



DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO

COMTRAWINGFIVEINST 3500.1D
Code N8
25 Apr 12

COMTRAWING FIVE INSTRUCTION 3500.1D

From: Commander, Training Air Wing FIVE

Subj: OPERATIONAL RISK MANAGEMENT (ORM)

Ref: (a) OPNAVINST 3500.39C
(b) OPNAVINST 3710.7U
(c) CNATRAINST 3058.1

Encl: (1) Training Air Wing (TRAWING) FIVE ORM Worksheet
(2) TRAWING FIVE VT Mission Briefing/Debrief Guides
(3) TRAWING FIVE HT Mission Briefing/Debrief Guides
(4) Pre-Leave/Holiday Safety Self Assessment
(5) PRT Checklist

1. Purpose. To reinforce the integration of Operational Risk Management (ORM) principles and techniques by all hands at every echelon of TRAWING FIVE per references (a) and (b). The purpose of the program is to identify hazards, promote risk issue visibility throughout the chain of command, and most importantly, to manage risk through informed decision-making. When conscientiously applied, ORM will reduce the likelihood of unintended consequences, mishaps, and mission failure. Every plan, document, instruction, proposal, policy, and procedural change generated within the command shall involve some form of risk assessment. Total elimination of risk is not possible and is specifically not an objective of ORM.

2. Cancellation. COMTRAWINGFIVEINST 3500.1C.

3. Background. ORM is a proven, effective tool used to help ensure mission success while minimizing loss of material, fiscal, and human resources. This instruction is part of a Department of Defense (DoD) wide directive to integrate ORM techniques and procedures into every aspect of a member's life; at work, as well as at home or at recreation. The heart of the system is expressed in terms of four overriding principles that are applied continuously throughout the process. A member will commonly apply ORM techniques at three distinct intensity levels; time critical, deliberative, and in-depth.

a. Operational Risk Management Principles

(1) **Accept the risk only when the benefits outweigh the cost.** Certain critical operations assigned by higher authority may justify

the acceptance of risk that cannot be fully mitigated within the constraints of the mission. Conversely, if a course of action, operation, or event is found to be devoid of tangible benefit, then it is obvious that no risk can be accepted in its execution (i.e., it probably isn't worth doing).

(2) **Accept no unnecessary risk.** If, with the resources at your disposal, you can reasonably make a local adjustment to mitigate a hazard and thus control the risk, it is your obligation to do so. Examples include: going the long way, stop for fuel, proceed to alternate, don't attempt an unauthorized maneuver, and don't drink and drive.

(3) **Anticipate and manage risk by planning.** Approach the task at hand in a systematic manner with an eye toward building a thorough understanding of all the possible obstacles that may cause failure. Thorough analysis usually involves subdividing the problem sequentially (phases) or by functional area. Be sure to review specific, as well as implied, tasks within each subsection.

(4) **Make risk decisions at the right level.** It is essential that the final evaluation of benefit versus risk be accomplished by the proper authority. If, in the planning or execution of an assigned task, a hazard with a risk of moderate or greater magnitude is identified, AND no satisfactory controls are available, THEN the chain of command must be alerted. It is possible that the tasking entity might not be aware of the risk or perhaps the resources/options to help mitigate the hazards are only available at a higher level.

b. Operational Risk Management Levels

(1) **Time Critical** - Usually not formally written/documented. Accomplished on the run by the operator when a plan changes or unanticipated obstacle/hazard is identified during execution. Applies when canned responses, procedures, Standard Operating Procedures (SOPs), or instructions do not adequately address the situation.

(a) Stop! Time out before or during an evolution (even if just a few seconds).

(b) Take a look at dangers/risks. What is the worst that can happen if I...? How likely is that worst-case scenario? Avoid self-delusion or reliance on luck/hope in your assessment.

(c) Organize a plan to reduce the risk.

(d) Provide guidance/supervision; adjust as necessary.

(2) **Deliberative** - Documented process of controlling risk commonly used in planning events/operations, writing (or changing existing) guidance, rules, SOPs, and procedures.

(3) **In Depth** - Documented analysis of quantifiable research and/or statistics commonly used in long-range strategic planning or weapon system development.

4. Terms

a. Control - A method for reducing risk for an identified hazard by lowering the probability of occurrence, decreasing potential severity, or both.

b. Hazard - A condition with potential to cause personal injury or death, property damage, mission degradation, or damage to the environment.

c. Operational Risk Management (ORM) - The process of dealing with risk associated with military operations, which includes identification of hazards risk assessment, risk decision making, implementation of effective risk controls, and most importantly, supervision.

d. Probability - The likelihood that a hazard will result in a mishap or loss.

e. Risk - An expression of the magnitude of possible loss in terms of severity and probability.

f. Risk Assessment - The process of detecting hazards and assessing the associated risks.

g. Severity - The worst credible consequence which can occur as a result of a hazard.

