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CNATRAINST 1550.62
N7
9 Feb 17

CNATRA INSTRUCTION 1550.62

Subj: NAVY FLIGHT DEMONSTRATION SQUADRON OVERSIGHT EVALUATION PROGRAM

Ref: (a) COMPACFLT ltr 5830 Ser N00/128 of 16 May 14
(b) CNATRA ltr 1550 Ser N7/0037 of 23 Jan 14
(c) CNATRAINST 1550.61B
(d) OPNAVINST 5100.23G
(e) OPNAVINST 5100.12J
(f) COMNAVAIRFOR M-3710.7
(g) CNATRAINST 6110.1A
(h) NAVFLIGHTDEMRO N ltr 4790 Ser N00/122 of 1 Nov 11
(i) NAVAIR 13-1-6.7-1
(j) OPNAVINST 3750.6S
(k) OPNAVINST 3500.39C
(l) OPNAVINST 5102.1D
(m) OPNAVINST 5100.25C
(n) CNATRAINST 3710.40
(o) CNATRAINST 3750.22J
(p) CNATRAINST 3750.23N
(q) CNATRAINST 3750.24F
(r) CNATRAINST 3750.26J
(s) CNATRAINST 5420.13H
(t) CNATRAINST 5100.13
(u) 29 CFR 1910.1200
(v) DoDI 1000.30,
(w) DoDI 5400.11R
(x) DODI 6055.4
(y) COMNAVAIRFORINST 1542.7A
(z) CNATRAINST 3710.40
(aa) COMNAVAIRPACINST 5420.2B

Encl: (1) Inspection Checklist

1. Purpose. This instruction sets forth the policies and procedures for the conduct of Chief of Naval Air Training (CNATRA) oversight evaluations for the Navy Flight Demonstration Squadron (NFDS).

2. Background. Per references (a) through (aa), CNATRA will regularly evaluate squadron performance in terms of compliance with established Office of the Chief of Naval Operations (OPNAV) and CNATRA policy, procedures, and standards while objectively verifying mission capability and performance. A comprehensive inspection will be conducted each year, to be scheduled between the Air Show Seasons, and will be completed prior to CNATRA's annual certification of the Team for aerial demonstration performances.

3. General. The evaluation will consist of five sections; specific inspection items, questions, and checklists are detailed in enclosure (1):

a. Legal: Includes legal processes subject to programmatic audit or inspection, including Navy Sexual Assault Prevention and Response (SAPR) Program training, gifts, and ethics training requirements.

b. Administration: Includes Security Manager, Manager's Internal Control program, and review of administrative processes.

c. CNATRA Oversight: Includes review of various oversight responsibilities of CNATRA, confirmation of other outside inspections on correct timelines, and action items and process changes resulting from reference (a).

d. Safety: Includes Aviation Safety, Ground Safety, NATOPS, Aviation Physiology, and completion of an Occupational Safety and Health Management Evaluation (OSHME) of the NFDS.

e. Standardization: Includes training, operations, and standardization through review of various flight demonstration documents, maneuver manuals, and squadron and positional SOPs.

4. Action

a. CNATRA N7. Serve as the principal advisor to CNATRA for evaluation matters; coordinate and conduct standardization evaluations of the NFDS. In this capacity, CNATRA N7 serves as Chief Evaluator and exercises overall direction and coordination of the standardization and safety program. To carry out this function, CNATRA N7 shall:

(1) Schedule, coordinate, and monitor the evaluation of the NFDS.

(2) Request resources from CNATRA Chief of Staff (COS) and field activities as necessary to fully support the NFDS evaluation program.

(3) Prepare reports after each evaluation and distribute copies to relevant parties.

(4) Monitor and report to CNATRA COS the status of corrective actions for all noted discrepancies.

b. CNATRA N00J/N00D. Support CNATRA N7 in scheduling and execution of annual inspection. Ensure NFDS legal programs comply with governing law and regulations and that all ethics training is completed. Meet with NFDS leadership not less than quarterly and support NFDS requirements throughout the performance season.

c. CNATRA Flag Secretary/Administrative Officer. Inspect the NFDS administrative programs per the inspection checklist contained herein, and with governing instructions.

d. CNATRA N00X. Inspect the NFDS safety culture and programs in accordance with the inspection checklist contained herein, and with governing instructions.

