



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET

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FASOTRAGRUPACINST 1650.6B

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APR 25 2001

FASOTRAGRUPAC INSTRUCTION 1650.6B

Subj: ENLISTED INSTRUCTOR OF THE QUARTER/YEAR

Ref: (a) NAVEDTRA 135A
(b) CNETINST 1650.7B

Encl (1) Nomination Format
(2) Factors Considered in Evaluating Nominees
(3) Sample Instructor of the Quarter Certificate
(4) Sample Instructor of the Year Certificate
(5) Sample LOC cover ltr EIOQ
(6) Sample NAM cover ltr EIOY
(7) Sample Non-selectee letter

1. Purpose. To publish FASOTRAGRUPAC Enlisted Instructor of the Quarter (EIOQ) and Year (EIOY) program policies and procedures.

Cancellation. FASOTRAGRUPACINST 1650.6A

3. Background. FASOTRAGRUPAC maintains an active instructor recognition program established to reward training excellence. The EIOQ/EIOY program selects enlisted instructors from detachments and departments for special recognition and forwards the nominations per reference (a). Nominees are top performers, physically fit and professional in bearing and appearance.

4 Eligibility

a. Enlisted personnel assigned to an instructor billet for a minimum of one year with a qualification to teach at least one course for Survival Instructors; two courses for Microcomputer Instructors and three courses for Aviation Maintenance and Management Instructors.

Selection as EIOQ is not required for nomination as EIC

c. EIOQ selectees are ineligible for subsequent EIOQ nomination for four quarters. EIOY selectees are ineligible for nomination as EIOQ for the next calendar year.

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d. Applicable evaluating factors as listed in enclosure (2) of reference (b).

Procedure

a. Package Submission. Officers in Charge/Department Heads shall establish procedures within their detachment/department to submit one eligible nominee as EIOQ/EIOY. EIOQ nominations shall be for calendar year quarters (Jan-Mar, Apr-Jun, Jul-Sep, and Oct-Dec). EIOY nominations shall be for the Calendar Year (Jan-Dec).

(1) The EIOQ program shall be administered via Electronic mail (E-mail).

(2) EIOQ nomination packages shall be in the format shown in enclosure (1), submitted via E-Mail attachment to the Command Master Chief (CMC). Hardcopy nominations will not be considered, except in unusual cases. EIOQ nominations are due not later than close of business the first Wednesday of April, July, October and January. Specific dates will be promulgated via the Planning Board for Training calendar.

(3) EIOY nomination packages shall be in the format specified in enclosure (1), to include a disk containing all files making up the package. Packages are due to the CMC not later than the first week of February.

Boards

(1) Composition. EIOQ/EIOY boards, chaired by the CMC; include all detachment senior enlisted staff members and command department Leading Chief Petty Officers (LCPOs). Upon receipt of nomination packages, the CMC is responsible for the timely, smooth flow of packages to board members via E-mail.

(2) Process. EIOQ packages for a specific quarter will be assembled by the CMC and sent electronically to the detachments and LCPOs. Detachment senior enlisted members and LCPOs shall review all nominations. They will make their determinations based on relative strengths of individual packages, per enclosure (2). The CMC will tally numbers from board ranking sheets and forward the package with the lowest total as the board's recommendation. The CMC will vote only to break a tie.

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(3) Board Action. The EIOQ board will complete its review process within two weeks as directed by the CMC.

c. Final selection/announcement. The CMC will forward board recommendations to the Commanding Officer via the Executive Officer for concurrence and approval. Upon approval, selectee/non-selectees will be announced to the command via E-Mail.

6. Selected Awards/Recognition. The CMC shall coordinate preparation of the following, as appropriate:

a. EIOQ/Y Certificate (enclosure 4

b. EIOQ receives a laser plaque with an engraved brass plate. EIOY receives a brass plaque with an engraved brass plate.

c. Recognition in the Plan c the Week at Headquarters and detachments.

d. Portrait photograph in service dress uniform (for display on quarterdecks of Headquarters and all detachments).

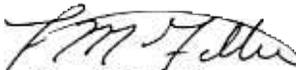
e. Special Liberty (3 days for EIOQ/4 days for EIOY

f. EIOQ receives a Commanding Officer's Letter of Commendation. EIOY receives a Commanding Officer's Navy and Marine Corps Achievement Medal.

g. One month duty-free for EIOY

7. Non-selectees. Non-selectees will be recognized with a letter from the Commanding Officer, as shown in enclosure and one day Special Liberty.

8. Presentation Ceremony. The Commanding Officer/Officer in Charge will present awards at an appropriate ceremony.


T. M. GALLIE

Distribution:
FASOTRAGRUPACINST 5216.3A
Lists A and B

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Nomination Format (E-MAIL)

From Department Head/Officer in Charge
To: Chairman, Enlisted Instructor of the Quarter Board

Subj Nominee's name, rate,

Ref: a) FASOTRAGRUPACINST 1650.6B

Encl: (1) Disk to include all enclosures

1. Subject is hereby nominated for FASOTRAGRUPAC
Enlisted Instructor of the Quarter for ____.

2. Per reference a), the following information is provided

Date reported aboard.

b. Course(s)/dates qualified nstruct

c. Collateral duties

Master Training Specialist Qualification

e. Brief synopsis of significant professional achievements
during quarter under consideration.

f. Any additional information of note to the board, per
enclosure (2).

