



**DEPARTMENT OF THE NAVY**

COMMANDER TRAINING AIR WING SIX  
390 SAN CARLOS ROAD SUITE C  
PENSACOLA, FLORIDA 32508-5509

COMTRAWINGSIXINST 1650.9K CH-1  
N1  
8 Mar 16

COMTRAWING SIX INSTRUCTION 1650.9K CHANGE TRANSMITTAL 1

From: Commander, Training Air Wing SIX

Subj: TRAINING AIR WING SIX AWARDS PROGRAM

Encl: (1) Revised Page 1 of Enclosure (2)

1. Purpose. To transmit revised page.
2. Action. Make the following change: Replace page 1 of enclosure (2) with enclosure (1).

A handwritten signature in black ink, appearing to read "E. Heflin", with a horizontal line extending to the right.

EDWARD L. HEFLIN

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12 Nov 15

**COMMANDER TRAINING AIR WING SIX INSTRUCTION 1650.9K**

From: Commander, Training Air Wing SIX

Subj: TRAINING AIR WING SIX AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H  
(b) CNATRAINST 1650.10  
(c) CNATRAINST 1650.11B  
(d) OPNAVINST 1700.10L  
(e) CNATRAINST 12451.1B

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

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

2. Cancellation. COMTRAWINGSIXINST 1650.J

3. Background. The award system contributes to the Navy mission by providing deserving activities and individuals with the recognition they have earned. General guidance and criteria for various awards are contained in enclosures (1) and (2). References (a) through (e) are guidelines for preparation and submission of award recommendations for Naval Training command units.

4. Policy. The Commander, TRAWING SIX, shall use the awards system to recognize clearly exceptional performance, which far exceeds normal expectations, and provide an incentive for greater effort and improved morale. Award recommendations shall reflect exceptional acts or service, which conspicuously exceed normal performance of duty. Award recommendations should not be considered automatic nor follow a precedent based on those made to previous incumbents. Recognition of sustained superior performance should be accorded an individual at the completion of the period during which they demonstrated that performance. Awards recognizing specific acts should be bestowed as soon as possible after the action occurred, with due consideration given to the time required to properly investigate the event, validate the facts, and process the award. In general, two medals will not be awarded during a single Training Command tour. Specifically, a mid-tour Navy and Marine Corps Achievement Medal (NAM) would most likely preclude an end-of-tour Navy and Marine Corps Commendation Medal (NCM).

5. Action. Squadron Commanding Officers/Chief Staff Officer shall:

a. Implement and maintain an awards program that judiciously uses the awards systems and ensures deserving personnel receive proper and suitable recognition for outstanding performance.

b. Ensure eligibility dates are met and awards are submitted in the proper format.

c. Comply with submission deadlines to awarding authority.



EDWARD L. HEFLIN

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## **MILITARY DECORATIONS AND AWARDS GUIDANCE**

1. Background. References (a) and (b) outline regulations and guidelines for submission requirements of personal awards for assigned personnel and units.
  
2. Policy/Submission Requirements. It is the policy of the Chief of Naval Air Training (CNATRA) and Training Air Wing (TRAWING) SIX that personal end-of-tour awards be presented prior to transfer. Award recommendations shall be submitted well in advance to allow routine administrative processing: 30 days for COMTRAWING SIX approval, 90 days for CNATRA approval or 150 days for CNAF/CNO/SECNAV approval). Commanding Officers are responsible for the following:
  - a. Establish an active award tickler system on all military and Department of the Navy (DON) civilian employees with their anticipated projected transfer date. Ensure end of tour award submissions meet the criteria of paragraph 5 of reference (b);
  
  - b. Establish an active internal awards board;
  
  - c. Establish an active Navy Incentive Awards Program for DON civilian and military personnel;
  
  - d. In completing the electronic version of the OPNAV 1650/3 form and preparing the award citation, all items shall be thoroughly and accurately completed as delineated in Chapter 2 of reference (a).
  
