



## DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING  
CNATRA  
250 LEXINGTON BLVD SUITE 102  
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CNATRAINST 3750.22H  
00X

01 AUG 2003

CNATRA INSTRUCTION 3750.22H

Subj: THE CHIEF OF NAVAL AIR TRAINING SAFETY PROGRAM

Ref: (a) OPNAVINST 5100.8G  
(b) OPNAVINST 3750.6R  
(c) CNATRAINST 3750.23L  
(d) CNATRAINST 3750.26G  
(e) OPNAVINST 5102.1C  
(f) OPNAVINST 4790.2H  
(g) OPNAVINST 3710.7S  
(h) SECNAVINST 5215.1C  
(i) OPNAVINST 5100.23F  
(j) CNATRAINST 5100.11B  
(k) CNATRAINST 3750.24E  
(l) OPNAVINST 3500.39A

Encl: (1) Duties and Responsibilities of Safety Officers  
(2) Typical NATRACOM Squadron, Safety Department  
Functional Organization

1. Purpose. To establish Safety Program policy for all Naval Air Training Command (NATRACOM) activities.

2. Cancellation. CNATRAINST 3750.22G.

3. Background. The Naval Safety Program was developed to prevent, as much as possible, the loss of life and equipment. The following instructions are integral to the Chief of Naval Air Training (CNATRA) Safety Program. Reference (a) assigns responsibilities for the Navy Safety and Occupational Safety and Health Program. Reference (b) contains guidelines for the conduct of the Naval Aviation Safety Program and detailed direction for the reporting and investigation of naval aircraft mishaps. Reference (c) amplifies the guidance contained in reference (b) and modifies procedures for reporting aircraft mishaps under CNATRA control. Reference (d) establishes CNATRA policy for the composition of aircraft mishap investigation boards. Reference (e) provides additional mishap investigation and reporting procedures for mishaps not included in reference (b). Reference (f) establishes and provides guidance for the Aircraft Maintenance Department Safety Program. Reference (g) is the Naval Air Training and Operating Procedures Standardization (NATOPS) General Flight and Operating Instruction. Reference (h)

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notifies users to utilize the most current edition in the series of instructions. Reference (i) implements the Navy Occupational Safety and Health (NAVOSH) Program and contains guidelines specifically directed at safe and healthful conditions in the workplace, and procedures for reporting occupational mishaps. Reference (j) establishes CNATRA policy and procedures for implementation and management of the Safety and Occupational Health Program within the NATRACOM. Reference (k) establishes policy and criteria for the conduct of Safety Standdown and Back-in-the-Saddle programs. Reference (l) outlines the principles of Operational Risk Management (ORM) and provides guidance for its use.

4. Scope. The CNATRA Safety Program shall be a composite of all actions intended to prevent accidental injuries, fatalities and the damage of assets vital to mission accomplishment. Those specific support areas of safety (aviation, motor vehicle, occupational, hazardous material, etc.) described in references (a) through (l), shall be integrated into the NATRACOM Safety Program.

5. Policy

a. It is the policy of CNATRA that readiness and safety are inherent responsibilities of command and of every supervisor. An aggressive mishap prevention program shall be conducted to improve readiness through safety. To this end, safety shall be the primary consideration governing operations and training within the NATRACOM. Unit commanders and individuals will utilize Operational Risk Management (ORM) principles to support the successful accomplishment of all missions and goals.

R) b. The Assistant Chief of Staff for Safety (00X) shall advise CNATRA on all matters relating to safety within the NATRACOM. He/she shall conduct periodic reviews of all subordinate commands' safety programs, ensuring compliance with applicable instructions and adherence with the duties and responsibilities as directed by enclosure (1).

A) c. The CNATRA ASO and AMSO will act as special assistants to the Assistant Chief of Staff for Safety (00X) and will provide advice on all aviation safety and aeromedical matters.

6. Objective. To establish an effective and aggressive mishap prevention program that will use risk management and hazard elimination to enhance mission readiness, reduce personnel deaths and injuries, and minimize material losses and damage.