5. ORM Process

a. Identify Hazards - Analyze the mission by breaking it down into sequential steps, phases, or functional categories. Determine hazards associated within each of the categories and subcategories.

b. Assess Hazards - For each hazard identified, determine the associated risk assessment code (RAC) using the probability and severity matrix. Prioritize the hazards from highest to lowest, based on the risk assessment code assigned to each.

c. Make Risk Decisions - Develop risk control options. Concentrate time and effort, starting with highest priority hazards. Determine which control options are available and which options will minimize or eliminate the associated risk. Make decisions at the right command level. To determine the correct decision making authority, consider: existing guidance, who controls the resources required, and who has overall authority and accountability.

d. **Implement Controls** - Ensure the plan clearly delineates accountability for each control. Provide the necessary authority, support, and resources.

e. **Supervise** - Conduct follow-up evaluations of the controls to ensure they remain current and effective. Review the cost/benefit balance. Adjust or take corrective action when necessary.

6. Risk Control Strategies

a. **Accept**. When low risk or benefit of success obviously outweighs possible cost.

b. **Reduce**. Reduce number of exposures. Change or modify equipment.

c. **Avoid**. Go around. Perform in a different way.

d. **Benchmark**. Borrow from previous experience that works. Adopt lessons learned that have proven effective.

e. **Compensate**. Plan backups and redundant systems. Budget for loss or attrition.

f. **Delay**. Seek change in environmental conditions.

g. **Spread**. Increase the distance or length of time between exposures.

h. **Transfer**. Reassign task to a more appropriately qualified or more suitably equipped unit.

i. **Reject**. Bump it up the chain for clarification or reconsideration of objectives.

7. Common causes for failure during implementation

a. **Wrong control**. Often due to incorrect assessment of the root hazard. Asymmetric controls; attempts to correct equipment deficiencies with human factors solutions or human factors deficiencies with equipment change/modification. Underassessment of risk associated with a hazard.

b. **Dislike by operators**. Control appears superficial, "CYA," illogical, or punitive.

c. **Dislike by leaders**. Control appears superficial, "CYA," illogical, or punitive.

d. **Too costly**. Control is so cumbersome in terms of fiscal, time, or manpower resources that it actually threatens rather than enhances mission accomplishment. Incorrect (inflated) assessment of

risk associated with a particular hazard. Control is impractical or inadequate resources provided via the decision making authority. More with less.

e. Overshadowed by other priorities. Given finite resources, operators will execute in order of the perceived priorities of the leadership. Deal with the wolf closest to the fire.

f. Misunderstood. Control is vague, unclear, or poorly organized. Accountability not assigned properly or explicitly.

g. Supervision. Failure of leadership to monitor "all of the above" during implementation. The perfect plan has yet to be written. Thoughtful in-process adjustments will be required.

8. Risk Assessment Teams (RAT). Risk Assessment Teams are often useful during the deliberate and in-depth ORM process. The team is essentially a task-organized planning committee assigned to accomplish or review a given task, operation, or procedure. The purpose of the RAT is to enhance mission success by applying ORM throughout the planning process. Although sometimes necessary with established programs, it is much less desirable and much less efficient to conduct ORM as an afterthought to a completed product. Team leaders should be senior personnel intimately familiar with the subject being examined and team membership should be tailored as required. Use of "standing teams" in a one-size-fits-all approach does not ensure inclusion of subject matter experts and is therefore not encouraged. Safety officers should be consulted frequently for advice, knowledge, and assistance on the ORM process. The spirit and intent of the program is NOT to generate a separate safety officer ORM chop on each individual issue. Team leaders may utilize the format in enclosure (1) or the online Total Risk Assessment and Control System (TRACS) tool to document the hazards and risks, and to identify potential controls for the command. Controls should be reviewed and implemented at the command level as an integral part of the overall plan. Serious or high-risk issues that cannot be controlled with the tools available should be forwarded up the chain of command for consideration.

9. Action. Enclosures (2) through (5) of this instruction are legacy products of ORM that have proven effective. The purpose of ORM is expressly NOT to create additional locally-produced stand alone ORM documents, checklists, or forms. ORM is intended to be seamlessly integrated into existing planning/decision making processes. Specific responsibilities include:

a. The Commander, Training Air Wing FIVE shall:

(1) Require an appropriate risk assessment be included in all proposals, plans, procedures, and policies generated within the command.

(2) Act as approval authority for high-risk missions which are referred from subordinate units, as appropriate.

(3) Refer appropriate requests to CNATRA as necessary to resource controls, as required.

b. Aviation Safety Officer, Training Air Wing FIVE shall:

(1) Vigorously promote ORM awareness and ensure all hands have obtained the required training.

(2) Assist squadron commanding officers in implementing ORM within their squadrons.

(3) Monitor this instruction and implement changes when necessary.

(4) Act as the ORM Manager and point of contact for TRAWING FIVE during all matters pertaining to ORM.

c. T-34C, T-6B, and TH-57 NATOPS Model Managers shall:

(1) Incorporate risk management concepts and wording into crew coordination and flight planning sections of the individual aircraft NATOPS manuals.

d. Squadron Commanding Officers shall:

(1) Implement ORM within the command and require evidence of ORM in all decision making processes. Ask the question, "what is the most significant risk in this (subject) proposal."