  - e. Opening and closing sentences. The following phrases are used for specific decorations and are exclusive to the respective award:
    - (1) The opening sentence for a NAM states: “PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS (DUTIES) AT TRAINING SQUADRON (NUMBER) FROM (DATE) TO (DATE). (RANK, NAME) CONSISTENTLY PERFORMED (HIS/HER) DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER.”
  
    - (2) The closing sentence for a NAM states: “(HIS/HER) MANAGERIAL ABILITY, PERSONAL INITIATIVE, AND UNSWERVING DEVOTION TO DUTY REFLECTED CREDIT UPON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.” In the case of Marines, “..OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.”
  
    - (3) The opening sentence for a NCM states: “MERITORIOUS SERVICE (OR MERITORIOUS ACHIEVEMENT) (OR HEROIC SERVICE/ACHIEVEMENT) WHILE

SERVING AS (DUTIES) AT TRAINING SQUADRON (NUMBER) FROM (DATE) TO (DATE).

(4) The closing sentence for a NCM states: “BY (HER/HIS) NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY, (RANK, NAME) REFLECTED CREDIT UPON (HERSELF/HIMSELF) AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE. In the case of Marines, “...OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.”

(5) The opening sentence for a MSM states: “OUTSTANDING MERITORIOUS ACHIEVEMENT WHILE SERVING AS (DUTIES) AT (ACTIVITY) FROM (DATE) TO (DATE).”

(6) The closing sentence for a MSM states: “THE EXCEPTIONAL PROFESSIONAL ABILITY, STEADFAST INITIATIVE, AND SELFLESS DEDICATION TO DUTY EXHIBITED BY (RANK, NAME) REFLECTED GREAT CREDIT UPON (HER/HIM) AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.” In the case of Marines, “...OF THE MARINE CORPS AND 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 Training Air Wing SIX.

AWARD TITLE	AWARD ELIGIBILITY/ REQUIREMENTS	SUBMISSION DATE TO CTW-6	SUBMISSION DEADLINE TO CNATRA
<i>Admiral John H. Towers Flight Safety Award</i>	<i>Squadrons/ Appendix M to Ref (c)</i>	<i>2<sup>nd</sup> Friday in October</i>	<i>15 November</i>
<i>CNO Safety Award</i>	<i>Squadrons/ Appendix N to Ref (c)</i>	<i>2<sup>nd</sup> Friday in October</i>	<i>15 November</i>
<i>Grandpaw Pettibone Award</i>	<i>Squadrons/ Appendix O to Ref (c)</i>	<i>3<sup>rd</sup> Friday in October</i>	<i>30 November</i>
<b>VADM Robert Goldthwaite Award for Training Excellence</b> NOTE: This is awarded to one of the Nominees of the Training Excellence Award. If selected by CNATRA, CTW-6 <b>MAY</b> nominate for a Meritorious Unit Commendation	Squadrons/ Appendix A to Ref (c)	N/A	N/A
<b>CNATRA Training Excellence Award</b>	Squadrons/ Appendix B to Ref (c)	3 <sup>rd</sup> Friday in January	15 February
<b>CTW-6 Instructor NFO/Navigator, Pilot and Academic Instructor of the Quarter/Year</b> (Active or Reserve)	Squadron/ Appendix A to this instruction	2 <sup>nd</sup> Friday in January/April July/October	N/A
<b>CTW-6 Civilian of the Quarter</b>	Wing/Squadron/ Appendix B to this instruction	2 <sup>nd</sup> Friday in January/April/ July/October	N/A