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In pursuing this objective, active participation by each individual in the command shall be mobilized to increase safety awareness.

7. Organization

a. Enclosure (2) depicts the typical organizational chart for a squadron safety department. Specific billet assignments within the organizational structure are detailed below:

(1) Safety Officer (Department Head)

(a) Reports to executive officer and commanding officer as head of department.

(b) Shall be a Naval Aviator or Naval Flight Officer and have an experience level commensurate with responsibility level of department heads.

(c) Should be a graduate of the Aviation Safety Officer Course.

(d) May be the Aviation Safety Officer (ASO) in addition to normal duties; but if so assigned, may not have other responsibilities within the command.

(2) Aviation Safety Officer

(a) Manages the command aviation safety program per reference (b).

(b) Reports to the safety officer on matters concerning aviation safety and maintains direct access to the commanding officer in order to advise and assist in the management of the command aviation safety program.

(c) Shall be a graduate of the Aviation Safety Officer Course.

(d) Should not have other responsibilities within the command except normal aviation duties.

(3) Assistant Aviation Safety Officers

(a) Report to the ASO on all matters concerning aviation safety.

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(b) Should be assigned on the basis of one officer for approximately every 40 instructors. Assistant ASOs may be collateral duty assignments.

(4) NATOPS Officer

(a) Reports to the safety officer on all matters concerning flight crew NATOPS qualifications and proficiency.

(b) Must be a highly experienced and knowledgeable officer in the type aircraft operated by the squadron.

(5) General Safety Officer. Reports to the safety officer on matters concerning general safety, i.e., occupational, motor vehicle and traffic safety, recreation, athletics, and home safety and fire prevention. Reference (j) provides guidance with regards to these essential general safety topics.

(6) Safety/NATOPS Clerk. Reports to the safety officer on general administrative and record keeping matters.

b. In addition to the foregoing, each squadron department, division, and work center associated with aircraft flight, ground, and support operations shall have a designated safety officer/safety petty officer, or both.

c. ASOs from each training air wing (TRAWING) will act as special assistants to the commanders and commanding officers on all aviation safety matters. TRAWING aeromedical safety officers will provide assistance and advice to safety officers and TRAWING commanders on aeromedical issues.

d. Duties and responsibilities of the safety officer are set forth in enclosure (1). These duties and responsibilities are intended as a minimum guide and should not be considered as inflexible or restrictive. Each commanding officer should examine the needs of his own safety program and expand billet duties and responsibilities as necessary to effect a comprehensive safety program tailored to the command. Safety officers should then write billet descriptions and local instructions to more fully detail individual duties and responsibilities.

e. TRAWING commanders and NATRACOM commanding officers are encouraged to form safety committees within their organizations. Various safety committees, both officer and enlisted, or

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a combination of both, have provided significant benefits through the exchange of safety information to the Naval Safety Program. Safety committees should be tasked to analyze and discuss unit aircraft mishap trends, exchange safety information, recommend procedures to unit commanders to reduce risk and improve safety of operations, and provide specific information and recommendations for dissemination throughout the unit and/or NATRACOM. To be effective, the committee should meet once a quarter at a minimum, and more often if desired or deemed necessary. The committee responsible for the aircraft maintenance department safety programs shall meet once per month as set forth by reference (f).

## 8. Action

### a. TRAWING commanders shall:

(1) Implement enclosure (1).

(2) Ensure assignment of TRAWING and squadron ASOs per reference (b).

(3) Organize an aviation safety committee composed of representatives from TRAWING aircraft operating or support activities. Forward a copy of minutes of committee meetings to CNATRA (00X) within 7 working days subsequent to the meeting. (R)

(4) Inspect the total safety program of subordinate activities during command inspections.

(5) Make recommendations for changes to this instruction or on any other matter which will prevent a hazardous situation from causing a mishap.

