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NAVAVSCOLSCOMINST 3750.1A

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NAVAVSCOLSCOMINST 3750.1A

Subj: NAVAL INTRODUCTORY FLIGHT EVALUATION AVIATION SAFETY
MANAGEMENT SYSTEM

- Ref: (a) OPNAVINST 3750.6 Series, The Naval Aviation Safety Management System
(b) CNATRAINST 5420.13 Series, Human Factors Councils and Human Factors Boards
(c) CNAFINST 5100.5 Series, Naval Air Forces Safety Management System
(d) CNAFINST 5420.2 Series, Human Factors Council and Human Factors Board Policy and Procedures
(e) CNATRAINST 3750.22 Series, Chief of Naval Air Training Safety Program
(f) CNATRAINST 3750.24 Series, Safety Standdown and Back-In-The-Saddle Programs
(g) CNATRAINST 3750.26 Series, Naval Air Training Command Aircraft Mishap Boards
(h) NAVAVSCOLSCOMINST 5100.1 Series, Safety and Occupational Health and High Risk Training Safety Programs
(i) NAVAVSCOLSCOMINST 3710.1 Series, Naval Introductory Flight Evaluation (NIFE) Standard Operating Procedures

- Encl: (1) NIFE Safety ANYMOUSE Report
(2) NIFE Real Time Incident Report
(3) Flight Duty Officer (FDO) Responsibilities

1. Purpose. Per references (a) through (i), this instruction is to define a Safety Management System (SMS) for Naval Introductory Flight Evaluation (NIFE). It is dedicated to preserving the human and material resources of the command. As directed, it will better enhance the readiness of the command and its ability to perform the assigned mission.

2. Background

a. Reference (a) establishes the requirement for each aviation command to initiate an Aviation SMS. The purpose of the SMS is to preserve human and material resources by detecting and eliminating hazards. The major cause of these hazards is human error at the design, maintenance or operational level. This human error is often the result of a breach of discipline or lack of attention to detail. In order to minimize human error mishaps, each individual must follow established procedures to the letter.

b. This SMS is designed to motivate and personally involve every member of the command. The objective is to establish and maintain an aggressive aviation safety and mishap prevention program in order to reduce aviation and ground accident rates.

3. Safety Mission. To enhance the mission effectiveness of Naval Aviation Schools Command (NASC) by inculcating safety in all aspects of the NIFE program. This process includes the installation of safety related programs, instruction, and support as well as supervision at all levels. As a training command, safety is the most important value that must be instilled in the next generation of military aviators.

4. Policy. Per reference (a), readiness and safety are the inherent responsibilities of the command and every supervisor within the unit. An aggressive mishap prevention program shall be conducted to improve readiness through safety by preventing accidental injuries, fatalities, and the damage of assets vital to mission accomplishment. To this end, safety shall be a primary consideration governing operations and training within NIFE.

5. Objectives. The NIFE SMS is established to achieve maximum mission readiness through the elimination of hazards within both the command and Naval Aviation, and to enhance safety awareness in all personnel. This objective will be best accomplished through the following goals of the command SMS:

- a. Zero preventable aircraft mishaps and incidents.
- b. Monitor and provide feedback to all NIFE personnel regarding current safety trends and all issues that may affect flight training.
- c. Identification and elimination of all hazards to unit personnel and material assets.
- d. Training each individual in NIFE to the highest level of his or her potential.

6. Responsibilities. The following personnel have direct responsibility to ensure the requirements of this instruction are met:

a. Commanding Officer (CO) – Establish a Command Safety Policy that ensures safety and SMS is an integral part of the NIFE program.

b. NIFE Director – Oversee CO's directive to establish and fully integrate the SMS and ensure safety is an integral part of NIFE. Assign a qualified Aviation Safety Officer (ASO) to implement the SMS policies and procedures. Assist CO in the development and distribution of NIFE's safety policy.

c. Command Safety Officer (CSO) – As the head of the Safety Department, will advise the CO and Executive Officer on all matters relating to safety within NIFE. The CSO shall be the primary ground safety expert and shall ensure all training requirements are completed within NIFE.

d. NIFE Department Heads – Promote safety culture throughout respective departments and continuously assess risk and supervise risk mitigation at all levels.


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e. NIFE ASO/Training Safety Officer (TSO) – Reports to the CSO on all aviation related safety matters. Additionally, the ASO shall have direct access to the CO on all aviation safety matters as required. Continuously manages the four pillars of safety management which are safety policy, safety assurance, safety promotion, and risk management as delineated in this instruction.