5. Inspection Grading

a. Functional areas shall be inspected for compliance with all governing documents listed in the reference section of this instruction and as detailed in the enclosed inspection checklists. Such compliance will be graded and noted discrepancies will be recorded, with each discrepancy classified as either Major or Minor.

(1) Major: Intentional or gross violation of CNATRA or higher directives, safety of flight (to include qualification and standardization requirements), or previously identified discrepancies that have insufficient remediation measures (ie, repeat discrepancies from the previous evaluation cycle).

9 Feb 17

(2) Minor: Anything not listed as a major discrepancy; a minor non-compliance not affecting safety of flight or personnel safety. Also includes administrative errors.

b. A grade of Outstanding, Excellent, Satisfactory, Marginal, or Unsatisfactory shall be individually assigned to functional areas, and to the overall NFDS command.

c. If an Unsatisfactory grade is assigned to a functional area, the overall command may receive the same grade.

d. An overall unit grade less than Satisfactory and/or any functional area graded as Unsatisfactory will result in a re-evaluation.

e. An Unsatisfactory grade in any functional area may result in CNATRA halting operations until the discrepancy is resolved.

6. Inspection Report Procedures. The CNATRA N7 shall prepare and submit a formal report of the CNATRA oversight evaluation within 60 days of completion of the evaluation.

7. Follow-up. The NFDS Commanding Officer shall submit a report of corrective action for all noted discrepancies no later than 30 days from the date of the evaluation report. CNATRA COS is the final approval authority for completion of CNATRA evaluation discrepancies. These reports will continue at 30-day intervals until all discrepancies are corrected.

8. Re-evaluation. CNATRA shall conduct a re-evaluation if graded Marginal or Unsatisfactory overall, or if Unsatisfactory in any functional area. This re-evaluation shall occur no later than 90 days after release of the evaluation report, shall focus on the areas that led to the Marginal or Unsatisfactory, and shall be graded as Pass or Fail. Reevaluations may be performed remotely if performance in all required areas can be evaluated online or through other means.

9 Feb 17

9. Close-Out. CNATRA shall issue a close-out letter of completion once all noted discrepancies are corrected.



D. M. EDGECOMB
Chief of Staff

Distribution:
CNATRA SharePoint
CNATRA Website

INSPECTION CHECKLIST

1. Legal

a. Good Order & Discipline programs, including Sexual Assault Prevention and Response (SAPR).

b. Ethics and Standards of Conduct, to include:

(1) Annual all-hands training;

(2) Focused training for NFDS Legal Officers, Events Coordinator, and Public Affairs Officer;

(3) Gift processes;

(4) Submission of preliminary agendas for each Air Show for advance legal review of proposed "commits", and memorialization of "pop up" gift offers occurring during respective Air Shows.

c. Quarterly meetings with NFDS leadership.

d. Annual review of NFDS Support Manual.

2. Administration

a. Have annual administrative process assists been conducted between CNATRA Admin and NFDS Admin? For example, the following documents govern some of the affected administrative processes: SECNAVINST 5215.1D Directive Issuance System, BUPERSINST 1610.10C Fitrep/Evaluation Manual, OPNAVINST 1000.23C Pay/Personnel Administrative Support System, and SECNAVINST M5210.2 DON Standard Subject Identification Code.

b. Conduct Security Manager inspection per SECNAV M5510-36 (Exhibit 2C).

c. Review MIC program.

3. CNATRA Oversight

a. Have Aviation Maintenance Inspections (AMIs) been conducted for NFDS F/A-18 and C-130 programs within directed timelines?

b. Has NFDS completed all mandated General Military Training (GMT)?

c. Are alcohol de-glamorization actions incorporated into NFDS governing instructions?

d. Have actions been taken to prevent hazing, and have these actions been incorporated into NFDS governing instructions? Do these instructions clearly state past prohibited practices?

e. Have written directives been issued to govern Khaki Newbie processes for officers and Chief Petty Officers with specific requirements to earn the crest or blue flight suit, and specific guidance for mid-year hires?

f. Has a post-Cresting survey process been developed and incorporated into NFDS governing instructions, to include anonymity, timeliness, CO review, and CNATRA review?