<i>AWARD TITLE</i>	<i>AWARD ELIGIBILITY/ REQUIREMENTS</i>	<i>SUBMISSION DATE TO CTW-6</i>	<i>SUBMISSION DEADLINE TO CNATRA</i>
<b>CNATRA Flight Instructor of the Year</b> Note: CTW-6 Instructor Pilot of the Year will be the nominee for this award.	Squadrons/ Appendix C to Ref (c)	3 <sup>rd</sup> Friday in January	15 February
<b>CNATRA Reserve Component Flight Instructor of the Year</b>	Squadrons/ Appendix D to Ref (c)	3 <sup>rd</sup> Friday in January	15 February
<b>George M. Skurla Award</b> Note: CTW-6 Instructor NFO/Navigator of the Year will be the nominee for this award	Squadrons/ Appendix E to Ref (c)	3 <sup>rd</sup> Friday In January	15 February
<b>Rear Admiral Thurston H. James Award</b>	VT-86 Appendix G to Ref (c)	3 <sup>rd</sup> Friday In January	15 February
<b>National Society, Daughters of the American Colonists Outstanding Female Flight Student</b>	Squadrons/ Appendix J to Ref (c)	3 <sup>rd</sup> Friday In January	15 February
<b>CNATRA Squadron Augmentation Unit (SAU) of Year Award</b>	Squadrons/ Appendix P To Ref (c)	3 <sup>rd</sup> Friday In January	15 February
<b>Flight Surgeon of the Year</b>	Squadrons/ Appendix Q to Ref (c)	3 <sup>rd</sup> Friday In January	15 February
<b>CDR Theodore G. Ellyson Award</b>	Squadrons/ Appendix L to Ref (c)	N/A	N/A
<b>Sailor of the Year</b>	TW-6/ Per Ref (d)	15 January	1 February

<b>AWARD TITLE</b>	<b>AWARD ELIGIBILITY/ REQUIREMENTS</b>	<b>SUBMISSION DATE TO CTW-6</b>	<b>SUBMISSION DEADLINE TO CNATRA</b>
<b>Pensacola Lions Club Award to Outstanding Instructor</b> <i>Note: Submit directly to Naval Air Station Public Affairs Office with a copy to CTW-6</i>	Squadrons/ Appendix C to this instruction	N/A	N/A
<b>Annual Navy League Civic Awards</b>	Squadrons SECNAVINST 1650.34	TBA	TBA
<b>Pensacola Navy League Civic Award</b> NOTE: Submission guidance will be provided via message/e-mail	Squadrons	TBA	TBA
<b>Richard W. Luehrs Award (Flight Surgeons)</b>	Squadron	TBA	TBA
<b>Incentive Awards Program for Military/ Civilian</b>	TW-6/Squadrons Per ref (e)	As occurring	As occurring
<b>Commodore's List for Flight and Academic Achievement</b>	SNFO/SNAV/ Appendix D to this instruction	As occurring	As occurring

**TRAWING SIX “Instructor Naval Flight Officer of the Quarter/Year” Award, the  
“Instructor Pilot of the Quarter/Year” Award, and “Academic 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 academic/flight instructor provides incentive for greater effort, increases morale from all instructors, and improves overall training.
2. Award. Quarterly winners shall receive a COMTRAWING SIX Certificate of Recognition for inclusion in their official service record. Yearly winners will be presented a plaque and receive a Navy and Marine Corps Commendation Medal if selected the overall NATRACOM winner or a Navy and Marine Corps Achievement if selected as the Wing nominee.
3. Eligibility. Nominees shall be instructors assigned to COMTRAWING SIX squadrons and may be chosen as Instructor of the Quarter as often as their accomplishments merit. Additionally, all instructors shall be considered and need not have been selected as an Instructor of the Quarter to be eligible for Instructor of the Year.
4. Submission and selection procedures
  - a. Squadron COs shall nominate one Instructor Naval Flight Officer, one Instructor Pilot, and one Academic Instructor for the subject awards not later than the 2<sup>nd</sup> Friday of each quarter. Nominations should include quantitative and qualitative data **and will be submitted in bullet format**.
  - b. The subject line of the Instructor of the Quarter/Year award nomination shall be:  
COMTRAWING SIX (INSTRUCTOR NAVAL FLIGHT OFFICER/NAVIGATOR)(INSTRUCTOR PILOT)(ACADEMIC INSTRUCTOR) OF (QUARTER/YEAR) NOMINATION.
  - c. The following format shall be used for nominations:
    - (1) Naval Flight Officer of the Quarter/Year in accordance with Appendix E to reference (c). Flight training data should be for the QTR/CY as appropriate.
    - (2) Flight Instructor of the Quarter/Year in accordance with Appendix C to reference (c). Flight training data should be for the QTR/CY as appropriate.
    - (3) Academic Instructor of the Quarter/Year in accordance with the following format:
      - (a) Name/Rank/Service/SSN/Designator

