DEPARTMENT OF THE NAVY
TRAINING SQUADRON NINE
101 FULLER ROAD SUITE 221
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TRARONNINEINST 3750.1F
N7
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TRARON NINE INSTRUCTION 3750.1F

From: Commanding Officer, Training Squadron NINE

Subj: SAFETY PROGRAM

Ref: (a) OPNAVIST 1542.7C
(b) OPNAVIST 3500.39C
(c) OPNAVIST 3710.7U
(d) OPNAVIST 3750.6R
(e) OPNAVIST 4790.2J
(f) CNATRAINST 1650.10
(g) CNATRAINST 3750.22H
(h) CNATRAINST 3750.23M
(i) CNATRAINST 3750.24F
(j) CNATRAINST 3750.26H
(k) OPNAVINST 5100.23G
(l) CNATRAINST 5420.13G
(m) CNATRAINST 13700.2M
(n) COMTRAWINGONEINST 3500.1D
(o) COMTRAWINGONEINST 3710.3D
(p) COMTRAWINGONEINST 3750.22J
(q) COMTRAWINGONEINST 5090.10
(r) TRARONNINEINST 5400.1E
(s) TRARONNINEINST 5420.4G

Encl: (1) Pulse/ASAP Information Sheet
(2) VT-9 Leave/Liberty Risk Assessment Worksheet

1. Purpose. To establish an aggressive, proactive Command Safety Program with the specific objective of maintaining the highest degree of effective training possible through the elimination of hazards, the prevention of aircraft/personnel related mishaps, and the preservation of personnel and material assets.

2. Cancellation. TRARONNINEINST 3750.1E

3. Background. The mission of Training Squadron NINE (VT-9) is to train Naval Aviators. It is a demanding and difficult task requiring all personnel to perform at their optimum. The potential for serious mishaps involving personal injury and/or loss of equipment is ever present. Mishaps adversely affect the Command's ability to execute its mission. An aggressive awareness by all hands to identify and eliminate potential hazards is the most effective mishap

prevention technique. Creating "Safety Awareness" throughout every level of the military and civilian chain of command is the primary goal of the Command Safety Program. References (a) through (s) establish guidelines for the conduct of the Command Safety Program.

4. Policy. It is the policy of VT-9 that readiness and safety are inherent responsibilities of the command and of every squadron member. This mission cannot be accomplished without embracing principles such as professionalism, safety, operational risk management, and aircrew coordination. 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. Every military and civilian member of VT-9 is in essence a Safety Officer.

5. Organization.

a. Specific billet responsibilities and duties are detailed in reference (r). The Safety Officer should examine the needs of his own safety program and expand billet duties and responsibilities as necessary to affect a comprehensive safety program tailored for the changing needs of the command.

b. The following committees are tasked to analyze and discuss squadron trends, exchange safety information, and recommend procedures to the Commanding Officer (CO). The overall goals are to reduce risk, improve safety of operations, and provide specific information and recommendations for dissemination throughout the Command, Training Air Wing, or Naval Training Command as appropriate.

(1) Operational Safety and Health Council as detailed in references (k) and (p).

(2) Aviation Safety Council as detailed in references (d), (g) and (p).

(3) Human Factors Council as detailed in references (l) and (s).

(4) Aviation Mishap Board (AMB) as detailed in references (d), (j) and (p).

6. Action. Command Safety goals are met through accomplishment of the various program objective areas by each responsible department. The Safety Program is truly a squadron-wide effort, which requires participation by each member. The Safety Department will monitor the Command Safety Program and report safety progress to the CO. Any officer has the CO's authority to halt any evolution deemed unsafe. While the goal of any Command Safety Program is "zero mishaps or injuries", it is understood that Naval Aviation is an inherently risky business. Accidents can and do happen. The real goal is to never sacrifice safety in our attempt to provide quality training for students through strict adherence to the published syllabi.

7. Command Safety Programs.

a. Navy Occupational Safety and Health Program (NAVOSH). The NAVOSH Program is a major element within the Navy's total safety program. Establishing and maintaining safe and healthful conditions in the workplace or the occupational environment is the goal of the NAVOSH program. Administrative procedures for the NAVOSH Program are mishap investigation, reporting, and record keeping for on-duty Navy personnel and Navy operational mishaps. Reference (k) provides policy and outline responsibilities for the implementation of the NAVOSH Program. This Command, and specifically the Safety Department, will apply necessary leadership, resources, management, energy, and innovation to support an aggressive and comprehensive NAVOSH Program. The Safety Officer will serve as the focal point within the command on NAVOSH matters and report directly to the CO. Strong and proactive support is required from every civilian and military command member. Program aspects include:

(1) Compliance with all applicable directives.