7. Action. All personnel assigned to NIFE shall comply with the procedures hereby established and will lend all possible support and assistance to the squadron Safety Department personnel in their efforts to accomplish the stated objectives.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the ASO will review this instruction annually to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

9. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per SECNAV Manual 5210.1 of January 2012.


E. A. MORENO

Distribution:

This instruction is cleared for public release and is available electronically

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Chapter 1

Naval Introductory Flight Evaluation Safety Department Organization and Operation

101. Program Concepts. The Safety Department is established to maximize this squadron's ability to be successful in training the highest quality Naval Aviators for today's military through the conservation of personnel and material assets. Historically, military and industrial organizations of all kinds have suffered losses of personnel and equipment through injuries, deaths, and damage due to unintentional mishaps. These mishaps deprive organizations of the assets that are allotted to them in order to accomplish their purpose or mission. Personnel and material losses can render an organization totally ineffective. A comprehensive Safety Management System will be planned and implemented by the Safety Department in coordination with all other departments to ensure the losses suffered in this unit through mishaps are minimized. Specific duties and manning are in accordance with reference (h).

102. Roles and Responsibilities

a. Roles and Responsibilities of the Command Safety Officer (CSO) are thoroughly outlined in reference (h). In addition, personnel assigned to the Naval Introductory Flight Evaluation safety office are responsible for using this instruction to apply effective and efficient safety plans and Operational Risk Management based processes to ensure safe and effective aviation based operations.

b. Aviation Safety Officer (ASO) reports to the CSO on all aviation safety matters. Additionally, the ASO shall have direct access to the Commanding Officer on all aviation safety matters as required. Continuously manages the four pillars of safety management which are safety policy, safety assurance, safety promotion, and risk management as delineated in this instruction.

Chapter 2
Safety Committees

201. General. Safety Committees are used through the military structure to identify and eliminate unsafe practices and conditions. The aim is to improve the readiness of the squadron through mitigation of loss due to injury and property damage. These committees provide each level of the chain of command with an opportunity to communicate with the others. Effective communication links must be established to ensure a successful Safety Management System (SMS).

202. Aviation Safety Council

a. Basic Function. The Aviation Safety Council is to act as the command's safety planning group by setting goals and managing assets to meet these goals. This Safety Council shall establish and review the command SMS.

b. Composition. The Aviation Safety Council shall be comprised of the following command positions:

Aviation Safety Officer (ASO) (Chairman)
Naval Introductory Flight Evaluation (NIFE) Operations Officer
NIFE Department Heads
Naval Aviation Schools Command Flight Surgeons

c. Duties and Responsibilities. The Aviation Safety Council shall meet at least quarterly to assist in the discovery and correction of unsafe procedures and conditions. The objective of the command SMS is to enhance mission readiness through the preservation of human and material resources. The Aviation Safety Council ensures that each department is aware of the command's goals and safety posture and provides an avenue of communication to discuss potential hazards that may affect mission readiness. Complete and accurate notes shall be kept of each meeting by the ASO, which will then be published and posted on squadron bulletin boards. If any member of the squadron is assigned corrective action or investigation into any perceived problem area, they will report upon such action or progress at the next committee meeting or when directed by the Commanding Officer. The ASO will be the command lead at NIFE Aviation Safety Council meetings.

203. Human Factors Council (HFC)

a. Basic Function. The HFC shall investigate and submit recommendations regarding matters affecting flight or ground safety per references (a) through (e).

b. Composition. At a minimum, the HFC shall be comprised of the following command positions:

NIFE Director (Chairman)
NIFE Operations Officer (Chairman by direction)
NIFE Fixed Wing Instructor Training Unit (FITU)/Standardization Department Head
Command Safety Officer (CSO)
ASO
Naval Aviation Schools Command Flight Surgeon
NIFE Reserve Instructor (As Necessary)
International Military Training (IMT) Officer (As Necessary)
NIFE Class Officers (As Necessary)
NIFE Student (Different Phases, As Necessary)

c. Duties and Responsibilities. References (b) and (d) shall be utilized for all HFCs.

204. Human Factors Board (HFB)

a. Basic Function. HFBs shall be convened and conducted per reference (a) whenever the ability of an aircrew to safely perform his/her flight duties is in question or when deemed appropriate by the unit commander. The board will be convened to review specific human factors as related to flight safety and shall provide non-punitive recommendations to the unit commander. An HFB is a focused human factors review of an individual.

b. Composition. The HFB will be comprised of the following members:

NIFE Operations Officer (Chairman) or by direction
ASO course graduate
NASC Flight Surgeon
NIFE Reserve Instructor (As Necessary)
IMT Officer (As Necessary)
NIFE Class Officers (As Necessary)

c. Duties and Responsibilities. References (b) and (d) shall be utilized for all HFBs.

d. HFB Tripwires. There are personal circumstances where HFBs are warranted and will be executed. This list is not all inclusive and should not be used to mitigate a need for an HFB when other issues arise. If there are any safety concerns regarding a person's well-being, an HFB should be considered.