(2) Act as the approval authority for high-risk missions within the command.

(3) Designate in writing the Executive Officer, or equivalent, as the Command ORM Manager to oversee Command ORM training, implementation, and measurement of its effectiveness within the unit.

(4) Submit annual Management Control Certification Statements to TRAWING FIVE per reference (c).

e. Squadron Department Heads shall:

(1) Direct integration of ORM within the department.

(2) Act in the capacity of Risk Assessment Team Leader for respective responsibilities.

f. Squadron Safety Officer shall:

(1) Assist the Executive Officer in managing the squadron ORM program.

(2) Ensure attainment of required online ORM training within the command.

(3) Participate in Risk Assessment Team meetings when available.

g. T-34C/T-6B Pilots in Command shall:

(1) Utilize the TRAWING FIVE VT Mission Briefing/Debrief Guides, enclosure (2).

(2) Integrate ORM principles in preflight planning as well as in the conduct of the flight.

h. TH-57 Pilots in Command shall:

(1) Utilize the TRAWING FIVE HT Mission Briefing/Debrief Guides, enclosure (3), before and after each flight event.

(2) Integrate ORM principles in preflight planning as well as in the conduct of the flight.

i. All squadron personnel shall: Review the Pre-Leave/Holiday Safety Self Assessment, enclosure (4), prior to departing on leave.

j. All Command PRT Coordinators shall: Use the PRT Checklist, enclosure (5), during the planning and execution stages of the command PRT.

k. All squadron personnel and/or TRAWING FIVE staff who desire to engage in high-risk recreational activities shall comply with policies set forth in reference (c)."

l. All personnel assigned to TRAWING FIVE, including students, shall accomplish the online ORM training commensurate with their seniority. The training is on Navy Knowledge Online at [HTTPS://www.nko.navy.mil](https://www.nko.navy.mil). The following courses shall be completed:

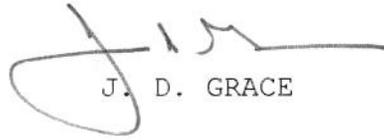
(1) Managing Your Risk, CPPD-ORM-MYR-1.0 - to be completed by all Navy personnel, military and civilian.

(2) Managing Your Team's Risk, CPPD-ORM-MYTR-1.0 - to be completed by all supervisors. All E-5 and above are considered supervisors whether they are supervising anyone or not.

(3) Leading Risk Management Integration, CPPD-ORM-LRMI-1.0 - to be completed by command ORM assistants, i.e. Safety Officers, Safety Managers, and Safety Reps.

(4) Directing Your Command's Risk Management, CPPD-ORM-DYCRM-1.0 - to be completed by all Commanding Officers, Executive Officers, Department Heads, and Command Senior Enlisted Advisors.

10. Review. The Training Air Wing FIVE, Aviation Safety Officer is responsible for the periodic review of this instruction.



J. D. GRACE

Distribution:
COMTRAWINGFIVEINST 5216.1S
Lists I, II, III (a)

