



DEPARTMENT OF THE NAVY
TRAINING SQUADRON TEN
250 SAN CARLOS ROAD SUITE H
PENSACOLA FL 32508-5502

TRARONTENINST 1500.4G
Code N8
23 February 2016

TRAINING SQUADRON TEN INSTRUCTION 1500.4G

Subj: STUDENT MONITORING STATUS (SMS) PROGRAM

**Ref: (a) CNATRINST 1500.4H
(b) CNATRINST 1542.162A
(c) CNATRINST 1542.163**

**Encl: (1) Example SMS Assignment Supplemental ATF - Check In
(2) Example SMS Assignment Supplemental ATF**

1. Purpose. To establish standardization procedures for the squadron Student Monitoring Status (SMS) Program.

2. Cancellation. TRARONTENINST 1500.4F

3. Discussion. Per reference (a), the SMS Program is designed to focus supervisory attention on a student's progress in training, address performance deficiencies, and assess the student's potential to complete the program. It is not designed to provide extra instruction to the average student struggling in isolated areas. SMS may also be applied to students who require supervisory attention while trying to resolve personal issues. An experienced Class Advisor (CA) will be selected by the Commanding Officer to serve as the Squadron SMS Officer to provide oversight of the SMS program and the students assigned to SMS.

a. This program is intended to be short-term, with specific goals, and establishes an expedited route to attrition if this focused attention is unsuccessful. If a student achieves their SMS goals within the SMS period, or when personal issues have been resolved, the student is returned to the normal syllabus flow. If the student is unable to meet the specific goals of SMS, or performance does not improve, the student shall be referred to a Command-Directed Final Progress Check (FPC).

b. For the SMS program to be successful the student and the CA must work together to comprehensively review performance deficiencies and develop a targeted plan. The extra training (presented as chalk talks) should be designed to be student-led, with the CA providing feed-back and constructive criticism.

4. Action. In order to ensure uniform and objective application of the SMS program the following policy is set forth:

a. SMS Officer shall:

(1) Assist CAs in tailoring specific goals for students on SMS and provide guidance and recommendations as to the types of training and/or resources available that can assist students in correcting their deficiencies.

(2) Review all supplemental Aviation Training Forms (ATFs) assigning students to SMS ensuring 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 those specific goals.

(3) Conduct weekly Aviation Training Jacket (ATJ) reviews for each student on SMS.

(4) Review student progress upon expiration of the assigned timeframe ensuring that specific goals have been met.

b. CAs shall:

(1) Place a student on SMS if they meet any one of these criteria for the given phase of training (Primary 1/Primary 2 or Intermediate):

(a) Arrival at VT-10 with two academic failures in Aviation Preflight Indoctrination (API) and/or Introductory Flight Screening (IFS). In this case, the CA will assign the student to SMS before the completion of Day 1 (squadron check-in), using the guidance provided in Encl (1).

(b) Receives an academic failure in ground school.

(c) Receives two MARGINALs within a block of training, or two UNSATS within a single phase of training while at VT-10 to include UNSATs received during academic, simulator and flight events.

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

(e) Any other reason at the discretion of the CA with concurrence of the STUCON DH.

(2) Document placement on and removal from SMS in the student's ATJ via supplementary ATF. All SMS-related documentation shall be completed on **blue** paper. Documentation placing a student on SMS shall include:

(a) The reason the student is being placed on SMS.

(b) The specific goals to be met for successful removal from SMS.

(c) Establishment of the period of time the student is to be on SMS in order to achieve specified goals (may be defined by syllabus event or calendar date).

- (d) Consequences for not meeting the goals (student shall proceed to FPC).
- (e) Specify additional training or extra instruction (chalk talk), as necessary.
- (f) Specific scheduling restrictions (if any).
- (g) Any other applicable requirements or restrictions.

(3) Conduct an initial counseling with the student placed on SMS which addresses specific deficiencies, identifies areas of difficulty, suggests methods for improving performance and outlines content and schedule for accomplishing assigned chalk talks.

(4) Conduct weekly ATJ reviews and assigned chalk talks for each student on SMS for which they are responsible and ensure the chalk talks are documented in the ATJ.

c. All students on SMS:

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

(2) **Shall** present the chalk talk brief(s) as outlined on the SMS enrollment supplementary ATF form in accordance with the established timelines.

(3) **Shall** coordinate with their CA, and snivel with OPS as necessary, for time for chalk talks.

(4) Are recommended to maintain daily eight hour work days and productively work on their SMS training plan. Students are encouraged to study in squadron spaces where they have access to their peers and instructors. Utilization of Griffith Hall and the simulator resources are also encouraged. SMS training should not interfere with crew day restrictions; it is the student's responsibility to manage their time to have sufficient crew day to accomplish scheduled syllabus events.