4. Safety. The safety portion of the evaluation will assess procedural compliance and effectiveness of the safety and NATOPS programs. The NFDS shall have supporting documentation readily available at the time of the inspection. Documentation available on-line/electronically (i.e. HAZREPs, instructions, etc.) does not need to be printed.

a. Aviation Safety.

(1) Policy and Program Feedback

(a) Does the command have a current Safety Program instruction?

(b) Does the local SOP address safety issues?

(c) Are Aviation Safety Officers' School of Aviation Safety (SAS) completion letters maintained?

Enclosure (1)

9 Feb 17

(d) Does the command have a functional Anymouse program? Can the command provide examples of recent inputs? Are processes in place to resolve issues?

(e) Is the CNAF Safety Tracker continually maintained in an up-to-date status? (<https://asap-navy.com/safety/>)

(2) Pre-Mishap Planning (Aviation)

(a) Is there a current pre-mishap plan in place that addresses actions to be taken in the event of an aviation mishap?

(b) Are procedures in place to send an OPREP-3 message in the event of an aviation mishap?

(c) Are locally tailored OPREP-3 Pinnacle, Navy Blue and Navy Unit SITREP templates immediately available to OPREP-3 drafters?

(d) Are enough primary and secondary message transmitting personnel identified on the pre-mishap plan?

(e) Are enough secondary personnel identified on the pre-mishap plan to draft and transmit a mishap initial notification in the event the Aviation Safety Officer (ASO) is unavailable?

(f) Are pre-mishap plans reviewed periodically and exercised annually to verify applicability, effectiveness, and currency?

(g) Are members of the Aircraft Mishap Board (AMB) appointed in writing?

(h) Is documentation maintained to verify the frequency and type of AMB training conducted?

(3) Operational Risk Management (ORM)

(a) Can the command provide a current list of unit designated ORM facilitators?

Enclosure (1)

9 Feb 17

(b) What type/level of certification have they received (i.e. SAS, Transportation Safety Institute (TSI), etc.)?

(c) Is documentation maintained to verify the completion of initial and annual ORM training?

(d) Is a Safety/ORM check-in brief given to all newly reported personnel and is the subject matter of the brief tailored to the command?

(e) Can the squadron demonstrate compliance with NAVFLIGHTDEMONINST 3500.39 (NFDS ORM instruction)? Can the squadron provide specific examples of a pilot contacting the flight surgeon prior to the brief to ORM out of a flight? Can the squadron provide specific examples of the flight surgeon contacting the Boss prior to the brief to recommend a pilot fly or not fly? Can the squadron provide specific examples of the Boss ORMING himself/herself out of a flight?

(f) Does the command have documentation of recently completed risk assessments (for air shows, detachments, family day, integration of new equipment, implementation of new flight procedures, etc.)?

(4) Human Factors Councils/Boards (HFC/HFB)

(a) Are HFC members appointed in writing? Are all guest pilots (FCF pilots, etc.) covered during HFCs?

(b) How often does the HFC meet? Does the command maintain documentation of the date each HFC was conducted and the members of that council for two years?

(c) Who typically is a member of an HFB?

(d) What criteria does the command use to convene an HFB?

(e) Does the command maintain documentation of the date each HFB was conducted, the name of the aviator reviewed, and the members of the board for two years?

Enclosure (1)

9 Feb 17

(f) How are minutes/results of HFBS and HFCs maintained?

(g) Has feedback from quarterly HFCs been sent directly to CNATRA N00?

(5) Culture Workshops (CW), Safety Assessments (CSA) & Surveys

(a) What was the date of the last unit CW?

(b) When is the next CW due? Has it been requested?

(c) Can the command provide documentation of the most recent unit CSA/MCAS? When is the next CSA/MCAS due?

(d) When was the most recent unit Naval Safety Center Safety Survey? Does the Safety Department have the report from the last survey?

(e) What is the command policy for de-brief of Surveys?

(6) Safety Councils and Meetings

(a) Can the command provide documentation/minutes of the following meetings?