(2) Conduct a self-evaluation of safety and health programs and inspect squadron spaces as part of the inspection and review program. Annual self-evaluations shall be completed during October of each year. A written report of evaluation results shall be provided to the CO.

(3) Prompt abatement of identified hazards. To the maximum extent practicable, the Command will eliminate or minimize all hazards through engineering or administrative controls.

(4) Implementation of procedures to facilitate reports of suspected or known hazards to supervisors and/or to safety and health officials without fear of reprisal.

(5) Report all injury and occupational illness as per OPNAV 5100.23G using the Command's Web Enabled Safety System (WESS 2) account at the Naval Safety Center on-line site.

(6) Conduct safety mishap investigations and maintain a comprehensive management information system to provide all data required by higher authority.

(7) Implement procedures to recognize superior or deficient performance. Performance evaluations shall reflect personal accountability in this respect, consistent with position and duties.

b. Operational Risk Management (ORM) Program. ORM is a continuous process designed to detect, assess, and control risk while enhancing performance and maximizing training capabilities. Definitions, procedures, and responsibilities are established in references (b) and (n). ORM provides the basic structure for the detection, assessment, and ultimate sustained control of risk while enhancing performance and maximizing training capabilities. ORM shall be an integral part of VT-9 operations, training and planning at all levels of the command both

on and off duty. Part of VT-9's aggressive ORM policy is the incorporation of a recreational ORM worksheet to be filled out by squadron personnel who wish to participate in high risk off duty activities.

c. Crew Resource Management Program (CRM). Reference (a) provides guidance on the policies, responsibilities and procedures for the CRM program. The goal of CRM is to improve mission effectiveness by minimizing crew preventable errors, maximizing crew coordination, and Optimizing risk management. The squadron will assign a CRM instructor to provide standardization and training for CRM facilitators. The CRM instructor and CRM facilitators are type/model specific. The Safety Department will ensure that an adequate number of qualified CRM facilitators are on hand to properly administer re-currency ground training and flight evaluations as per reference (a). The CRM instructor will coordinate with the Safety Department, Training (TRNG) Department and the CRM model manager to develop, implement, and maintain the CRM program.

d. Pre-Mishap Plan. A Pre-Mishap Plan establishes responsibilities and procedures for reporting and investigating aircraft mishaps as per references (d), (g) and (p). Periodic exercises and drills shall be conducted to test the plan in order to identify deficiencies and ensure its coordination execution in the event of an actual mishap. The Aviation Safety Officer (ASO) is responsible for the contents, implementation and revision of the Pre-Mishap Plan in accordance with the references. Mishap investigations may take the following three forms: Aircraft Mishap Board (AMB) Safety Investigation, Judge Advocate General (JAG) Investigation, and National Transportation Safety Board (NTSB) Investigation. The following is additional guidance when conducting one of the above investigations or when assisting another agency conducting an investigation.

e. AMB. The success of the Navy's Safety Program is dependent on accurate and timely investigation and reporting of mishaps in order to identify potential causes of damage and/or injury. The Senior Member of the AMB is responsible for ensuring members are identified, their duties are fully outlined, and necessary assets are supplied to conduct an adequate investigation. Mishap investigation reports shall be used solely for the purpose of safety. The AMB will exercise care in the dissemination of the information learned during an investigation due to its privileged nature. The Senior Member is the only member authorized to release mishap investigation reports or any other information concerning mishaps.

f. JAG Investigations. In every instance in which an aircraft mishap results in death, serious injury, five or more lost work days, extensive damage to government property (only required for Class A but may be conducted for Class B or C), or in which there is a possibility of a claim, either by or against the Untied States Government, an appropriate fact-finding body shall be ordered to determine the cause and responsibility for the mishap. When in doubt, it would be prudent to conduct a JAG Investigation. Additionally, the nature and extent of any injuries, a description of all damage to property, and all other attendant circumstances will be determined in a legal sense. There should not be an adversarial relationship between the AMB and the JAG.

