



**DEPARTMENT OF THE NAVY**  
CHIEF OF NAVAL AIR TRAINING  
250 LEXINGTON BLVD SUITE 102  
CORPUS CHRISTI TX 78419-5041

CNATRAINST 5420.13F  
00X  
14 Apr 11

CNATRA INSTRUCTION 5420.13F

Subj: HUMAN FACTORS COUNCILS AND HUMAN FACTORS BOARDS

Ref: (a) OPNAVINST 3750.6R  
(b) COMNAVAIRPACINST 5420.2B

1. Purpose. To publish policy and guidelines for the conduct of Human Factors Councils (HFCs) and Human Factors Boards (HFBs) within the Naval Air Training Command. This policy provides a formalized mechanism of human factors feedback to the unit commander. The commander can then use this information for risk assessment and subsequent decisions regarding safety of flight issues. This instruction has been significantly revised and should be reviewed in its entirety.

2. Cancellation. CNATRAINST 5420.13E

3. Policy. It is the policy of the Chief of Naval Air Training (CNATRA) to standardize the organization and conduct of HFCs and HFBs to enhance their effectiveness. All guidance and procedures contained in references (a) and (b) shall be followed unless a more specific requirement is delineated by this instruction. Information developed by HFCs and HFBs should be used by the unit commander for the enhancement of flight safety. As a matter of policy, the information developed will be strictly confidential and shall not be used for disciplinary action.

4. Definition. For purposes of this instruction, human factors are that constellation of personal and professional characteristics which correlate with an individual's ability to perform effectively. These factors may be physiological, psychological, social, and/or professional. Examples include medical conditions and qualification, psychological and emotional stressors, interpersonal relations, performance trends, training, currency, and motivational factors. In the context of safety of flight, we are concerned with the influence of these human factors as they affect crew coordination, air discipline, judgment, professionalism, leadership, and basic flying skills.

14 Apr 11

5. Background. Human error continues to be the leading cause of mishaps within the Naval Air Training Command. In many instances, the factors cited as causal factors in a mishap were previously known to supervisors and/or peers but remained unknown to the commanding officer. The insidious nature of many human factors dictate this area be reviewed on a recurring basis. Corrective measures taken at the command level will arrest undesirable trends; ensure personnel are properly trained, directed, or counseled; and minimize potential problems that adversely impact safety and operational readiness.

6. Procedures

a. Human Factors Council

(1) All squadrons and all other units that execute a flight schedule (Instructor Training Units (ITUs) and/or TRAWINGS) shall conduct HFCs a minimum of quarterly. ITU HFCs may be combined with the associated TRAWING HFC or may be conducted separately.

(2) HFC membership shall include:

(a) A chairman. Squadron HFCs shall be chaired by the Commanding Officer (CO) or Executive Officer (XO). TRAWING HFCs shall be chaired by the TRAWING Commander or the Chief Staff Officer (CSO). If conducted as stand-alone councils, ITU HFCs may be chaired by the ITU OIC if he/she is an O5 or above. Otherwise, ITU HFCs must be chaired by the TRAWING Commander or CSO.

(b) The Aviation Safety Officer (ASO) or an ASO course graduate.

(c) A flight surgeon.

(d) The Operations Officer or an experienced officer from the Operations Department.

(e) The Training Officer, Standardization Officer or an experienced officer from the Training Department.

14 Apr 11

(f) The Naval Air Training Operating Procedures Standardization (NATOPS) Officer or a qualified Assistant NATOPS Instructor (ANI).

(g) A senior Full Time Support (FTS) or Selected Reservist (SELRES) Officer (for units with FTS or SELRES aviators).

(h) The senior enlisted aircrewman or a senior enlisted aircrewman (for units with enlisted aircrew).

(3) HFC membership may include:

(a) An Aeromedical Safety Officer (AMSO).

(b) A Student Control Officer.

(c) Flight leaders (for student military aviators (SMAs)/ student naval flight officers (SNFOs)).