3. Personal recommendation from Department Head/OIC.

Encl

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FACTORS CONSIDERED IN EVALUATING NOMINEES

Performance

Department/OIC recommendation.
Leadership/supervisory ability.
Scope of responsibility, including courses taught and cross-utilization of instructor.
Quality of instruction as discerned from course critiques and instructor evaluations. Satisfactory Instructor Evaluations (CNET-GEN 1540) for four quarters prior to nomination and as outlined in NAVEDTRA 135.
Contributions to curriculum development as outlined in NAVEDTRA 130 series.
Contributions to in-service training and/or GMT training.
Technical competence/subject matter expertise.

Appearance:

Uniform.
Grooming.
Physical readiness

Awards/Kudos/Letters

Master Training Specialist.
NEC 9505 Certificate.
CO's Letter(s) of Designation as FASOTRAGRUPAC Instructor

Note: These factors are not all-inclusive, but are provided as general guidelines.)

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SAMPLE EIOQ Certificate

The Commanding Officer takes pleasure in commending

FULL RATE/GRADE SPELLED OUT IN UPPER CASE (WARFARE DESIGNATOR)

FULL NAME IN UPPER CASE

UNITED STATES NAVY/UNITED STATES MARINE CORPS

for service as set forth in the following
CITATION:

For outstanding instructional and leadership performance while assigned as a training instructor at Fleet Aviation Specialized Operational Training Group, Pacific Fleet San Diego, CA for the _____ quarter CYXXXX. You were selected Instructor of the Quarter for your personification of training excellence and for your outstanding contributions to the FASOTRAGRUPAC training mission.

I. M. COMMANDING
Captain
United States Navy

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SAMPLE EIOY Certificate

The Commanding Officer takes pleasure in commending

FULL RATE/GRADE SPELLED OUT IN UPPER CASE (WARFARE DESIGNATOR)

FULL NAME IN UPPER CASE

UNITED STATES NAVY/UNITED STATES MARINE CORPS

for service as set forth in the following
CITATION:

For outstanding instructional and leadership performance while assigned as a training instructor at Fleet Aviation Specialized Operational Training Group, Pacific Fleet San Diego, CA for CYXXXX. You were selected Instructor of the Year from a highly competitive group of nominees for your personification of sustained training excellence and for your significant contributions to the FASOTRAGRUPAC training mission.

I. M. COMMANDING
Captain
United States Navy

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SAMPLE EIOQ LOC Cover Letter

From: Commanding Officer, Fleet Aviation Specialized Operational
Training Group, Pacific Fleet

To: (Nominees Full Rate/Name)

Subj LETTER OF COMMENDATION

Ref: a FASOTRAGRUPACINST 1650.6B

1. Under the instructor recognition program outlined in reference (a), you are hereby recognized as FASOTRAGRUPAC Enlisted Instructor of the Quarter for _____.

2. You are to be commended for your outstanding instructional and leadership performance, for your personification of training excellence and for your significant contributions to the command training mission. It is a pleasure to have a dedicated professional of your high caliber in my command.

WELL DONE

M COMMANDING

Encl (5)

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SAMPLE EIOY Cover Letter

From: Commanding Officer, Fleet Aviation Specialized Operations
Training Group, Pacific Fleet

To: (Nominees Full Rate/Name)

Subj: INSTRUCTOR OF THE YEAR

Ref: (a FASOTRAGRUPACINST 650.6B

1. Under the instructor recognition program outlined in reference (a), you are hereby recognized as FASOTRAGRUPAC Enlisted Instructor of the Year for CY __. Considering the outstanding slate of candidates this year, your selection is impressive.

2. You are to be commended for your sustained outstanding instructional and leadership performance, for your personification of training excellence and for your significant contributions to the command training mission. It is a pleasure to have a dedicated professional of your high caliber in my command.

3. WELL DONE!

I M COMMANDING

Encl (6

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SAMPLE Letter to Non-Selectees

1650

Ser N00

From: Commanding Officer, Fleet Aviation Specialized Operational
Training Group, Pacific Fleet

To: (Nominee's Full Rate/Name)

Subj: LETTER OF CONGRATULATIONS

1. Your (Officer in Charge/Department Head) recently nominated you for FASOTRAGRUPAC Instructor of the (Quarter for __ Quarter CY-yy/Year for CY-yy).

2. Although you were not selected, your nomination is a clear testament of your outstanding instruction and leadership performance. Only those instructors who best personify the meaning of training excellence can be nominated.

3. Congratulations on your nomination. You are an outstanding representative of your department/detachment. I wish to extend my sincere appreciation for a job "WELL DONE." It is a pleasure to have a dedicated professional of your caliber in my command.

M COMMANDING

Encl