TRAWING FIVE VT MISSION BRIEFING GUIDE	NATOPS BRIEFING GUIDE
<p>MISSION PREBRIEF</p> <p>TIME HACK I.M.S.A.F.E. ORM & HUMAN FACTORS AIRSICKNESS HISTORY CREW DAY / CREW REST (12 HRS) WORK WEEK LIMITATIONS (SIX DAYS SCHEDULED DAYS REQUIRES TWO DAYS REST) MEETS MANDATORY / OPTIONAL WARMUP CRITERIA? TIMS REVIEW OF PERFORMANCE IN STAGE IS STUDENT ON SMS? PREVIOUS HOP INCOMPLETE? REQUIRED ITEMS TO GRADE IS FLIGHT ON-WING?</p> <p>SITUATION OVERVIEW</p> <p>EP / SYSTEM / NATOPS QUESTION OF THE DAY DISCUSS ITEMS MISSION STATEMENT (SPECIFIC EMPHASIS ON?)</p> <p>EXECUTION OF MISSION</p> <p>GROUND OPERATIONS TRAINING AREA / ROUTE OF FLIGHT SEQUENCE OF EVENTS / ENERGY MANAGEMENT INTRODUCE ITEM PROCEDURES DISCUSSION NOLF OPERATIONS & ENTRY OTHER AIRFIELD CONSIDERATIONS COURSE RULES / HOME FIELD OPERATIONS G AWARENESS PROCEDURES SPECIAL SYLLABUS REQUIREMENTS PLAN</p> <p>ADMINISTRATIVE</p> <p>WX FLIGHT GEAR AIRCRAFT ASSIGNMENT FUEL PACKET ISSUE READ AND INITIAL HYDRATION NOTAMS / TFRs FBO / CONTRACT FUEL CHECK FLIGHT PLAN FILED? / PPRs?</p> <p>FORMATION SPECIFICS</p> <ol style="list-style-type: none"> 1. FLIGHT / SECTION LEADER <ul style="list-style-type: none"> DESIGNATED TACTICAL 2. TAXI / RUN - UP TROUBLE SHOOTING 3. RENDEZVOUS PLAN 4. NON-TRAINING RELATED LEAD CHANGE 5. JOKER / BINGO 6. EMERGENCIES <ol style="list-style-type: none"> a. UNSAFE GEAR b. LOST COMM / LOST SIGHT RENDEZVOUS POINT c. BLIND d. INADVERTENT IMC e. AIRBORNE DAMAGE / MIDAIR <p>TRAINING TIME OUT POLICY</p>	<p>NATOPS BRIEFING</p> <p>COMMUNICATIONS AND CREW COORDINATION</p> <ol style="list-style-type: none"> 1. FREQUENCIES 2. RADIO PROCEDURES AND DISCIPLINE 3. CHANGE OF CONTROL OF AIRCRAFT 4. NAVIGATIONAL AIDS 5. IDENTIFICATION 6. LOOKOUT PROCEDURES <p>WEATHER</p> <ol style="list-style-type: none"> 1. LOCAL AREA 2. LOCAL AREA AND DESTINATION FORECAST 3. WEATHER AT ALTERNATE <p>NAVIGATIONAL AND FLIGHT PLANNING</p> <ol style="list-style-type: none"> 1. CLIMBOUT 2. MISSION PLANNING, INCLUDING FUEL / OXYGEN MANAGEMENT 3. APPROACH 4. RECOVERY <p>EMERGENCIES</p> <ol style="list-style-type: none"> 1. ABORTS 2. DIVERT FIELDS 3. MINIMUM AND EMERGENCY FUEL 4. WAVEOFF PATTERN 5. RADIO FAILURE / ICS FAILURE 6. LOSS OF VISUAL CONTACT WITH FLIGHT 7. DOWNED PILOT AND AIRCRAFT 8. AIRCRAFT EMERGENCIES AND SYSTEM FAILURES 9. BAILOUT 10. INADVERTENT OUT OF CONTROL FLIGHT 11. INADVERTENT IMC <p>THE FLIGHT LEADER WILL INSPECT ALL FLIGHT MEMBERS FOR THE PROPER FLIGHT EQUIPMENT.</p>

TRAWING FIVE VT MISSION DEBRIEF GUIDE	SQUADRON SPECIFICS
<p>ADMINISTRATIVE</p> <ul style="list-style-type: none"> FLIGHT PLAN CLOSED / FDO CONTACTED AVIATION SAFETY AWARENESS PROGRAM (ASAP) DATA SUBMITTED NAVFLIR COMPLETE MAFs WRITTEN ATF SUBMITTED FUEL PACKET RETURN (AS APPLICABLE) <p>STUDENT / IP ORM ASSESSMENT</p> <ul style="list-style-type: none"> COVER ANY PERCEIVED PROBLEMS FROM FLIGHT <p>MISSION DEBRIEF</p> <ul style="list-style-type: none"> STUDENT EVALUATION OF THEIR PERFORMANCE <ul style="list-style-type: none"> ASK FOR OVERALL EVALUATION ASK FOR SPECIFIC STRONG POINTS & WEAK POINTS IP EVALUATION OF STUDENT (SPECIFICALLY ADDRESSING MARGINAL / UNSAT FLIGHTS) <ul style="list-style-type: none"> ANALYZE STRONG & WEAK AREAS GIVE OVERALL EVALUATION FOR STAGE IF FLIGHT WILL GENERATE IPC / FPC, EXPLAIN PROCEDURES TO STUDENT <p>IP ASSESSMENT OF PLANNING</p> <ul style="list-style-type: none"> STUDY SKILLS KNOWLEDGE OF NEW PROCEDURES KNOWLEDGE OF REVIEWED PROCEDURES RECOMMENDATIONS FOR PROBLEM AREAS IN STUDY SKILLS <p>IP ASSESSMENT OF BRIEFING</p> <ul style="list-style-type: none"> WERE LEARNING OBJECTIVES ACCOMPLISHED IAW BRIEFING? QUALITY OF DISCUSSION ITEM KNOWLEDGE OVERALL QUALITY OF STUDENT BRIEF <p>EXECUTION OF MISSION</p> <ul style="list-style-type: none"> CHECKLISTS / GROUND OPERATIONS FLIGHT PROFILE MANAGEMENT INDIVIDUAL MANEUVER PERFORMANCE DEMONSTRATED ITEM REVIEW OLF OPERATIONS EXECUTION COMMUNICATIONS CONFIDENCE / ABILITY COURSE RULES / HOME FIELD OPERATIONS EMPHASIZE ANY ITEMS BELOW MIF <p>SPECIFIC FOCUS AREAS / EMPHASIS ITEMS FOR NEXT FLIGHT</p> <ul style="list-style-type: none"> WEEKEND ORM (IF APPLICABLE) <p>QUESTIONS?</p>	<p>THIS SPACE AVAILABLE FOR ITEMS EACH SQUADRON DEEMS CRITICAL TO OPERATION.</p>

