



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL AIR TRAINING  
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CNATRAINST 3750.22J  
00X  
25 Mar 13

CNATRA INSTRUCTION 3750.22J

Subj: CHIEF OF NAVAL AIR TRAINING SAFETY PROGRAM

Ref: (a) OPNAVINST 3500.39C  
(b) OPNAVINST 3710.7U  
(c) OPNAVINST 3750.6R  
(d) OPNAVINST 5100.12J  
(e) OPNAVINST 5100.23G  
(f) OPNAVINST 5100.25B  
(g) OPNAVINST 5102.1D  
(h) CNATRAINST 3058.1  
(i) CNATRAINST 3750.23M  
(j) CNATRAINST 3750.24F  
(k) CNATRAINST 3750.26H  
(l) CNATRAINST 5420.1H  
(m) CNAF ltr ser N45/3745 of 2 Dec 11

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

2. Cancellation. CNATRAINST 3750.22H

3. Scope. The Chief of Naval Air Training (CNATRA) Safety Program shall be a composite of all actions intended to prevent injuries, fatalities and the damage of assets vital to mission accomplishment. Specific safety programs (aviation, motor vehicle, occupational, recreational, etc.) described in references (a) through (m) shall be integrated into the Safety Program of every NATRACOM unit. The CNATRA Safety Program applies to all military personnel at all times and all on-duty Navy civilian personnel. Civilian personnel are highly encouraged to apply the tenants of the CNATRA Safety Program while in an off-duty status.

4. Policy. All CNATRA commands shall conduct an aggressive mishap prevention program to ensure safe mission accomplishment and to ensure safety of individuals while off-duty or away from the workplace. While safety programs are overseen by leadership, readiness and safety are inherent responsibilities of every member of a command.

5. Organization, Responsibilities and Duties

a. CNATRA Staff

(1) Assistant Chief of Staff (ACOS) for Safety (00X).  
The ACOS for Safety shall advise CNATRA on all matters relating to safety within the NATRACOM. He shall ensure safety programs across the NATRACOM comply with references (a) through (m).

(2) Aviation Safety Officer (ASO)

(a) Reports to the ACOS for Safety on all aviation safety matters.

(b) Coordinates with the School of Aviation Safety and Training Air Wing (TRAWING) Safety Officers for allocation of ASO school quotas for all CNATRA units.

(c) Ensures aviation safety programs comply with references (a) though (c) and (i) though (m).

(3) Aeromedical Safety Officer (AMSO)

(a) Reports to the ACOS for Safety on all physiological and Aviation Life Support System (ALSS) matters.

(b) Represents CNATRA on the Naval Aviation Survival Training Program Trainer Management Team and the Naval Aviation Physiology Program Planning Committee.

(4) Ground Safety Officer (GSO). Reports to the ACOS for Safety on all non-aviation safety matters. Ensures non-aviation safety programs comply with references (a) and (d) though (h).

b. Training Air Wing Staffs

(1) Safety Officer

(a) The Safety Officer shall act as the head of the Safety Department and advise the TRAWING Commander on all matters relating to safety within the TRAWING.

(b) Ensures safety programs at the TRAWING and subordinate squadrons comply with references (a) through (m).

(c) Per reference (c), organize an aviation safety council that meets at least quarterly. The council shall include representatives from subordinate squadrons and support activities (i.e. Air Station, Navy Air Traffic Control, Federal Aviation Administration, CNATRA Detachment, etc). Forward a copy of meeting minutes to CNATRA Safety (00X) within seven working days subsequent to the meeting.

(d) May be assigned as the Wing ASO, Wing GSO and Wing Aviation Safety Awareness Program (ASAP) Officer at the discretion of the TRAWING Commander.

(e) Ensures 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.

(f) Coordinates and compiles wing and subordinate squadron ASO school quota requests for submission to the CNATRA ASO.

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

(2) ASO. If a separate ASO is assigned, reports to the Safety Officer on all aviation safety matters. Additionally, the ASO shall have direct access to the TRAWING Commander on aviation safety matters. Ensures aviation safety programs comply with references (a) through (c) and (i) through (l).

(3) AMSO. If assigned, reports to the Safety Officer on all physiological and ALSS matters.