1. Aviation Safety Council

2. Any other locally conducted safety meeting

(b) Who chairs the Safety Council?

(7) Non-Bird Aircraft Strike Hazard (BASH) Hazard Report (HAZREP)/Safety Investigation Report (SIR) Process

(a) How many unit HAZREPs (non-BASH) and endorsements does the command have for the last 24 months?

(b) Can the command provide a list of applicable HAZREP recommendations for the last 24 months, including status?

(c) Does the command retain all applicable SIRs and endorsements for the last 24 months?

Enclosure (1)

9 Feb 17

(d) Can the command provide a list of applicable SIR recommendations for the last 24 months, including status?

(e) How are reportable incidents tracked to ensure HAZREP completion and submission of timely reports?

(f) Are high quality HAZREP/SIRs and endorsements submitted within established timeframes?

(8) BASH HAZREP Process

(a) Have BASH HAZREPs been submitted for all bird/animal strikes that occurred in the last 24 months?

(b) What is the process by which BASH HAZREPs are submitted for aircrew-discovered bird strikes?

(c) What is the process by which BASH HAZREPs are submitted for maintenance-discovered bird strikes?

(d) Are remains and/or DNA specimens collected and submitted to the Smithsonian for identification for all strikes?

(e) Are associated costs for both damaging and non-damaging strikes recorded on BASH HAZREPs?

(9) Handling of Privileged Information

(a) Are SIR reports routed and disseminated with appropriate safeguards to protect privileged information?

(b) What process is used to inform team members of pertinent privileged information?

(10) Web Enabled Safety System (WESS)

(a) Can the unit WESS Safety Authority(s) demonstrate the ability to execute Safety Authority functions within the WESS system?

(b) How are unit WESS account holders managed and trained?

Enclosure (1)

9 Feb 17

(c) Are proper WESS permissions assigned to WESS account holders?

(d) How are WESS HAZREPs disseminated to team members?

b. Ground Safety.

(1) Ground Safety Reference Publications. Are the following publications available?

(a) OPNAVINST 5100.23G - Navy Safety and Occupational Health Program.

(b) OPNAVINST 5102.1D - Navy & Marine Corps Mishap and Safety Investigation, Record Keeping Manual.

(c) OPNAVINST 5100.25C - Navy Recreation, Athletics and Home Safety Program.

(d) OPNAVINST 5100.12J - Navy Traffic Safety Program.

(e) OPNAVINST 3500.39C - Operational Risk Management.

(2) Command Support

(a) Has the Commanding Officer issued a Safety Policy statement that reflects his/her commitment to safety and to programs that prevent or minimize mishaps? Is the statement posted? Is a copy of the statement provided to all personnel?

(b) Does the GSO report to the squadron Safety officer for ground safety issues?

(c) Have DD forms 2272 "Department of Defense Occupational Safety and Health Protection Program" (dtd Nov 2000) been posted in prominent locations such as official bulletin boards?

(d) Is the CO/XO reviewing all lost-time mishaps that require submission of an SIR with cognizant first line supervision and/or the next level management involved?

Enclosure (1)

(3) Safety Program Records Keeping

(a) Does the command utilize the Enterprise Safety Application Management System (ESAMS) for safety program records keeping? Have all personnel been entered into ESAMS? Is there a process in place to ensure new personnel are entered into ESAMS and departing personnel are removed?

(b) If ESAMS is not used does the command have a fully documented Occupational Safety & Health Training Plan? Is documentation maintained to verify completion of required training? Have training resources been identified? Have processes been developed to collect and analyze metrics to conduct an annual self-assessment?

(4) Occupational Safety Workplace Inspections

(a) Are annual inspections being performed by the Base Safety Officer in El Centro and Pensacola? Does the command have a copy of the most current inspections?

(b) Are NAVOSH deficiency notices for RAC 1, 2, and 3 provided to the CO of the inspected operation within 15 working days after the inspection? Are the deficiency notices posted in the work space? Was interim corrective action implemented until the hazards were abated? Did the Base Safety Offices provide a written report of the inspections, including administrative findings, within 45 days of the inspection?

(5) Training

(a) Does indoctrination include the following?