TRAWING FIVE HT MISSION DEBRIEF GUIDE

COMTRAWINGFIVEINST 3500.1D

CONTACT BASE / CLOSEOUT FLIGHT PLAN**STUDENT / IP ORM ASSESSMENT**

SAFETY OF FLIGHT ISSUES OR CONCERNS

MISSION DEBRIEF

STUDENT EVALUATION OF THEIR PERFORMANCE

ASK FOR OVERALL EVALUATION

ASK FOR SPECIFIC STRONG POINTS & WEAK POINTS

IP EVALUATION OF MISSION SUCCESS

WERE TRAINING OBJECTIVES MET? (COMPLETE / INCOMPLETE)

WAS MISSION SUCCESSFUL? (PASS / UNSAT / MARGINAL)

STRONG POINTS AND WEAK POINTS

IP ASSESSMENT OF PLANNING

LEVEL OF PREPARATION FOR FLIGHT

KNOWLEDGE OF PROCEDURES

FLIGHT PLANNING (DD-175, MAP PREP, JET LOG, PFPS, ROUTE SELECTION)

RECOMMENDATIONS FOR PROBLEM AREAS IN STUDY SKILLS OR FLIGHT PREPARATION

IP ASSESSMENT OF BRIEFING

WERE LEARNING OBJECTIVES ACCOMPLISHED IAW BRIEFING?

QUALITY OF DISCUSSION ITEM KNOWLEDGE

OVERALL QUALITY OF STUDENT BRIEF

EXECUTION OF MISSION

CHECKLISTS / GROUND OPERATIONS

TAKEOFF / LANDING / TERMINAL OPERATIONS

COURSE RULES / ROUTE OF FLIGHT

COMMUNICATIONS CONFIDENCE / ABILITY

SITUATIONAL AWARENESS AND HEADWORK

GRADE CARD REVIEW

INDIVIDUAL MANEUVER PERFORMANCE

DISCUSS ITEMS BELOW MIF / CTS

SPECIFIC FOCUS AREAS / EMPHASIS ITEMS FOR NEXT FLIGHT**ADMINISTRATIVE**

RETURN FUEL PACKET (AS APPLICABLE)

WRITE MAFs

COMPLETE NAVFLIR

SUBMIT AND PRINT ATF AND ATS

SUBMIT AVIATION SAFETY AWARENESS PROGRAM (ASAP) DATA

NOTIFY DUTY OFFICER IF CHANGES TO SCHEDULE ARE NECESSARY TO ENSURE

12 HOURS CREW REST

QUESTIONS?**UNSATISFACTORY / INCOMPLETE EVENT GUIDANCE**

COMTRAWINGFIVEINST 3500.1D

I. UNSATISFACTORY OVERALL SORTIE GRADE:**1. UNSAT FLIGHTS SHALL NOT BE DEBRIEFED IN THE AIRCRAFT.**

a. If IP has second event, debrief will be conducted face to face in the crew change.

b. Instruct SNA to inform his/her Flight Leader and all applicable personnel immediately.

2. If SNA is scheduled for second event, notify duty office for cancellation.**II. UNSATISFACTORY EVENT GUIDANCE:**

1. If event remains in block, student shall progress to the next event until second consecutive UNSAT event or third cumulative UNSAT in the same block. Document on yellow paper.

2. If End of Block, repeat last event in the block until SNA meets MIF, or second consecutive UNSAT event. Document on yellow paper.

3. Check ride, second consecutive or third cumulative in stage UNSAT event shall be documented on a pink ATF and delivered to Logs & Records ASAP following completion of IP's flights.

III. INCOMPLETE EVENTS:

1. Annotate completed maneuvers for documentation on SNA's Aviation Training Summary (ATS) for completion on next flight.

