



DEPARTMENT OF THE NAVY

TRAINING SQUADRON SEVEN
NAVAL AIR STATION
101 FULLER ROAD SUITE 270
MERIDIAN, MS 39309-5405

TRARONSEVENINST 1520.10L
N7
7 Jan 15

TRAINING SQUADRON SEVEN INSTRUCTION 1520.10L

From: Commanding Officer, Training Squadron SEVEN

Subj: HUMAN FACTORS COUNCIL/BOARD

Ref: (a) CNATRINST 5420.13H

1. Purpose. To issue policy and guidelines for the conduct of Human Factors Councils (HFCs) and Human Factor Boards (HFBs).
2. Cancellation. TRARONSEVENINST 1520.10K
3. Definition. For purposes of this instruction, human factors are a combination of personal and professional characteristics that influence an individual's ability to perform effectively. These factors may be physiological, psychological, social, and/or professional. Examples include medical conditions and qualifications, psychological and emotional stressors, interpersonal relations, performance trends, training currency, and motivational factors. In the context of safety of flight, the Command is concerned with the effect these human factors have upon crew coordination, air discipline, judgment, professionalism, leadership, and basic flying skills.
4. Background. Human error continues to be a leading causal factor in aviation mishaps. In many instances, the factors cited as causal to a mishap were previously known to supervisors and peers, but remained unknown to the full chain of command. The insidious nature of many human factors dictates a regular review of all personnel. Corrective measures taken at the appropriate level will arrest undesirable trends; ensure personnel are properly trained, directed, counseled; and minimize potential problems that adversely impact safety and operational readiness.
5. Forum and Composition. Due to the unusually large number of aviators assigned to VT-7, there will be separate procedures for Instructor Pilots (IPs) and Student Naval Aviators (SNAs).

7 JAN 15

a. Human Factors Council.

(1) The HFC for IPs shall be a freestanding council conducted by the Executive Officer (XO). It shall be composed of, at a minimum, the Aviation Safety Officer, Flight Surgeon, Operations representative, Standardization representative, NATOPS Officer or a qualified Assistant NATOPS Instructor (ANI), a senior FTS or SELRES officer, Senior Marine or representative and a Student Control representative. It is recommended to have one International Military Instructor in attendance. The HFC shall convene quarterly to review the personal and professional characteristics (as described in paragraph 3) of all Squadron IPs and SNAs.

(2) For SNAs, the Student Control Officer and ASO shall conduct a Human Factors Council with all Class Advisors on a quarterly basis. The SNA HFC should coincide with the HFC for IPs. The SNA HFC shall include all members from the IP HFC, with the exception of a SELRES or FTS Officer. Additionally, the SNA HFC shall include at least 3 SNAs from a suitable cross-section of syllabus stages. When possible, the SNAs should include at least 1 Navy, 1 USMC, and 1 International Military Student (IMS). Results will be forwarded to the CO, XO, Operations Officer, Safety Officer, and Flight Surgeon. It is incumbent upon all Class Advisors to establish and maintain positive lines of communication between themselves and SNAs in their assigned class. An accurate review of personal and professional characteristics for all SNAs requires a high level of involvement and awareness.

(3) The HFC shall provide the Commanding Officer (CO) with an assessment of the Safety/Human Factors climate of the command and with recommendations concerning aircrew and their performance in the training environment.

(4) Minutes of the meeting or written reports are required and are sensitive information that shall be maintained by the unit for two years. Informal notes may be produced and should be passed on to and retained by the CO along with the recommendations of the HFC.

b. Human Factors Board. A HFB shall be convened when deemed necessary by the CO and shall include a minimum of four board members. HFB membership shall include:

(1) A chairman. The chairman shall be an O-5 or above.

7 JAN 15

- (2) An ASO course graduate.
- (3) A flight surgeon.
- (4) Any other experienced aviator deemed necessary.

A HFB is a focused human factors review of one individual. The board will be convened to review specific human factors related to flight safety and shall provide non-punitive recommendations to the CO. A HFB may be considered appropriate prior to a Field Naval Aviation Evaluation Board (FNAEB) or a Flight Performance Board (FPB).

6. Responsibilities.

a. Human Factors Council. Those involved in the HFC shall:

(1) Evaluate every assigned aviator (i.e., IPs, SNAs, and IMSs).

(2) Share human factors information relevant to safety of flight. The HFC is not bound by formal rules of evidence and may consider and include in the record any information which is relevant to the case. This information may include, but is not limited to the following areas:

(a) Incidents of poor air discipline.

(b) Lack of professionalism or failure to comply with Standard Operating Procedures.

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

(d) Failure of prospective IPs to achieve normal progress through the Instructor Under Training (IUT) syllabus.

(e) Failure of SNAs/IMSs to achieve normal progress/minimum grade average through the training syllabus.

(f) Attitudes of anti-authority, invulnerability, impulsiveness, resignation, and/or aloofness that can lead to a mishap.

(g) Inappropriate personal or professional behavior.

7 JAN 15

(h) Adverse medical conditions, to include lack or loss of aeronautical adaptability.

(i) Personal or professional circumstances causing unusual stress.

(j) Tempo of squadron operations.

(3) Make recommendations to the CO for each issue requiring a corrective measure. The HFC is convened in the interest of aviation safety and, as such, shall make no recommendations which are disciplinary in nature.

b. Human Factors Board. Personnel involved in a HFB shall review the same areas as the HFC and any additional areas identified by the CO. Counseling and medical evaluations may be scheduled and carried out at the direction of the HFB as a precursor to a FNAEB or a FPB.

7. Discussion. Information developed by the HFC should be used by the CO for improvement of flight safety. As a matter of policy, information discussed by this council will remain strictly confidential and shall not be used for disciplinary action. Such use would inhibit flow of information and would be contrary to the purpose of the council.

8. Action

a. The Safety Officer shall:

(1) Ensure standing HFC and HFBs, when necessary, are established and conducted in accordance with this instruction.

(2) Record the recommendations of the HFC and submit them to the CO via the XO.

b. The Standardization Officer shall provide the HFC with a copy of the most current TRARONSEVENNOTE 3740 (FIST).

c. The Operations Officer shall provide the HFC with the following:

(1) Monthly flight time summary.

(2) Student estimated completion report.

7 JAN 15

d. The Administrative Officer shall provide an HFB assignment letter and keep on file while an aviator flies with VT-7.

A handwritten signature in black ink, appearing to read 'W. B. Thames', written in a cursive style.

W. B. THAMES

Distribution:

TRARONSEVENINST 5216.1X

List I