1. Ground mishap reporting requirements.
2. Process for reporting unsafe, unhealthful conditions.
3. Identification of motorcycle riders.
4. Verification of motorcycle qualifications and training requirements.

Enclosure (1)

9 Feb 17

5. Local area traffic safety.

(b) Have all military supervisors completed the NAVOSH for Supervisors course?

(c) Have all personnel completed an ergonomics course?

(d) Have proper personnel been included in the hearing conservation program and received hearing conservation training?

(e) Have all military personnel under the age of 26 taken the four-hour Drive for Life training on Navy Knowledge On-line (NKO)?

(f) Are all military personnel receiving quarterly off-duty safety training on seasonal and geographical topics?

(6) Unsafe/Unhealthful Conditions

(a) Is a process for reporting ground unsafe or unhealthful conditions established? Are all personnel aware of this process?

(b) Are OPNAV 5100/11 forms (Report of Unsafe/Unhealthful Working Conditions) posted in conspicuous places, such as the coffee mess, etc.?

(c) Are OPNAV 5100/11 hazard reports documented and acted on promptly?

(d) Are records maintained on all hazard reports that record the date, time, identifying reference number, location of condition, brief description of the condition, hazard classification (RAC) and nature of action taken?

1. If the hazard cannot be abated by the command, are they referred to the Base Safety Office?

2. Are all hazard reports tracked until corrected?

Enclosure (1)

9 Feb 17

(7) Mishap Investigation/Reporting

(a) Is there an established process to ensure Safety is notified of all ground mishaps (i.e. notification from maintenance control, Flight Surgeon, or duty officer)?

(b) Does this process include military off-duty mishaps?

(c) Are all mishaps reviewed or investigated as applicable?

(d) Are logs maintained on both civilian and military injuries and illnesses, either hard copy or through WESS or ESAMS? Are the logs retained for five years after the completion of the calendar year?

(8) Pre-Mishap Plan (Ground)

(a) Is there a current pre-mishap plan in place that addresses actions to be taken in the event of non-aviation related mishap?

(b) Are pre-mishap plans reviewed periodically and exercised annually to verify applicability, effectiveness, and currency?

(9) Annual OSH Self-Assessment

(a) Are command self-assessments completed IAW OPNAVINST 5100.23G?

(b) Was the ESAMS "OSH" report card used for the report?

(c) If ESAMS was not used, how was the self-assessment completed?

(10) Industrial Hygiene/Occupational Safety

(a) Has an Industrial Hygiene Survey been conducted in the last four years? Is the most current survey on file?

(b) Have all recommendations been implemented?

Enclosure (1)

9 Feb 17

(11) Traffic Safety

(a) Are traffic safety briefs provided to personnel prior to major holidays? Are they documented?

(b) Are Military personnel age 25 and under receiving at least two hours of annual refresher traffic safety training each year?

(c) Are off-duty motor vehicle accidents reported and investigated?

(d) Is the command's motorcycle safety training ESAMS database complete and current? Does the command maintain file copies of each rider's motorcycle license, proof of training (Motorcycle Safety Foundation (MSF) Cards), insurance documentation, and motorcycle registration?

(e) Have all personnel (including non-riders) signed a page 13 delineating motorcycle safety requirements before and after the purchase of a motorcycle? How are page 13's maintained?

(f) Is motorcycle training completed within required timelines?

(g) Has the Motorcycle Safety Representative (MSR) completed the required training?

(h) Prior to the purchase of a motorcycle, are personnel counseled and is that counseling documented?

(i) Is bicycle safety emphasized and are members reminded that helmets are required on the installation?

(12) HAZMAT Control/Management

(a) Does training include the following?

1. Physical and health hazards of chemicals in the work area.

2. Protective measures that personnel can take, such as appropriate work procedures and PPE.

Enclosure (1)

9 Feb 17

3. Details on the Hazard Communication program including explanation of the Material Safety Data Sheets (MSDS) labeling system, and how to obtain and use hazard information.

(b) Does the command have an up-to-date Authorized Use List (AUL) with accompanying MSDS?

c. NATOPS.

(1) Program Management (NATOPS Officers)

(a) Does the unit have command C-130 and F/A-18 NATOPS programs established?