2. Inform SNA's flight leader for appropriate scheduling.

3. Clone the event in TIMS by clicking on the sheep button.

TRAWING FIVE HT MISSION BRIEFING GUIDE	COMTRAWINGFIVEINST 3500.1D
MISSION PREBRIEF	
I. HUMAN FACTORS	
<ol style="list-style-type: none"> Any personal / family / relationship issues? Any health issues / medications? Any work distractions? Rebrief ORM issues and NATOPS by exception if delayed. 	
II. CREW REST / CREW DAY	
<ol style="list-style-type: none"> When did all aircrew leave yesterday? 12 hours debrief to arrival for first official duty When did all aircrew enter the squadron for official duties? How many consecutive scheduled days? Maximum of 6 consecutive scheduled days. How many graded events today? Maximum of two graded events. 	
III. REVIEW OF TRAINING JACKET	
<ol style="list-style-type: none"> Incomplete Flights - Determine necessary maneuvers to complete. Unsatisfactory Flights - Determine if SNA should progress to next event. End of Block Flights - Determine necessary maneuvers to perform. 	
IV. CURRENCY / CUMULATIVE FLIGHT TIME	
<ol style="list-style-type: none"> SNA - Warm-up criteria: <ol style="list-style-type: none"> 7-13 calendar days (within stage) - 1 Optional 14 calendar days (regardless of stage) - 1 Mandatory, 1 Optional IP - Flown in last 21 calendar days? <ol style="list-style-type: none"> Night/NVG current - 90/45 days. Model and/or Stage current - 90 days. Contact "B" current - 21 days. IP cumulative flight time - waivers 	
V. IP REQUIREMENTS - On-wing, Standardization, IPC or FPC instructor?	
VI. WEATHER	
<ol style="list-style-type: none"> Current / forecast / Wx requirements for flight. Wind effect on aircraft performance. SIGMETS / WW / CWW. Hot environment (heat/humidity) - dehydration, fatigue, aircraft performance. Cold environment (icing) - freezing level, minimums. 	
SITUATION OVERVIEW	
MISSION STATEMENT (SPECIFIC EMPHASIS ON?)	
EXECUTION OF MISSION	
I. CONCEPT OF OPERATIONS - MISSION OVERVIEW	
II. SCHEME OF MANEUVER	
<ol style="list-style-type: none"> SEQUENCE OF EVENTS ROUTE / COURSE RULES MANEUVERS OLF OPERATIONS RTB 	
III. MISSION SPECIFIC ORM (OPPOSITE SIDE)	
ADMINISTRATIVE	
I. FLIGHT EQUIPMENT CURRENCY	
II. READ & INITIAL CURRENT	
III. SNA DOUBLE SCHEDULED	
<ol style="list-style-type: none"> Cancel second event if previous flight in block was unsat and notify flight leader <ol style="list-style-type: none"> F4101/2, T3101/2 and T4101/T4201 are not considered double scheduled events. 	
IV. Training Improvement Process (TIP)	
<ol style="list-style-type: none"> End of Stage Critiques are mandatory Anyone can recommend a syllabus change via the Stan Department 	
V. Training Time Out - TTO Policy applies to all flights in the TH-57	
VI. Discussion Items	
NATOPS BRIEF	

MISSION SPECIFIC ORM	COMTRAWINGFIVEINST 3500.1D	
Contact 'B/C' (C40-47,49) Low work -5' Defensive posturing Full autos: 45 gal max Prac autos: 2500' DA/5kts wind Sim eng failure at alt Waveoffs (Power on/off) Cut guns +/-45 deg Autos: attitude, flare, full	Tactical 'B' (T40) Prac autos: 2500' DA/5kts wind High speed approaches Waveoffs (Power on/off) DA/winds Doors off 02/03 only CAL zone ops Pinnacle ops Externals Inadvertant Rear Seatbelt Release	Solo flights (C44/N43/44) Hot seat procedures Quick stops No tailwinds on C44 >5kt tailwind for N43/N44 10 hour crew day Currency 1 day for C44 5 days for N43/44
Contact (IUT & DEMO) Low Nr recovery Sim eng failure on t/o H/S low level auto Sim stuck pedals in hover/alt Sim loss of T/R thrust	Basic Instruments (I40-42) ITOs Unusual attitudes Working area traffic Observer responsibilities Alpaca Far location (West) Horse Farm Location (East)	Radio Instruments (I43-45) ITOs Missed approach/climb out Comm discipline Working area traffic Observer responsibilities
Low Level Navigation (N45) Traffic calls Torque awareness Rad alt no lower than 150' Low-level lookout Bird/obstacle avoidance Low-level engine failure DA/winds Alpaca farm location (Green) 360/180/90 (Pattern at OLF)	Navigation (N40-42) "Get There-its" Fatigue Complacency Weight vs. Torque FLIP Airfield diagram	FDLP/SDLP/Shipboard Operations (T41/42/43) Relative winds Bird/obstacle avoidance Low-level lookout Hot seat procedures (T41/42) Water survival (Flotation) Water temp. 51°-60°F Aramids required <50°F-LLBI over land
Formation (F40-41) Closure rates Landing pattern Acute on inside of turn Torque considerations Low level lookout Alpaca farm location (West) Working area traffic	Night contact/Nav (C48/N41) Low work Closure rates SA in pattern Night autos to runway Lookout/obstacle avoidance Working area traffic	NVG (T44) Low work Exterior lighting Closure rates Scan pattern Visual illusions Working area traffic Fog: Temp/dew pt spread <2° Rad alt no lower than 300'
	Warm-up (Winger/IP) Checklist Course rules Autos Complacency	

Pre-Leave/Holiday Safety Self Assessment

This briefing guide is designed to assist commanders and other leaders in briefing servicemembers before departure on planned trips outside the immediate local area when servicemembers are going on leave/liberty. Its use is encouraged when servicemembers are going on trips, even if not on official leave/liberty.