Privileged witness statements, mishap causes and AMB recommendations shall not be disclosed to the JAG. Lists of the names of the persons interviewed, complete sets of photographic proofs (those not showing deliberations), and all records, logs and jackets should be made available to the JAG as soon as possible. The Safety Officer and ASO are exempt from JAG investigation duties.

g. NTSB Investigation. Any aircraft mishap involving both civil and military aircraft is required by law to be investigated by the NTSB as the primary investigative agency. There will also be a separate military investigation. A military coordinator will normally be assigned by the Naval Safety Center to provide liaison between the two boards.

Differences between investigations are outlined as follows:

	AMB Investigation	JAG Investigation	NTSB Investigation
Witness sworn?	No	Yes	Possibly
Accompanied by a lawyer?	No	Optional	Optional
Rules of Evidence apply?	No	Yes	Yes
Analysis Released?	No	No	Yes
Findings Released?	No	Yes	Yes
Military compelled to appear?	Yes	Yes	Yes
Military compelled to testify?	No	No	No
Civilian compelled to appear?	No	No	Yes
Civilian compelled to testify?	No	No	No
Manufacturer compelled to appear?	No	No	Yes
Manufacturer may participate?	Yes	Yes	Yes
Manufacturer input released?	Possibly	Yes	Yes
Report permissible in court?	No	Yes	No

h. Bird/Animal Strike Hazard (BASH) Program. References (d) and (q) provide guidance and designate responsibilities. The BASH program has been expanded to include any incident involving a collision between any of nature's creatures and a naval aircraft that results in damage below the threshold of a Naval Aviation mishap-Class A damage. Today's BASH program is a cooperative effort between the ASO, Air Operations, and the Natural Resource Manager. Information exchange between these entities is essential in providing the safest flying conditions to enhance mission readiness. Timely and accurate reporting are the most important aspects of any BASH program. The Safety Department is responsible for managing the squadron's BASH program and shall establish procedures for identifying high hazard situations and bird watch conditions. All low level routes, airfields, military operating areas and ranges shall have a current BASH report obtained before flight from the USAHAS website. No flights shall be conducted into areas where the BASH forecast is severe. BASH forecasts of moderate require CO approval before flight. The Executive Officer (XO) may fulfill this requirement if

the CO is not available. An increased vigilance is required when operating in a moderate BASH environment. Avoidance techniques and emergency procedures shall be detailed in the pre-flight briefing. Consideration should be made for executing the minimum number of landings required to complete the event at airfields forecast for moderate BASH conditions. The key is to minimize exposure to the moderate conditions as much as possible. There are no restrictions for flights in low BASH conditions. If the BASH website is not operating or if a BASH report cannot be obtained, low level flights should not normally be conducted. The CO retains the authority to waive this requirement. In the event that a BASH incident does occur, report it to the Safety Department as soon as possible via the BASH forms located at the Maintenance Control and Operations Duty Officer (ODO) desk. The Safety Department shall report bird/animal strikes on the Naval Safety Center's web site and inform the Wing Safety Officer and the Naval Air Station Meridian (NAS) Wildlife Biologist.

i. Foreign Object Damage (FOD) Program. The FOD program is defined in references (e) and (m). While engine FOD is always a concern, FOD in the cockpit has been and remains the Maintenance Department's most frequent complaint with aircrew. Aggressive FOD prevention is an area of prime concern and "All Hands" responsibility. In keeping with the CO's "leadership from the Front" policy, any aircrew that is found with zippers not secured on their flight suit will owe one dollar to the XO for the Officers' Mess. If the CO or XO are found with zippers unsecured, they will make a five-dollar donation.

j. Awards Program. The awards program and Safety Department responsibilities are defined in reference (f). Due to the specific submission requirements, prior coordination with the other squadron departments is required and essential.

k. Functional Check Flight (FCF) Program. The FCF program is defined in references (c), (e) and (o). The T-45 Naval Air Training and Operating Procedures Standardization (NATOPS) Officer will administer the program and ensure the proper training of all FCF pilots. The Safety Department will submit updates to the TRNG Officer for the squadron qualification roster.

l. Pulse CNATRA Reporting. The Pulse program allows squadron members to report unsafe activity and/or submit changes to the command safety program from any computer connected to the web. The Pulse website, enclosure (1), and Leave/Liberty Risk Assessment Worksheet enclosure (2), will be located in a publicly accessible location. VT-9 encourages the use of this form and will not take punitive action against persons reporting unsafe actions.