(6) Implement a TRAWING ORM training program and require the use of risk management in all phases of wing and squadron operations.

### b. Commanding officers of aviation units shall:

(1) Implement the organization and responsibilities stated herein.

(2) Ensure all squadron personnel are trained in risk management and require the use of risk management principles in all phases of squadron operations.

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(3) Ensure the safety officer and aviation safety officer, as applicable, have direct access to them on all matters of safety.

9. Reports. Reports shall be made per references (b), (c), (e), and (i) as listed below with the report control symbols (RCS):

a. Reference (b), OPNAVINST 3750.6Q, reports:

(1) OPNAV 3750-19, Hazard Report

R) (2) OPNAV 3750-20, Mishap Data Report

R) (3) OPNAV 3752-1, Safety Investigation Report

b. Reference (e), OPNAVINST 5102.1C, reports:

(1) DD-A&T(AR)1020(5102), Explosive Mishap Report

(2) OPNAV 5102-4, Motor Vehicle Mishap Report

(3) OPNAV 5102-5, Diving Mishap/Hyperbaric Treatment/Death Report

c. Reference (f), OPNAVINST 4790.2H, reports and some reports required by CNATRAINST 3750.23L are exempt from reports control by SECNAVINST 5214.2B and require no report symbols.

d. Reference (i), OPNAVINST 5100.23E, reports:

(1) OPNAV 5102-9, Priority Message for Interim Safety Report

(2) OPNAV 5102-11, Shore Safety Investigation Report (SSIR)

(3) OPNAV 5102-12, Safety Report (SR)

(4) 1146-DOL-XX(5102/8), Annual Report of Navy Civilian Occupational Injuries and Illnesses

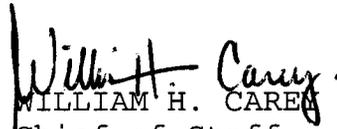
10. Forms. The following forms are obtained through normal supply channels:

a. Safety Report (SR), OPNAV 5102/9

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b. Technical Publication Deficiency Reporting Program  
(TPDR), OPNAV 4790/66

(D)

  
WILLIAM H. CAREY  
Chief of Staff

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Duties and Responsibilities of Safety Officers

TRAWING and Squadron Unit Safety Officers shall:

- a. Act as the commanding officer's representative on all safety matters.
- b. Report to the commanding officer on a frequent basis (not less than monthly) about the safety posture of the command. Formal written reports are recommended where follow-up action is required.
- c. Ensure all required reports are prepared and submitted per references (a), (b), (c), (e), (g), and (i).
- d. Establish in writing the duties and responsibilities of personnel assigned to the safety department.
- e. Disseminate safety information throughout the command and manage the dissemination procedures to ensure all hands are made aware of safety information.
- f. Maintain records as necessary to document the command safety program and maintain files of safety information.
- g. Communicate regularly with other department heads.
- h. Ensure safety committees are organized and supported.
- i. Conduct liaison with associated commands and facilities (CNATRA, TRAWINGs, NASSs, medical, maintenance contractor, etc.) to enhance safety.
- j. Arrange/direct/participate in specialized accident prevention conferences at TRAWING and unit levels, as appropriate.
- k. Conduct and coordinate safety surveys, utilizing the latest edition of the NAVSAFECEN Aviation Safety Review Check List and the NAVSAFECEN Navy Occupational Safety and Health Program Evaluation Guide for shore activities.
- l. Maintain a current pre-mishap plan and conduct training as necessary to ensure that personnel assigned responsibilities under this plan are familiar with their duties.

