DEPARTMENT OF THE NAVY
TRAINING SQUADRON NINE
101 FULLER ROAD SUITE 221
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TRARONNINEINST 5420.4H
N7
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TRARON NINE INSTRUCTION 5420.4H

From: Commanding Officer, Training Squadron NINE

Subj: HUMAN FACTORS COUNCILS AND HUMAN FACTORS BOARDS

Ref: (a) OPNAVINST 3750.6R
(b) CNATRAINST 5420.13G

1. Purpose. To promulgate policy and guidelines for the conduct of Human Factors Councils (HFC) and Human Factors Boards (HFB).

2. Cancellation. TRARONNINEINST 5420.4G

3. Background. Human error continues to be a leading cause of mishaps within Naval Aviation. Mishap investigations have found that human factors causing mental fatigue, distractions and ultimately a deterioration of performance are often leading causes of mishaps. In many instances the factors cited as 'casual factors', were previously known to supervisors and peers, but remained unknown to the Commanding Officer (CO). Reference (a) describes and directs the establishment of boards to identify and minimize possible stressors that may adversely affect performance and aircraft.

4. Forum and Composition.

a. HFC. The purpose of the HFC is to inform the CO of any pertinent human factors affecting the Student Naval Aviators (SNA) and Instructor Pilots (IP) in the squadron. Appropriate risk control measures may then be discussed and implemented through the appropriate Department Heads.

(1) Periodicity. The HFC shall meet quarterly. This meeting should be planned to follow a weekly Department Head meeting.

(2) Composition. The HFC is a freestanding council conducted by the Executive Officer (XO) and composed of, at minimum, the Squadron Flight Surgeon, Safety Officer, and at least three other officers as set forth in reference (b). To the maximum extent possible, there will be one instructor familiar with the pool for Instruments, Familiarizations and Formations, one instructor familiar with the instructor pool for Operational Navigations and Weapons and one familiar with the instructor pool for Tactical Formation and Air Combat Maneuvering.

(3) Minutes. Unless specifically directed by the CO, no minutes of HFC meetings shall be kept.

(4) Responsibilities.

(a) Class Advisors. Each Class Advisor shall be responsible for informing the Aviation Safety Officer (ASO) of any pertinent human factors issues affecting the SNA in his/her class. Follow-up briefings shall be conducted whenever the status of a particular student's human factors issue changes. Class Advisors will brief inbound SNAs on this instruction and the nature of human factors boards and councils.

(b) ASO. The ASO shall be responsible for tracking human factors issues affecting the SNAs and IPs within the squadron. The ASO shall inform the CO of any pertinent human factors issues through the HFC, or directly in exigent circumstances.

(c) Flight Surgeon. The Flight Surgeon shall be responsible for tracking medical issues that may affect flight safety within the squadron. The Flight Surgeon shall inform the CO and ASO of any pertinent human factors issues through the HFC.

(d) Safety Officer. The Safety Officer shall be responsible for scheduling and directing meetings of the HFC.

b. HFB. HFB is a focused human factors review of an individual. The goal of the HFB is to review or investigate specific incidents to ascertain human factor contributions or causes. Counseling and medical evaluations may be scheduled and carried out at the direction of the HFB as a precursor to a Field Naval Aviator Evaluation Board. The HFB shall provide non-punitive recommendations to the CO. References (a) and (b) delineate procedures for conducting HFBs.

(1) Periodicity. The HFB will meet whenever directed by the CO or Flight Surgeon.

(2) Composition. The Safety Officer is responsible for directing the HFB. Other members of the board are the Squadron Flight Surgeon and additional officers as directed by the CO.

G. V. KRAUSE

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