8. Command Safety Responsibilities: In order to establish a more efficient means of managing numerous safety programs, the following responsibilities are specifically assigned.

SUBJECT	GOALS	ACTION
Safety Surveys	Utilization of surveys to aid in early identification of problem areas.	Done annually by COMTRAWING ONE periodically by Safety Officer.
Safety Stand-down	Establish and maintain the highest level of safety awareness.	Safety Officer will schedule Safety Stand-down as per reference (i) or as directed by higher authority.
NATOPS Proficiency	Maintenance of a high level of NATOPS expertise by all IPs/SNAs.	NATOPS Officer will maintain program IAW references (a) and (s).
Annual NATOPS Evaluation	Certify NATOPS Instructors.	NATOPS Officer will IAW reference (a).
Occupational Safety and Health	Compliance with current NAVOSH directives and Policies.	Ground Safety Officer will maintain program IAW reference (l).
Federal Civilian Employee Ground Safety	Reduction of injuries and hazards to all Federal Employees.	Ground Safety Officer will investigate thoroughly all employee claims for validity, keeping a detailed and accurate record of claims.
Pulse/ASAP	Non-punitive and anonymous feedback on any unsafe practices or trends.	The Safety Officer will route all suggestions through the CO and take steps to improve safety and address reported concerns as per reference (d).
Trend Analysis	Prevention of Mishaps through trend analysis. Achieve squadron goal of zero mishaps and injuries.	Safety Officer will review Abort, Reject and Delay data to determine any trends that may lead to mishap.
Safety Publication Dissemination	Disseminate pertinent safety information to all hands. Maintain an up to date Safety Library.	All Safety Officers will review safety publications, MIRs, HAZREPS, and EIs. Pertinent information will be disseminated through Safety Stand-downs, POD notes and R&I Board.
Recognition of Safety Excellence	Recognize individual initiative in areas of safety.	Submit to CNATRA and the NAVAL Safety Center nominees for Safety Pro, Safety Hawk and End of Tour Safety Award as per reference (f).

Emergency Procedures Training	Establish and maintain the highest level of aircrew proficiency.	NATOPS Officer will facilitate training in the following areas: simulators, AOMs, flight briefs and Safety Stand-downs as per references (d) and (i).
Fire Bill and Fire Drills	Establish and maintain a current Fire Bill for handling Fire Emergencies.	Ground Safety and First Lieutenant will coordinate with Fire Marshall for compliance with NAS fire codes and procedures.
Facility Safety	Ensure the safe material conditions of all squadron spaces.	Ground Safety Officer will inspect squadron, hanger and parking spaces and take appropriate action of any safety concerns as per reference (k).
Human Factors Council, (HFC)	Prevent mishaps due to human error.	Class Advisors shall inform the ASO of any human factors issues with SNAs in their assigned class. ASO shall track human factors issues affecting SNAs and inform the CO. The Flight Surgeon shall track medical issues that affect flight safety and inform the ASO and CO. Shall schedule and direct meetings of the HFC as per references (l) and (s).
Motor Vehicle Safety	Achieve squadron goal of zero mishaps and injuries.	Ground Safety Officer will conduct an aggressive 'Drive Safe Campaign'. Disseminate information from the NHTSB Schedule law enforcement representatives to present safe driving lectures.
Survival Equipment Training	Familiarize all aircrew and flight line personnel with personal survival equipment.	NATOPS Officer will ensure all hands trained in the use of aviation survival gear.
Ejection Seat Training	Familiarize all aircrew in proper use and inspection of ejection seats.	NATOPS Officer will coordinate periodic ejection seat lectures during safety Stand-downs. NATOPS jackets will track annual requirements.

Egress Training	Familiarize all aircrew with the procedures for expeditious Egress from T-45 aircraft.	NATOPS Check Pilots will re-familiarize aircrew annually during NATOPS checks. NATOPS jackets will track annual requirements.
Pre-Mishap Plan	Ensure all duty officers are familiar with and able to execute the Pre-Mishap Plan.	Conduct unscheduled drills to train personnel in execution of Pre-Mishap Plan as per reference (o). Review results and incorporate lessons learned.
Occupational Risk Management	Apply principles of ORM in planning, operations and training.	ASO is subject matter expert. The ASO will instruct all officers, during AOMs, in applying ORM to their personal and professional lives in accordance with references (e) and (q).

a. This list is not meant to be inclusive. It is the responsibility of the Aviation Safety Committee and the Occupational Safety and Health Committee to periodically review respective programs to determine whether the stated objectives are being met or are in need of revision. It is the responsibility of the Safety Officer to modify or expand these programs and objectives to meet changing needs and incorporate lessons learned.

