



DEPARTMENT OF THE NAVY
TRAINING SQUADRON FOUR
250 SAN CARLOS ROAD SUITE 1
PENSACOLA FL 32508-5502

TRARONFOURINST 5305.1A
N1
23 Jun 15

TRAINING SQUADRON FOUR INSTRUCTION 5305.1A

Subj: TRAINING SQUADRON FOUR (VT-4) MILITARY SPOUSE OF THE YEAR

Encl: (1) Spouse Nomination Sheet

1. Purpose. To establish the VT-4 Military Spouse of the Year Program.
2. Cancellation. TRARONFOURINST 5305.1
3. Background. Annually VT-4 honors the sacrifice, hard work and dedication that military spouses contribute to their families and the Navy. The success of a married military member and the squadron is directly tied to the invaluable support they receive from their spouse. The VT-4 Military Spouse of the Year Program will provide an opportunity to show special recognition to all military spouses as well as the spouse of the year through the presentation of a specific award at a ceremony or dinner hosted by the Warbuck wardroom.
 - a. Eligibility. All VT-4 military spouses are eligible.
 - b. Criteria. Selection criteria shall be based solely on personal contributions, volunteer efforts and unique challenges they have faced within the life of a military family.
 - c. Recognition. Recognition for the VT-4 Military Spouses of the year will include, but not be limited to, the following:

VT-4 Spouse of the Year

- Gift/plaque
- Letter of Appreciation (LOA)
- Roses

3. Actions

- a. The Administrative Officer (AO) shall request typed inputs using enclosure (1), for spouse nominations from squadron personnel by the 5th of January.

23 Jun 15

b. All nominations shall be submitted to the Commanding Officer and Executive Officer for review and selection by January 31st.



R. C. FACUNDO

Distribution:
TRARONFOURINST 5216.2
List I