(d) A representative from guest aviator's unit(s) (i.e. Naval Air Station (NAS), Marine Aviation Training Support Group (MATSG), Naval Aviation Schools Command (NASC), Wing staff, CNATRA HQ staff, etc.)

(e) Any other experienced aviator deemed necessary by the unit commander.

(4) All aircrew who are qualified to fly on the unit's flight schedule shall be reviewed by the council. This includes all instructors, all students, all enlisted aircrew, all instructors under training, and all guest aviators (i.e. NAS, MATSG, NASC, Wing staff, CNATRA HQ staff, etc.)

(5) HFCs shall review personal and professional characteristics of all aircrew. This information may include, but is not limited to, the following areas:

(a) Incidents of poor air discipline.

(b) Lack of professionalism or conformity with standard operating procedures.

14 Apr 11

(c) Lack of maintenance of flight currency, proficiency, or training requirements.

(d) Failure of prospective instructor pilots, naval flight officers, enlisted aircrew or designated naval aviators to achieve normal progress through the instructor under training (IUT), transition, upgrade, or aircrew training syllabus.

(e) Mishap-conducive attitudes of anti-authority, invulnerability, impulsiveness, resignation, or aloofness.

(f) Inappropriate personal or professional behavior.

(g) Tempo of operations.

(h) Poor SMA/SNFO syllabus performance.

(i) Adverse medical conditions.

(j) Personal and/or professional circumstances causing unusual stress.

(6) Council notes are sensitive and shall be retained and protected in accordance with references (a) and (b). Documentation of the date each council was conducted and the members of that council shall be maintained by the unit for two years.

b. Human Factors Board (HFB)

(1) HFBs shall be convened and conducted per references (a) and (b) whenever the ability of an aircrew to safely perform his/her flight duties is in question or when deemed appropriate by the unit commander. The board will be convened to review specific human factors as related to flight safety and shall provide non-punitive recommendations to the unit commander. An HFB is a focused human factors review of an individual.

(2) HFBs shall include a minimum of four board members. HFB membership shall include:

(a) A chairman. The chairman shall be an O5 or above.

(b) An ASO course graduate.

(c) A flight surgeon.

(d) A senior enlisted aircrewman (for an HFB on an enlisted aircrew).

(e) Any other experienced aviator deemed necessary by the unit commander.

(3) In addition to the requirements levied in references (a) and (b) to convene an HFB, units shall implement processes to determine if an HFB is warranted for:

(a) Identification by an HFC of a potential human factor issue.

(b) Operational Risk Management (ORM) flight cancellations (i.e. ORM cancel, IMSAFE cancel, etc.). See paragraph 6.c. below.

(c) Poor SMA/SNFO syllabus performance.

(4) HFB assignment letters shall not list specific areas of concern.

(5) Board notes and results are sensitive and shall be retained and protected in accordance with references (a) and (b). Documentation of the date each HFB was conducted, the name of the aviator reviewed, and the members of the board shall be maintained by the unit during the entire time the aviator flies with the unit. Maintaining a copy of the HFB assignment letter meets this requirement.

c. ORM Flight Cancellations

(1) Units shall implement non-punitive measures to monitor and track ORM flight cancellations (i.e. ORM cancel, IMSAFE cancel, etc.). These measures must avoid any perception that monitoring and tracking is being performed for punitive purposes. Tracking and monitoring shall be used to identify human factors issues in an aviator.

14 Apr 11

(2) Handling of potential human factor issues shall be in accordance with references (a) and (b), this instruction and the desires of the unit commander.

(3) In rare cases, abuse of ORM flight cancellations (i.e. multiple student ORM cancellations when scheduled with perceived "hard graders.") may be noted. Those instances shall be handled in a manner appropriate for potential misconduct, not the HFC/HFB process.

(4) ORM flight cancellation documentation shall be maintained during the entire time an aviator flies with the unit.

7. Action. Commanders and commanding officers shall establish HFCs and HFBS consistent with this instruction.

  
THOMAS E. BRODERICK  
Chief of Staff

Distribution:  
CNATRA Website