G. V. KRAUSE

Distribution:
TRARONNINEINST 5216.1E
List I, II

PULSE/ASAP REPORTING SYSTEM

1. Pulse/ASAP Reporting System. Pulse/ASAP is a web-based reporting system that the command can use to improve operational safety. It is anonymous and takes about 3 minutes to complete; little longer if you had something happen.

2. Reporting Information. What can be reported via ASAP? Anything and everything. It is not just for the 200' pass with the VFR Cessna 172 tower forgot to tell you about while climbing to low key. Syllabus maneuver or EP slide missing from an Ebrief presentation? Flight lead or IP forget to brief ORM? Somebody in the ATC system give you a bad call/forget to make a traffic call? Plane Capt/Maint Personnel doing something not IAW SOP? All of these should be reported via ASAP. Bottom line – if you think something is wrong, it probably is. Let us know by reporting it.

3. Participation/Usage. What are we looking for in terms of participation/usage of the System? Each aircraft that flies will submit an ASAP report.

Link to the site and log-in/passwords are below. Please stop by Safety with any questions.

Website: https://usn-pulse.com/trawing

User Name – Instructors: VT-9

Password: Tigers1!

VT-9 LEAVE/LIBERTY RISK ASSESSMENT WORKSHEET

Name:_____ Rank:_____

Student/Staff (circle one)

Dates you plan on taking leave/participating in high risk activity:_____

The purpose of this worksheet is to give you a chance to think about your upcoming leave/liberty or off-duty recreation period in order to help you control the risks involved.

Circle the Number for all items that are **true about you on this leave:**

	Points	
☐	1	I am single
☐	1	I am an O-2 or below
☐	1	I am 26 years old or younger
☐	2	I will be traveling outside the Meridian (Local) but not more than 150 miles away
☐	3	I will be traveling more than one state away from Mississippi
☐	4	I will be traveling to an International Destination
☐	1	I will be traveling in a commercial airplane
☐	1	I will be traveling on a train
☐	2	I will be traveling on a bus
☐	3	I will be traveling in a car (driver or passenger)
☐	4	I will be traveling on a motorcycle
☐	5	I will be driving in another country besides the US or Japan
☐	1	I will be driving 60-120 miles
☐	2	I will be driving 120-240 miles
☐	4	I will be driving 240 miles or more
☐	2	I will drive more than 240 miles less than 2 days after arrival at my destination
☐	5	I will drive more than 240 miles the day I arrive at my destination
☐	4	I intend to consume alcohol but do not have a designated driver or alternate transportation

____ **Total Points On First Page (continue on next page)**

☐	1	I plan on going fishing
☐	1	I plan on going running
☐	1	I plan on going surfing
☐	1	I plan on going swimming
☐	2	I plan on playing soccer
☐	2	I plan on playing volleyball
☐	2	I plan on playing racquetball
☐	2	I plan on going sailing
☐	2	I plan on going skiing (water or snow)
☐	2	I plan on going bicycling
☐	2	I plan on going hiking
☐	3	I plan on going mountain biking
☐	3	I plan on playing basketball
☐	3	I plan on playing softball
☐	3	I plan on playing football
☐	4	I plan on inline skating
☐	4	I plan on snow boarding
☐	4	I plan on scuba diving
☐	4	I plan to go climbing
☐	4	I plan to go motor boating
☐	2	I participate in the activities I marked infrequently
☐	4	This will be the first time I have participated in the activities I marked
☐	4	I do not have the proper safety equipment for the activities I marked
☐	____	I plan on participating in a risk activity not listed here (list the activity and assign a point value to the left that you think is appropriate compared to the values of those listed (type of activity:_____)

____ **Total Points On Back Page**

____ **Total Points Front + Back Page**

0-10 Points = Low Risk
11-24 Points = Moderate Risk
25 Point or more = High Risk

For the activities you selected that have a 3 or higher next to them, explain what you can do to make the activity safer. (Use the space below).

Individual's Signature _____

Date _____

Supervisor's Signature _____

Date _____