



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
HELTRARON TWENTY EIGHT
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IN REPLY REFER TO:
HT-28INST 5420.1D
30 Mar 15

HELTRARON TWENTY EIGHT INSTRUCTION 5420.1D

Subj: HUMAN FACTORS COUNCILS AND HUMAN FACTORS BOARDS

Ref: (a) OPNAVINST 3750.6S
(b) CNATRAININST 5420.13H
(c) CNATRAININST 1500.4H
(d) HT-28 INST 3750.4D

1. Purpose. The Helicopter Training Squadron TWENTY EIGHT Human Factors Councils (HFCs) is established for the purpose of providing the Commanding Officer with a monthly assessment of the Command Safety Climate and recommendations concerning flight crew members and their performance in the training environment. As warranted, Human Factors Boards (HFBs) shall be convened per references (b) and (c).

2. Cancellation. HT-28INST 5420.1C.

3. Background. An overwhelming majority of aircraft mishaps and personnel injuries result from human error. Reference (b) directs the HFC to review, evaluate and project the operating environment and make non-disciplinary recommendations to control or minimize potential adverse situations created by human factors.

4. Procedures

a. Human Factors Councils

(1) HT-28 shall conduct two separate HFCs, a Student Military Aviator (SMA) HFC and a staff (Instructor Pilots and Aircrewmen) HFC.

(2) Staff HFC membership

(a) Minimum membership shall consist of the Commanding Officer and/or Executive Officer and the following personnel:

Flight Surgeon
Operations Officer or experienced designee
Standardization Officer or experienced designee
Aviation Safety Officer (ASO)
Command Senior Enlisted/Senior Aircrewman
Reserve Department Head
Flight Leaders

(b) The Command Chief/Senior Aircrewman shall attend so as to directly address all Human Factors matters pertaining to HT-28 enlisted personnel.

(3) SMA HFC Membership

(a) Minimum membership shall consist of the squadron ASO and no fewer than 4 SMAs currently in syllabus. SMAs should be drawn from various stages to facilitate a thorough sampling. Should the ASO be unavailable, the Safety Officer may appoint any Instructor Pilot (IP) familiar with the HFC process to chair the SMA HFC.

(4) Responsibilities. The HFC shall:

(a) Meet once per quarter but should meet monthly to the max extent possible.

(b) Investigate and submit recommendations regarding matters affecting flight and ground safety. These matters may include, but are not limited to, those specified in reference (b).

(c) Review tempo of operations, personal and/or professional issues affecting Aircrew performance and mishap conducive conditions or operations.

(d) Per reference (a), only the Commanding Officer may retain minutes from the council. The ASO shall be responsible for maintaining only the date and the council membership of each meeting.

(5) Action

(a) Each Flight Leader shall maintain a current call sheet of all staff and students assigned to their flight. This call sheet shall be submitted to the ASO by 0800 the morning of the HFC.

(b) Logs and Records shall provide the previous quarter's flight hour totals for all IPs and Aircrewmembers.

(c) The Standardization Officer shall provide a list of all IPs and Aircrewmembers who have delinquent NATOPS, Instrument Checks and/or category qualifications.

(d) The ASO shall provide a list of the previous month's pilot induced Precautionary Emergency Landings (PELs) per reference (d).

(e) The HFC is not bound by normal rules of evidence, and may consider any matter of reasonable authenticity which is relevant. The council shall pay particular attention to uncovering underlying medical, physiological, social, behavioral and psychological factors which could adversely affect aircrew performance. The HFC shall meet in the interest of aviation safety, and shall make no recommendations which are disciplinary in nature.

b. Human Factors Board

(1) HFBs shall be convened IAW REF (a) and (b) when the ability of an Instructor, Student or Aircrewman to safely perform his/her flight duties is in question, when deemed appropriate by the unit commander, or following one of the below events:

Death of an immediate family member
Divorce
Marital separation
Significant change in the health of a family member

(2) Membership

(a) Minimum membership shall consist of the following board members:

O-5 or above (Chairman)
Aviation Safety Officer
Flight Surgeon
Flight Leader or experience operations designee

(b) The Command Senior Enlisted/Senior Aircrewman shall be included for HFBs addressing HT-28 enlisted personnel.

(c) HFB members shall be assigned in writing by the Commanding Officer.

(d) SMAs and staff who are the subject of the HFB shall not be identified on the flight schedule. Instead, an appropriate squadron staff member (Flight Leader, Student Control Officer, Operations Officer, etc.) will contact them by other means to notify them of this requirement.

(3) Responsibilities

(a) Board notes, deliberations, and results are sensitive and shall be retained and protected in accordance with reference (b).

(b) HFBs are non-punitive and their recommendations shall provide positive, attainable goals in order to assist aviators that are the subject of the board.

(4) Action

(a) The ASO shall maintain documentation of the date each board was conducted, the name of the aviator reviewed and a copy of the HFB assignment letter for the entire time the subject of the board flies with HT-28.

5. ORM Flight Cancellations

(1) The ASO shall track and monitor all SMA ORM cancellations to identify potential abuses or human factors issues. Information retained for tracking purposes shall be destroyed once the SMA departs the squadron.



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