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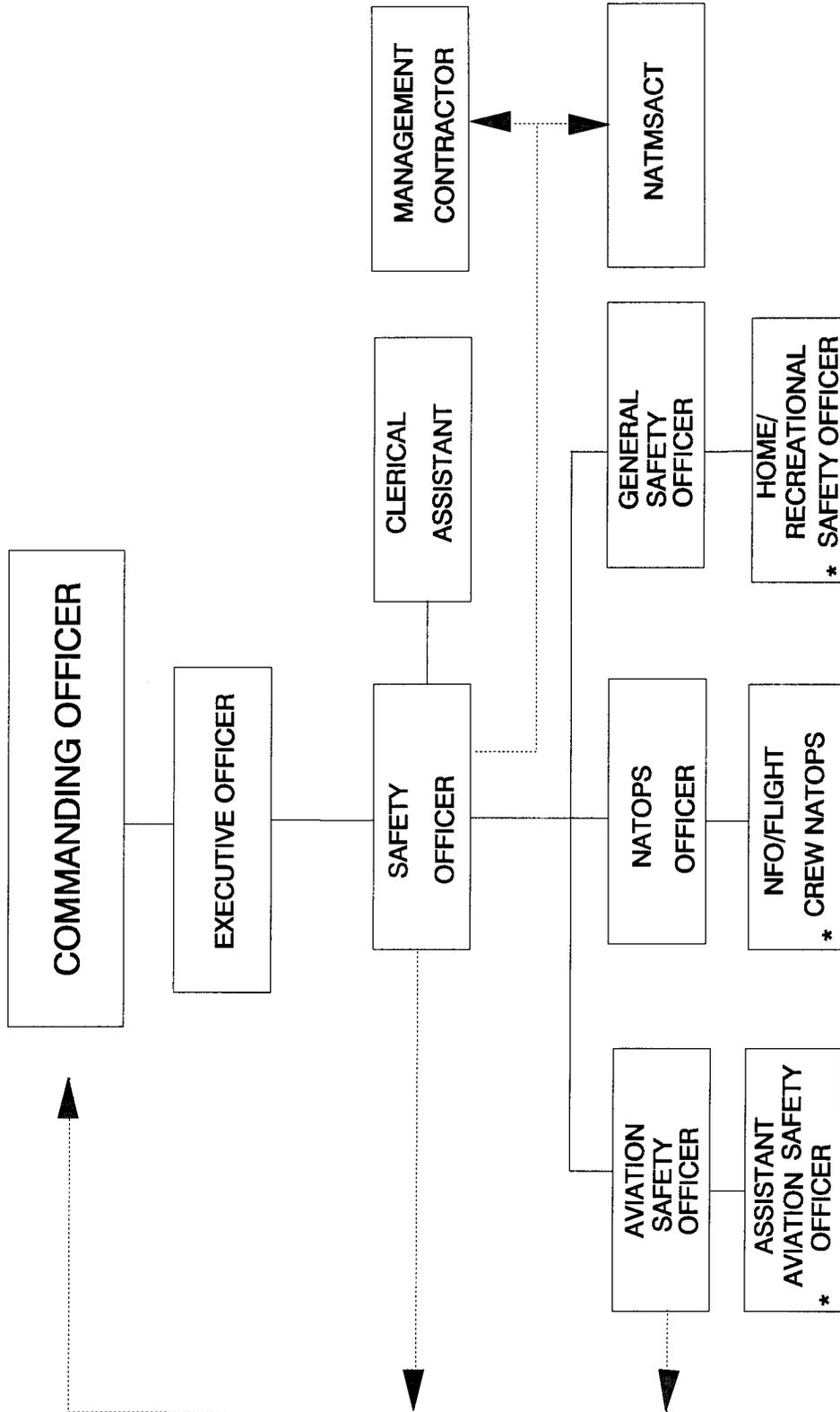
m. Ensure requirement for funds for the formal schooling involved in safety and mishap prevention training is included in the squadron and TRAWING annual budget submissions.

n. Plan and implement effective and interesting safety standdown and back-in-the-saddle safety programs and maintain a lessons-learned file per reference (k).

o. Ensure proper recognition of all personnel who have prevented mishaps through their alertness and skill, or otherwise have made a significant contribution to the safety program.

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# TYPICAL NATRACOM SQUADRON SAFETY DEPARTMENT FUNCTIONAL ORGANIZATION



\* OPTIONAL