(5) **Shall** proceed to a Command Directed FPC if they are unable to meet the specific goals of SMS or do not demonstrate a satisfactory improvement in performance.

(6) **Shall** meet with their CA and/or STUCON for removal from SMS once their training goals have been met. Proper documentation will be placed in their ATJ on blue paper.

(7) Should not expect leave or special liberty during training days, except in emergency cases.

d. Student Control Clerks shall:

(1) Notify the CA, Squadron SMS Officer and schedules when a student meets criteria for assignment to SMS. Once identified, an SMS eligible student must not execute another graded event until they have been counseled by their CA regarding SMS.

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

e. When a student on SMS receives an UNSAT grade:

(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 student's potential to complete their current phase of training is in doubt, the CA will make a recommendation to the OPSO or CO to proceed with an IPC/FPC.



B. J. SOLANO

Distribution:
TRARONTENINST 5216.2AB
List I

**** EXAMPLE ****

Per TRARONTENINST 1500.4G and effective immediately, (ENS Lastname) is being assigned to SMS as a result of receiving (two academic test failures in API and/or IFS) prior to reporting to primary training.

While assigned to SMS ENS Lastname will focus on academic performance while in ground school and seek guidance and clarification on trouble areas from his/her Class Advisor. Given the nature of the ground school curriculum, opportunities for students to interact with squadron instructors is limited, therefore, ENS Lastname is directed to contact his/her CA two days prior to academic tests to update progress and request assistance as necessary.

SMS Goals:

- Improve academic performance.

Timeline:

- ENS Lastname will be removed from SMS upon successful completion of C2103.

Additional Training/Chalk-Talks:

- None at this time.

Failure to successfully complete the SMS goals established above may result in a command-directed FPC (Final Progress Check). Failure of any FPC leads to a Training Review Board (TRB) and potential removal from training.

Failure to participate in the SMS program will lead to an interview with the Executive Officer of VT-10.

(ENS Lastname) has been advised of SMS procedures and is required to read and adhere to TRARONTENINST 1500.4G.

Student Signature

**** EXAMPLE ****

Signature (Class Advisor)	TRARON VT-10	DATE MM DDD YYYY
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Student's Name (Last, First, Middle Initial)

ENS STUDENT, IMA B

SUPPLEMENTARY JACKET FORM (ATJ)

**** EXAMPLE ****

Per TRARONTENINST 1500.4G and effective immediately, (ENS Lastname) is being assigned to SMS as a result of (describe triggering event listed in TRARONTENINST 1500.4G para 4b).

ENS *Lastname* has demonstrated difficulties with (state nature of problems). ENS *Lastname* is directed to continue to review relevant instructions and publications with an emphasis on these areas and utilize every available resource (practice sims, squadron IPs, etc) to improve his/her performance. Chairfly every event in its entirety to highlight gaps in knowledge and problems understanding procedures.

SMS Goals:

- Successfully complete event XXXXX (event doesn't need to be EOB or check ride, but should complete enough sims/flights to demonstrate improvement) or a set date that makes sense.
- Include the completion of appropriate assigned chalk talk.

Timeline:

- ENS *Lastname* will be removed from SMS upon successful completion of assigned extra training and the completion of event XXXX or after having demonstrated sufficient improvement NLT DD MMM YYY.

Additional Training/Chalk Talks:

- Identify student-led chalk talks relevant to problem areas.

EXAMPLE:

- Chalk talk: Instrument Approach Procedures
- Chalk talk: VFR Landing Pattern and Entry Procedures
- Chalk talk: Turn Point Procedures and In-Flight Calculations

Failure to successfully complete the SMS goals established above may result in a command-directed FPC (Final Progress Check). Failure of any FPC leads to a Training Review Board (TRB) and potential removal from training.

Failure to participate in the SMS program will lead to an interview with the Executive Officer of VT-10.

(ENS *Lastname*) has been advised of SMS procedures and is required to read and adhere to TRARONTENINST 1500.4G.

Student Signature

**** EXAMPLE ****

Signature (Class Advisor)	TRARON VT-10	DATE MM DDD YYYY
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Student's Name (Last, First, Middle Initial)

ENS STUDENT, IMA B

SUPPLEMENTARY JACKET FORM (ATJ)

Chalk Talk Schedule and Record of Completion:

Subject	Date	Instructor Signature	Student Signature
Instrument Approach Procedures	xx/xx/xx		
VFR Landing Pattern and Entry Procedures	xx/xx/xx		
GPS En route, Approach and Holding Procedures	xx/xx/xx		

**** EXAMPLE ****

Signature (Class Advisor)	TRARON VT-10	DATE MM DDD YYYY
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Student's Name (Last, First, Middle Initial)

ENS STUDENT, IMA B

SUPPLEMENTARY JACKET FORM (ATJ)