1. Personal Motor Vehicle (PMV) CRASH PREVENTION POLICIES:

- Safe driving takes precedence over all travel schedules.
- Seatbelt use is mandatory.
- The consequences of drinking and driving.
- Procedure to follow in case of emergency.

2. KEY CRASH PREVENTION SAFETY FACTS/INFORMATION:

a. SPEED

- Speeding/reckless driving is a prime cause of PMV fatalities.

- If running late, speeding should not be an option. Call the chain of command to work something out so that safe return is assured.

- As speed increases, so does distance required to stop, risk of a crash, and severity of crash.

- It takes the average driver 1.5 seconds to react to a hazard.

b. ALCOHOL

- Driving after drinking and while fatigued is a prime cause of PMV fatalities.

- Use a designated driver if you plan to drink. Volunteer to be a designated driver if you do not intend to drink, but will be with others who plan to drink.

- A person's blood alcohol concentration (BAC) can be well below the intoxication level and still cause impairment. For a 160-180-pound person, one beer consumed in one hour will result in a BAC of .01-.02 percent. Inhibitions will be lessened and judgment will begin to be affected.

- A 12 ounce beer = 1 ounce of liquor (100 proof) = 4 ounces of wine.

c. FATIGUE

- Schedule your trip to avoid driving during normal sleep hours.

- Ensure you are completely rested prior to departure/return from trip.

- Drivers should plan for at least a 15-minute rest stop every 2 hours.

- Limit driving to 350 miles per day or no more than 8 hours on the road.

d. GENERAL

- Stress the value of protective equipment (seatbelt use is mandatory, helmets).

- Encourage servicemember to be sure sufficient funds are available to cover expenses. Shortage of funds often leads to marathon driving.

- Avoid driving during late night hours. There is an increased incidence of drunk driving during late night hours.

Driver Risk - Assessment Survey

Purpose: Provides an effective risk management tool for a supervisor to determine an individual's risk level.

- Human error is the largest single component in a mishap due to risk taking behaviors. Supervisors are in the best position to help eliminate human error. They are aware of day-to-day events and stressors that affect the way people perform on and off the job. When certain behavior patterns or indicators become evident, they can intervene by offering advice and counseling individuals.
- Supervisors often know which individuals are at risk and a form, such as the Driving Mishap Risk Indicator Self-Assessment Survey, helps quantify risk potential and focus on intervention and prevention strategies.

Use:

- Use the Driving Mishap Risk Indicator Self Assessment Survey to identify and counsel people that are driving their motor vehicle during a major holiday, driving after a long deployment, or are driving during an extended weekend.
- The idea is to use the form as a catalyst for honest, frank discussion in which the opportunity is provided to counsel individuals at risk. Assurance of privacy is a must, so one-on-one communication is imperative.

Requirement:

- Questions are designed to assess behavioral factors and indicators that are related to human error mishaps. Information or statements made to the supervisor concerning items on this form CANNOT be used in any adverse proceeding, administrative or criminal.

If an individual has 10 or more points, the individual has a greater than average risk for a traffic mishap. The supervisor should work with the individual to reduce the risk factors.

Driving Mishap Risk Indicator Self-Assessment Survey

- Instructions: Assign points for the following risk factors as they apply.
- Total points determine an individual's relative risk level.

- Directions for use of this form:
- Supervisor will discuss completed form results with interviewee and may discuss results with the chain of command for the purpose of the individual's welfare. A record may be made of counseling, however, recommend gross score/result or "low, medium, or high" risk levels be recorded in lieu of answers to particular questions.

Information or statements made to the supervisor concerning items on this form CANNOT be used in any adverse proceeding, administrative or criminal.

Form is property of interviewee only and will not be retained by command or supervisor. The interviewee may retain this completed form if desired, however, recommend this document be destroyed/shredded ASAP after counseling.

	RISK FACTOR	POINTS
1. AGE		
	25 YEARS OR YOUNGER = 1 PT	
	26 OR OLDER = 0 PTS	
2. PAY GRADE		
	E-5 AND BELOW = 1 PT	
	E-6 AND ABOVE = 0 PTS	
3. GENDER		
	MALE = 1 PT	
	FEMALE = 0 PTS	
4. MARRIED?		
	SINGLE = 1 PT	
	MARRIED = 0 PTS	
5. DRIVING RECORD		
	1 OR MORE MOVING VIOLATIONS LAST 12 MONTHS = 1 PT	
6. TIME SINCE DEPLOYMENT		
	DEPLOYED OVER 30 DAYS AND HOME LESS THAN 30 DAYS = 2 PTS	
	OTHERWISE = 0 PTS	
7. DISTANCE TO TRAVEL		
	LESS THAN 500 MILES = 0 PTS	
	500 THRU 1000 MILES = 1 PT	
	OVER 1000 MILES = 2 PTS	
8. INCIDENTS OF ALCOHOL ABUSE		
	4 PTS PER INCIDENT	
9. RATIO OF TRAVEL DAYS TO TOTAL LEAVE		
	LESS THAN 1 TO 5 = 0 PTS	
	1 TO 4 = 1 PT	
	GREATER THAN 1 TO 4 = 2 PTS	