- (1) Any significant changes in physical, mental, or emotional state
 - (2) Suicidal gestures or thoughts
 - (3) Notable financial, family, or professional difficulties
 - (4) Two Operational Risk Management (ORM) flight cancelations in a row
- (IMSAFE)
- (5) Anymouse report regarding harmful behavior
 - (6) HFC warranted discussion on above items regarding individual

e. The use of ORM flight cancelations are authorized and shall be documented generically as “IMSAFE”. This documentation must stay in the Naval Air Training and Operating Procedures Standardization jacket during the duration of the member’s time at NASC.

Chapter 3
Aviation Safety Standdowns

301. General. During Aviation Safety Standdowns a moratorium is placed on operational commitments to make a concerted effort to promote a renewal of aviation safety awareness throughout the command. This is accomplished by reviewing and reevaluating the unit's mission and procedures, reinforcing proven safety principles and precepts, requalification of physiology and survival training and conducting training lectures.

302. Frequency. Per references (a), (c), (e), (f) and (h), Aviation Safety Standdowns shall be conducted quarterly, one of which will be scheduled immediately following the holiday leave periods (Back-In-The-Saddle Program). Per reference (j), Aviation Safety Standdowns will be planned in conjunction with the Naval Aviation Schools Command (NASC) Safety Standdowns and as necessary.

303. Procedures. To be effective, a Safety Standdown must be well planned, interesting, informative, factual, and timely. The Safety Officer should coordinate ideas, suggestions, and material to prepare an agenda for publication prior to the Standdown. Lectures and periods of instruction on a specific topic or area of interest should be assigned to cognizant personnel, allowing sufficient time for preparation. Maximum use of training aids (i.e. charts, movies, slides, or actual equipment) is strongly encouraged. Guest speakers, technical experts (external to the command) and visits to other facilities should be considered for added variety, interest, and information. Suggested areas that may be considered for a Safety Standdown are:

- a. Recently reported mishaps, hazards, lessons learned, and corrective action taken.
- b. Training to include course rules, instrument procedures, systems briefs, emergency procedures, operating limits, and seasonal weather phenomena considerations.
- c. Survival training to include first aid, land and sea survival, personal survival equipment.
- d. Hazard detection and reporting procedures.
- e. Aviation Mishap Board training per references (a), (d), and (h).
- f. ANYMOUSE review.
- g. Stress and fatigue.
- h. Aeromedical briefs.
- i. Seminar discussions.

304. Coordination. Coordination between all departments is an absolute necessity if a safety stand down is to be effective. All departments will finalize contributions to the safety stand down at least one week prior to the stand down to allow for review and final changes. The command safety stand down will take place immediately prior or immediately following the NASC safety stand down. Naval Introductory Flight Evaluation may hold additional safety stand downs to cover any topics listed, or emergent topics, at any time deemed necessary.

Chapter 4
Safety Feedback

401. General. A good safety program is difficult to track and evaluate since the success of the program is measured by a lack of mishaps and losses. Performance alone does not adequately reveal how well a Safety Management System (SMS) is managed. Feedback through various squadron inspections and individual reports can therefore assist in evaluating effectiveness of a command's SMS.

402. Naval Introductory Flight Evaluation (NIFE) Safety ANYMOUSE Report. These anonymous reports are used to identify and eliminate potential aviation and ground safety hazards before they result in a mishap. Available to all hands, these reports are usually submitted by squadron personnel who have had a hazardous or unsafe experience. These reports need not be signed. All reports are considered for appropriate action. If the report is signed, the person submitting it shall receive a personal response from the Safety Officer per Enclosure 1.

403. NIFE Real-Time Incident Report. Any aviation related problem which resulted in an inflight abort or may result in an aircraft mishap should be reported utilizing the NIFE Real-Time Incident Report. This report is used to address potential problems and highlight experiences with may prevent a future mishap. See Enclosure 2.

405. Aviation Safety Awareness Program (ASAP) Report. ASAP is a self-evaluation and improvement program used to prevent aviation mishaps and improve squadron safety procedures. Participation in ASAP is required by ref (c). One ASAP entry is required for each flight. On multiple leg flights, only one report is required at the completion of the final leg if no significant event occurred. In the case that significant events occurred while in formation or on multiple leg flights, a single ASAP should be completed for each event. It is the responsibility of the mission commander to ensure NIFE students complete ASAP entries as delineated here.