(b) Are NATOPS Instructors and Assistant NATOPS Instructors designated in writing?

(c) Are highly qualified Naval Aviators (NA) assigned as NATOPS Officers to direct and monitor the programs?

(d) Does the squadron have an effective tracking system for aircrew qualifications and currency?

(e) Is an effective communication system in place with the operations department to ensure recurring qualifications are scheduled and completed?

(f) Is annual ground egress training completed?

(g) When were the last C-130 and F/A-18 unit NATOPS evaluations conducted? Does the squadron retain copies of the written evaluations?

(h) Were all active duty and reserve aircrew present for the open book and closed book examinations? Did anyone score less than 3.3 on the closed book exam? Did anyone score less than 3.5 on the open book exam?

(i) Does the unit report uncorrected NATOPS evaluation failures to higher authority for review with comments, recommendations, and requests for waivers within 30 days of the NATOPS evaluation?

Enclosure (1)

(j) Are unit NATOPS exams kept in a secure location and updated annually?

(2) NATOPS Flight Personnel Training and Qualification Jackets (OPNAV 3760/32)

(a) Are NATOPS jackets maintained IAW CNAF M-3710.7 and CNATRAINST 3710.40?

(b) Does the squadron maintain a NATOPS jacket for each pilot, NFO, and aircrew member?

(c) Are NATOPS jackets in compliance with DoDI 1000.30 direction regarding removal of SSNs from all current and existing documents? If not, does the command have a plan to remove SSNs?

(d) Is the file cabinet containing the NATOPS jackets lockable? Is there an access list signed by the current Commanding Officer? Are the jackets logged in and out?

(e) Do the NATOPS Officers maintain discrepancy logs?

(3) Aviator Flight Log Books (OPNAV 3760/31)

(a) Do logbooks have an annual NATOPS stamp?

(b) Do logbooks have an annual instrument stamp?

(c) Have all personnel met their annual minimums? If not, were waiver letters submitted?

(d) Have any instructors exceeded their 30/90/365 day maximums?

(e) Does the information in the logbook correlate with the NATOPS jacket?

(f) Are logbooks maintained in accordance with CNAF M-3710.7 and CNATRAINST 3710.40?

(g) Are entries legible?

Enclosure (1)

9 Feb 17

(h) Have the aviators and Commanding Officer (or authorized deputy) signed the logbook? (Monthly signature is required for aviators, and at the end of the fiscal year, or upon detachment, for the Commanding Officer.)

(i) Is there a NATOPS Evaluation flight entry (2L4 Flight Purpose Code (FPC)) and an annual Instrument Evaluation flight or simulator entry (2L3 FPC)? Are these recorded on the qualifications and achievement record?

(j) Is information in the flight record, the accident and flight rule violation, and mishap record recorded properly?

(4) NATOPS and Flight Publications/Instructions

(a) Are all recommended changes to NATOPS manuals and associated publications properly submitted?

(b) Are current copies of CNAF M-3710.7 and COMNAVAIRFORINST 1542.7A maintained in the NATOPS office?

(c) Has the unit verified the Automatic Distribution Requirements List (ADRL) per CNAF M-3710.7 through the Naval Air Technical Data and Engineering Service Center (NATEC) Website?

(d) Does the squadron have a system to track NATOPS manuals and promulgate changes and revisions? Do all manuals have the current change entered and logged?

(e) Is the NATOPS publications library readily available and current?

d. Aviation Physiology.

(1) Can the squadron provide the training briefs and materials used to conduct Annual Level A Adjunctive Training?

(2) Can the squadron provide the training briefs and materials used to conduct G-Tolerance training?

(3) With NFDS AME/PR/Crew Chiefs: Review VIP safety and survival equipment brief.

Enclosure (1)

9 Feb 17

(4) Review ALSS and NFDS specific waivers.

e. NOTE: OSHME requirements are contained within the Ground Safety inspection items referenced above.

5. Standardization. Review training, operations, and standardization by conducting a thorough review of various flight demonstration documents, maneuver manuals, and squadron and positional SOPs. Emphasis will be placed on consistency and standardization of these materials, as well as the effectiveness of processes to standardize and update them.

Enclosure (1)