Final Progress Check, respectively, or a return to training. If the failure violates specific goals of SMS, or performance has not improved, the SNFO shall be referred to a Command-Directed FPC.

e. In summary, when ANY event is failed:

(1) Instructors **shall** review the student's "junk jacket" or ATJ immediately after the event and proceed as outlined below if SMS criteria is met per this instruction.

(a) Notify the student's CA or STUCON as soon as possible and direct the student to contact his CA immediately.

(b) Check the following day's schedule to ensure the student is not scheduled for a graded event. Notify the SDO ASAP for schedule changes as required. If the student meets SMS criteria, they must not execute another graded event until they have been counseled by their CA regarding SMS.

(2) CAs **shall**:

(a) Review the student's ATJ and complete an SMS supplemental ATF (if required) that addresses specific deficiencies and identifies areas of difficulty. Specific goals and a timeframe for meeting those goals shall be set which are tailored to correct deficiencies as determined by the CA.

(b) After counseling the student, place a blue copy of the supplemental ATF in the student's "junk jacket" and take the original to Student Control to be reviewed by the Squadron SMS Officer and placed in the student's ATJ.

(3) Student Control Clerks **shall**:

(a) Notify the CA and the Squadron SMS Officer when a student meets criteria for assignment to SMS.

(b) Place the original supplemental ATF in the student's ATJ after review by the Squadron SMS Officer.

(4) The above procedures should be accomplished before the close of business on the day of the failure. If the failure occurred late in the day and the procedures cannot be accomplished that day, they must be completed at the earliest possible time the following day. The responsibility for completing the process rests with the instructor until they assure that the next person in the chain has been notified.

(5) **Any RRU will** result immediately in the following actions by the student:

(a) After debrief, the student **shall** inform the SDO, the student's CA, STUCON, and the OPSO.

(b) Within 24 hours of the RRU, the student **shall** schedule a meeting with the Executive Officer (XO) regarding the RRU and performance expectations.

(c) The Uniform of the Day for all students receiving a RRU will continue to be a flight suit unless a specific Uniform of the Day is designated on the flight schedule for that day's special events.

(d) Students who receive a RRU are especially encouraged to seek out the help of instructors while on SMS.



S. R. WEEKS

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List I, II