(b) Date reported into the NATRACOM and estimated rotation date

(c) Flight safety record and performance

(d) Qualitative data:

1. Wing/Squadron Instructor of the (Quarter/Year) and period(s) cited;
2. Primary/collateral duties and performance;
3. Comments describing nominee's character, leadership, and personality to include:
  - a. How much involvement do they have in the personal advisor/class advisor role?
  - b. How effective are they in the personal advisor/class advisor role?
  - c. How does this instructor foster a culture of fitness to their students, their squadron, and the Wing as a whole?
4. Comments from student critique sheets;
5. Extra-curricular activities and civic involvement (graduate education, correspondence courses, professional associations, church activity, scouting leadership, youth sports coaching, squadron sports participation, etc.);
6. Specific comments explaining exactly what qualities set this instructor apart from others.

(e) Flight/simulator/academic quantitative data for the award period covered. (Squadron average will be for the group the instructor belongs to, i.e., T-6 IP, T-39 S/F Instructor etc.)

<u>1</u> <u>ITEM</u>	<u>NOMINEE'S</u> <u>DATA</u>	<u>SQUADRON</u> <u>AVERAGE</u>
FLT HOURS (QTR/YR)		
INSTRUCTIONAL FLT/SIM HRS		
INSTRUCTIONAL ACADEMIC HRS		
STUDENT FLT/SIM EVENTS		
HOURS PER STUDENT FLIGHT		

2 Instructor qualification list

5. TRAWING SIX. Upon receipt of the nominations, a selection board will be convened by TRAWING SIX Chief Staff Officer to screen inputs and provide recommendations to the 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 along with preparation/submission of a Fleet Hometown/Local News Release

### **TRAWING SIX Civilian of the Quarter Award**

1. Award. The Quarterly winner will receive a COMTRAWING SIX Certificate of Recognition, a Wing Command Coin and eight hours of leave, if available. The other quarterly nominees shall receive a COMTRAWING SIX Certificate of Recognition and four hours of leave, if available.
2. Eligibility. Nominees shall be civilian employees assigned to COMTRAWING SIX staff and squadrons and may be chosen as Civilian of the Quarter as often as their accomplishments merit.
3. Submission and selection procedures
  - a. Wing Staff supervisors may nominate one civilian employee from their respective departments no later than the 1<sup>st</sup> Friday of each quarter. Nominations shall be submitted to the Wing Management Services Officer (MSO) utilizing enclosure (2) to reference (e). Once received, the MSO will work with the nominating supervisors to determine an overall wing staff winner.
  - b. Squadron's may nominate one civilian employee from their squadron no later than the 2<sup>nd</sup> Friday of each quarter. Nominations shall be submitted to the Wing MSO utilizing enclosure (2) to reference (e)
4. TRAWING SIX (TW-6). Upon receipt of the nominations, a selection board will be convened by TW-6 Chief Staff Officer to screen inputs and provide recommendations to the Commodore for final adjudication. Winners will be announced via message.