(4) GSO. If a separate GSO is assigned, reports to the Safety Officer on all non-aviation safety matters. Additionally, the GSO shall have direct access to the TRAWING Commander on non-aviation safety matters. Ensures non-aviation safety programs comply with references (a) and (d) through (h).

(5) ASAP Officer. If a separate ASAP Officer is assigned, reports to the Safety Officer on all ASAP matters. Ensures ASAP compliance with references (b) and (m).

(6) Other Safety Positions. Reference (d) levies requirements for designation of specific positions (i.e. Traffic Safety Coordinator (TSC) and Motorcycle Safety Representative (MSR)). The GSO will normally be appointed to these positions, but another individual from the command may be so assigned. If the primary duty of personnel designated to such positions is in a different department, they will report to the Safety Officer when acting in the capacity of a safety position.

c. Training Squadrons

(1) Safety Officer

(a) The Safety Officer shall act as the head of the Safety Department and advise the Commanding Officer and Executive Officer on all matters relating to safety within the squadron.

(b) Ensures safety programs at the squadron comply with references (a) through (m).

(c) Ensures appropriate attendance at the wing safety council.

(d) May be assigned as the squadron ASO in addition to department head duties, but if so assigned, shall not have other non-flying responsibilities within the command.

(e) Ensures 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.

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

(2) ASO

(a) Reports to the Safety Officer on all aviation safety matters. Additionally, the ASO shall have direct access to the Commanding Officer on aviation safety matters.

(b) If not designated as the Safety Officer (department head), may be designated as the ASAP Officer and/or the Maintenance Liaison Officer (MLO). Should not have any other non-flying responsibilities within the command.

(c) Ensures aviation safety programs comply with references (a) through (c) and (i) through (l).

(d) Training squadrons that execute flight schedules containing only simulator events do not require an ASO.

(3) GSO. Reports to the Safety Officer on all non-aviation safety matters. Additionally, the GSO shall have direct access to the Commanding Officer on non-aviation safety matters. Ensures non-aviation safety programs comply with references (a) and (d) through (h).

(4) ASAP Officer. The ASAP Officer will typically be a collateral duty and reports to the Safety Officer on all ASAP matters. If the primary duty of the ASAP Officer is in a different department, he or she will report to the Safety Officer when acting in the capacity of the ASAP Officer. Ensures ASAP compliance with references (b) and (m). Training squadrons that execute flight schedules containing only simulator events do not require an ASAP Officer.

(5) Maintenance Liaison Officer (MLO)

(a) To improve communication between aircraft operators and contract maintenance, each squadron shall establish a MLO position. Due to the uniqueness of CNATRA's contract maintenance model, the MLO is critical in ensuring cross-communication of vital safety information between the squadron, the CNATRA Detachment, and the contractor. Past mishaps have demonstrated a weakness in this communication due to an unfamiliarity with the government-contractor relationship and how to best coordinate with the CNATRA Detachment to affect operations within the constraints of the contract. Designation

of a MLO will ensure open lines of communication and will improve the ability of the squadron to safely execute their mission.

(b) The MLO shall serve as a conduit for maintenance concerns or aircraft discrepancies, especially out of control flight issues and abnormal flight characteristics, to be vetted to the contractor and CNATRA Detachment. He shall keep abreast of current issues, discuss concerns with the maintenance contractor and CNATRA Detachment, and keep leadership informed.

(c) Regular meetings shall be established that include the MLO, contractor, and CNATRA Detachment. MLO participation in existing contractor/detachment meetings would satisfy this requirement.

(d) The MLO will be a collateral duty and reports to the Safety Officer on all maintenance matters. If the primary duty of the MLO is in a different department, he will report to the Safety Officer when acting in the capacity of the MLO.

(e) Training squadrons that execute flight schedules containing only simulator events do not require a MLO.

(6) Other Safety Positions. Reference (d) levies requirements for designation of specific positions (i.e. Traffic Safety Coordinator (TSC) and Motorcycle Safety Representative (MSR)). The GSO will normally be appointed to these positions, but another individual from the command may be so assigned. If the primary duty of personnel designated to such positions is in a different department, they will report to the Safety Officer when acting in the capacity of a safety position.

6. Action. Commanders and Commanding Officers shall establish safety programs and positions consistent with this instruction.

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Chief of Staff

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