406. Flight Duty Officer (FDO). The FDO is a direct representative of the NIFE Director and is responsible for the safe execution of the daily flight schedule. The FDO also provides a link in the communication chain should any safety related issue occur during flight operations. In the absence of an operations department representative, the FDO will provide guidance in the event the flight schedule requires changes. Any NIFE instructor can be scheduled as the FDO, with the exception of the NIFE Director. See Enclosure 3 for specific roles and responsibilities of FDO.

Naval Introductory Flight Evaluation Safety ANYMOUSE Report

NIFE ANYMOUSE

DATE _____

TIME _____

NATURE OF UNSAFE PRACTICE

SIGNATURE _____
(OPTIONAL)

RECOMMENDED CORRECTIVE ACTION

SAFETY OFFICER

OPERATIONS OFFICER

EXECUTIVE OFFICER

COMMANDING OFFICER

RETURN TO SAFETY BOARD

SERIAL NUMBER _____

Naval Introductory Flight Evaluation (NIFE) Real Time Incident Report

When to use this document: Anytime something abnormal occurs, leading to the following: in-flight emergencies, bird strikes, and any situation that leads to another than normal landing configuration or aircraft bingo/divert. This is not a complete list, but is to be used as a general reference. Consider it better to fill out this document and send it up the chain than to not report something. This is not an end-of-day reporting tool – it is to be completed as an incident occurs and delivered immediately following aircraft recovery. Bingo/divert information included in the narrative should be: the reason (weather / aircraft malfunction / etc.), was the primary divert used, was Air Traffic Control (ATC) helpful or not, any issues at the field (service / support / etc).

Subject/Incident:

Squadron: NIFE

A/C Type/Side number(s)/Call sign: C-172 / /KABAR

DATE of incident:

TIME of incident (Local and Time Zone):

Emergency Declared? Yes/No_ (underline yes or no)

Quality of ATC Assistance:

Narrative of Incident:

Additional Info: Departure Field:
Lights (Strobes, Landing Lights):
Forecasted BASH Level:

Arrival Field:

Wx:

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Start this form and have the aircraft commander of the flight fill in (No names or personal call signs) the Narrative of Incident:

1. Save the file in the Microsoft 365 OneDrive program under NIFE ASO => Incident Reports folder. For naming convention use the date and type of occurrence with aircraft callsign. For example:

04AUG2020 KABAR 41 BRAKE FAILURE etc...

Use this file name in the title of any email as well.

2. Send this report to the NIFE Director/Executive Officer (XO) and safety department. If the NIFE Director/XO gives the okay to release the incident report, email the report to the Command Duty Officer so that they can report it up the chain of command as appropriate.

Flight Duty Officer (FDO) Responsibilities

1. General. The FDO is a direct representative of the Naval Introductory Flight Evaluation (NIFE) Director and Naval Aviation Schools Command Commanding Officer. The FDO is responsible for the proper execution of the flight schedule while alleviating any issues that may affect sortie completion. The FDO duty consists of a weeklong watch cycle.
2. Uniform. The uniform for duties will be a flight suit, uniform of the day, or appropriate civilian attire approved by chain of command.
3. FDO Specific Responsibilities.
 - a. Maintain situational awareness and provide assistance in the execution of the flight schedule.
 - b. Swap or substitute qualified flight instructors and students as deemed necessary in order to maximize sortie completion. Only students whose name already appear on the flight schedule or standby list may be substituted. Coordinate with the NIFE Director and NIFE Operations Officer (OPSO) prior to adding a flight to the schedule.
 - c. Prior to the start of the flight schedule, coordinate with the FBO to ensure aircraft readiness and identify any other issue that may affect training.
 - d. Maintain a working copy of the daily flight schedule.
 - e. Report to the NIFE Director and NIFE OPSO when the last sortie of the day has been completed.
 - f. If there is an incident during flight operations, such as Near Midair Collision (NMAC), Bird and Animal Strike Hazard (BASH), Things Falling Off Aircraft (TFOA), Physiological Episode (PHYSEP), or an in-flight or ground emergency of any kind, the Pilot-in-Command or contract representative shall debrief the FDO. The FDO shall collect all applicable information using the NIFE Incident Report and make appropriate notification to the Chain of Command in accordance with the Command Duty Officer reporting binder.
 - g. Ensure flight schedule is displayed on Microsoft SharePoint (365). Alert applicable personnel of any changes.
 - h. Be familiar with the contents of this order and all references pertaining to it.