	RISK FACTOR	POINTS
10. REST PRIOR TO DEPARTURE		
	LESS THAN 8 HRS = 1 PT	
11. HOUR OF RETURN TO DUTY SECTION		
	LESS THAN 12 HOURS PRIOR TO NEXT WORK DAY = 1 PT	
12. DRIVING ALONE		
	YES = 1 PT	
13. PERSONAL STRESSORS		
	MARITAL TROUBLES = 1 PT	
	DEATH IN THE FAMILY = 1 PT	
	CAREER DECISION LOOMING = 1 PT	
14. MOTORCYCLE TRAVEL		
	TRAVEL BY MOTORCYCLE? = 1 PT	
15. TRAVELING DURING HOLIDAY PERIODS		
	YES = 1 PT	
	TOTAL POINTS:	

Note: If the total points exceed 10, the individual has a greater than average risk for a traffic mishap. The supervisor/branch/division officer should work with the individual to reduce the risk factors (allow for more travel time, take more leave, adjust the time of departure/arrival, travel with a companion, etc.).

ANALYSIS: Make a list of areas of excessive risk. List solutions for these excessive risk factors.

PRT CHECKLIST

6 WEEKS PRIOR TO TEST	YES	NO
MISHAP PLAN DEVELOPED/CURRENT IN CASE OF INJURY/DEATH		
TEST DATE IS ESTABLISHED AND ANNOUNCED TO COMMAND		
PRT COURSE/SWIMMING POOL IS SCHEDULED AND RESERVED		
RISK FACTOR SCREENING (RFS) FORMS ARE DISTRIBUTED AND COMPLETED BY ALL COMMAND MEMBERS		
RFS FORMS ARE REVIEWED FOR A CURRENT PHYSICAL EXAM (SECTION A)		
MEDICAL REFERRALS HAVE BEEN ISSUED/OBTAINED FOR		
A. MEMBERS WITHOUT A CURRENT PHYSICAL		
B. MEMBERS WHO MARKED A YES ON ANY PART OF RFS FORM (SECTION B)		
MEMBERS WHO MAY EXCEED BODY FAT REQUIREMENTS ARE IDENTIFIED AND RECOMMENDED TO BE MEASURED		
4 WEEKS PRIOR TO TEST		
ALL MEDICAL REFERRALS COMPLETED		
TWO CPR QUALIFIED OBSERVERS IDENTIFIED FOR EVERY 25 PARTICIPANTS		
COMMENCE HEIGHT/WEIGHT MEASUREMENTS TAKEN		
BODY FAT MEASUREMENT TAKEN IF, REQUIRED		
2-10 DAYS PRIOR TO TEST		
HEIGHT/WEIGHT MEASUREMENTS COMPLETED/BODY FAT, IF REQUIRED		
<i>ALL MEMBERS WHO EXCEED BODY FAT REQUIREMENTS ARE REFERRED TO MEDICAL TO BE CLEARED FOR PARTICIPATION IN THE PRT</i>		
MEDICAL FACILITY HAS BEEN INFORMED OF TEST DATE		
POOL, LIFEGUARDS, AND CPR QUALIFIED PERSONNEL ARE AVAILABLE		
COMMUNICATIONS DEVICES ARE AVAILABLE (I.E., HAND-HELD RADIOS, CELLPHONES)		
PLANNING MEETING FOR ALL CFCs AND ASSISTANTS CONDUCTED		
TEST DAY		
TEMPERATURE IS WITHIN LIMITS: 20 - 85 DEGREES F		
PARTICIPANTS HAVE NOT HAD SURGERY OR POST-OP FOR PAST 10 DAYS		
PARTICIPANTS HAVE NOT HAD PNEUMONIA, BRONCHITIS, OR ASTHMA RECENTLY		
PARTICIPANTS HAVE NOT BEEN ON LIGHT DUTY OR HAVE NOT HAD DENTAL WORK IN THE PAST 72 HOURS		
PARTICIPANTS ARE ADEQUATELY RESTED TO PERFORM PRT		
PARTICIPANTS HAVE NOT CONSUMED ANY ALCOHOL SINCE MIDNIGHT		
PARTICIPANTS ARE PROPERLY HYDRATED		
PARTICIPANTS TAKING MEDICATION SCREENED BY A CORPSMAN		
PARTICIPANTS ARE FREE OF INJURY OR ILLNESS		
PARTICIPANTS ADEQUATELY WARMED UP/STRETCHED PRIOR TO PRT		

ASSESSMENT:

1. If all questions were answered, "yes," conduct PRT.
2. If any question was answered, "no," concerning the safety of all participants, the PRT coordinator will advise the commanding officer and determine whether the PRT should continue or be postponed.
3. If any question was answered, "no," concerning an individual the PRT coordinator will address and determine eligibility to perform PRT.