## **PENSACOLA LIONS CLUB OUTSTANDING FLIGHT INSTRUCTOR AWARD**

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 public recognition for the outstanding work by flight instructors in Training Air Wings FIVE and SIX and Naval Aviation Schools Command.
2. Awards. Awards will be presented at an annual dinner hosted by the Lions Club in February of each year.
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;
      - (f) Personality.
    - (2) Submit completed nomination package to Naval Air Station Public Affairs Office with a copy to TRAWING SIX approximately 15 January, actual submission date will be announced via official message. Packages will include:
      - (a) Commanding Officer's endorsement;
      - (b) Completed awardee information sheet (Attachment (1) to Appendix D to Enclosure (2));
      - (c) Official press release;

- (d) One 5" X 7" color photograph.
- (3) Ensure attendance of each awardee at the awards dinner.
- 4. Point of contact. Naval Air Station Public Affairs Office.

**PENSACOLA LIONS CLUB OUTSTANDING FLIGHT INSTRUCTOR AWARD**

**AWARDEE INFORMATION SHEET**

Full name: \_\_\_\_\_

Rank: \_\_\_\_\_ Branch of Service: \_\_\_\_\_

Designator: \_\_\_\_\_ Date of Designation: \_\_\_\_\_

Command: \_\_\_\_\_

Phase of instruction: \_\_\_\_\_

Home address: \_\_\_\_\_

Hometown (city and state): \_\_\_\_\_

College or University attended: \_\_\_\_\_

\_\_\_\_\_

Commissioning source and date: \_\_\_\_\_

Community involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other accomplishments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name of Source/Guest attending dinner:** \_\_\_\_\_

## COMMODORE'S LIST FOR FLIGHT AND ACADEMIC ACHIEVEMENT

1. Background. Proper recognition of superior performance is one of the more pleasurable obligations of command and serves to reward those who through dedication and application have made noteworthy accomplishments. In addition, such recognition serves to establish superior performance as an attainable goal and motivates others to emulate the dedication of those recognized. Each year a number of student officers complete primary, intermediate, and/or advanced phases of their training distinguishing themselves from their contemporaries by exceptional performance.
2. Awards. Students who are placed on the Commodore's List or the Commodore's List with Distinction will receive an appropriate certificate suitable for framing. Additionally, students at each of the advanced squadrons with the top score will receive a wing command coin.
3. Eligibility. Student Naval Flight Officers and International Student Officers will be considered for nomination to the Commodore's List at the completion of each phase of training.
4. Submission procedures
  - a. The Commanding Officer of Training Squadron TEN shall issue certificates and/or Letters of Commendation no later than five working days after eligible students complete primary or intermediate training. After advanced training final grades are tabulated and eligibility is determined, Training Squadrons FOUR and EIGHT SIX shall submit certificates in smooth format to COMTRAWING SIX Administrative Office for the Commodore's signature.
  - b. In general, all available student training information should be evaluated by the squadron, including, but not limited to; academic performance, aeronautical ability, attitude, motivation, officer-like qualities, and comments of flight and academic instructors. Performance eligibility shall be limited to the top 15 percent (Commodore's List) and top five percent (Commodore's List with Distinction) of the most recent twelve month historical student population within each phase of training.
  - c. Computation
    - (1) Primary/Intermediate NFO: 75 percent Flight Grade + 25 percent Academic Grade
    - (2) Advanced Strike Fighter NFO: 50 percent Flight Grade + 25 percent Synthetic Trainer Grade + 25 percent Academic Grade
    - (3) Advanced Maritime Command and Control NFO: 75 percent Synthetic Trainer Grade + 25 percent Academic Grade.

5. Presentation and Publicity. Appropriate ceremonies and publicity for each nominee/winner is permissible and desired. Additionally, Commanding Officers of Squadrons will:

- a. Ensure the Commodore's List and the Commodore's List of Distinguished Graduate recipients are given appropriate recognition within the Command;
- b. Arrange for presentation of the Letter of Commendation and/or the certificate at an appropriate occasion;
- c. Enter a suitable comment in the Officer's report of Fitness;
- d. Prepare and release a suitable hometown/local news release;
- e. Forward to COMTRAWING SIX a quarterly report of the minimum eligible standard scores.