



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
TRARON EIGHT SIX
390 SAN CARLOS RD SUITE G
PENSACOLA FLORIDA 32508-5503

IN REPLY REFER TO

TRARONEIGHTSIXINST 5420.1D

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TRARON EIGHT SIX INSTRUCTION 5420.1D

From: Commanding Officer, Training Squadron EIGHT SIX

Subj: HUMAN FACTORS COUNCIL AND HUMAN FACTORS BOARD

Ref: (a) COMNAVAIRPACINST 5420.2B/COMNAVAIRLANTINST 5420.5C/
COMNAVAIRESFORINST 5420.2
(b) OPNAVINST 3750.6S
(c) CNATRAININST 1721.2
(d) CNATRAININST 5420.13H

Encl: (1) Sample Appointment Letter

1. Purpose. To promulgate guidelines for the conduct of a Human Factors Council (HFC) and to prescribe procedures and conditions for convening a Human Factors Board (HFB) on all Flight Instructors and Naval Flight Students (NFS). This instruction provides direction and standardization for Instructors/NFSs that are experiencing personal or syllabus difficulties while assigned to VT-86. The terms "Aviators" and "Aircrew" are used interchangeably in instructions to refer to all Flight Instructors and NFSs.

2. Cancellation. TRARONEIGHTSIXINST 5420.1C

3. Background. Commanding Officers must have continuous information on the personal and professional characteristics of each of his/her aircrew. This information is necessary to ensure all aircrew can safely and competently perform assigned flight duties. The HFC/HFB is the instrument by which the Commanding Officer can make an informed decision on the potential for mishap in the case of each of his/her aircrew.

4. Discussion

a. The HFC will review aircrew Human Factors, physical and professional qualifications, and determine the potential of each aircrew in performing flight duties once per quarter. In the past, only a marked drop in aircrew performance would draw special attention to an individual. Now, any aberrant behavioral patterns or other personal/professional difficulties can be identified and dealt with before the problem impacts safety and training. The free flow of information is crucial to the effectiveness of the HFC.

b. The HFB is convened by direction of the Commanding Officer to gather information, assess facts/circumstances and to recommend a course of action. The board is not bound by formal Rules of Evidence and may consider any relevant matter. Furthermore, the board is

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administrative in nature and cannot make any recommendation for disciplinary or punitive action.

5. Policy

a. The intent of the HFC/HFB must be clearly presented to each aviator and council/board member prior to the proceedings. Command climate is critical to ensure the HFC/HFB is viewed by the command in a positive light and as a vehicle in which to promote operational readiness and safety.

b. The confidentiality of this board will be emphasized by the Senior Member at the start of all HFC/HFB meetings. Failure by any member to keep information confidential and within the confines of those with a "need to know" will be dealt with by the Commanding Officer.

c. Only the Senior Member of the HFC, normally the XO, or Safety Officer may take notes. These notes shall be given to the Commanding Officer. The Commanding Officer may forward the HFC notes and information to a HFB if deemed necessary. Any documentation generated by the HFB shall be forwarded to the Commanding Officer. Official documentation of the HFC/HFB shall be maintained by the Safety Department in a secure area.

d. The Flight Surgeon should not violate doctor/patient Rules of Confidentiality. The Flight Surgeon shall see all individuals awaiting an HFB to determine their mental and medical status. He/She shall use his/her professional judgment in deciding exactly what information is to be shared with other members of the council/board.

e. Members of the HFC/HFB shall make themselves familiar with this instruction.

6. Action

a. Human Factors Council. The HFC is a free standing committee which shall convene at a minimum of once every quarter. Two separate HFC's will be conducted on this basis with an Instructor-only HFC and an NFS-only HFC. The council should attempt to meet prior to any special operations or detachments to review aircrew qualifications.

(1) Membership

(a) Instructor only HFC

1. Executive Officer
2. Department Heads
3. Flight Surgeon
4. Aviation Safety Officer

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

6. A senior Full Time Support (FTS) or Selected Reservist (SELRES) Officer.

All attempts should be made to include the following individuals:

7. Stage Managers/Standardization Officers/
Schedule Officers

8. A representative from TRAWING SIX Safety.

(b) NFS only HFC

1. All members required by paragraph 6a(1a) with the exception of a SELRES or FTS officer.

2. NFS personnel from the five stages of squadron training. To the max extent possible, the Operations Department should provide ten NFS representatives to include International Students in order to provide a broad spectrum of the student population.

(2) Responsibilities

(a) Those involved in the Human Factors Council shall share human factors information relevant to Safety of Flight. Reference (a) will be used as guidelines for conducting an HFC. This information may include, but is not limited to the following areas.

1. Incidents of poor air discipline.

2. Lack of professionalism or conformity with SOP.

3. Maintenance of flight currency, proficiency or training requirements.

4. Mishap-conducive attitudes of anti-authority.

5. Inappropriate personal or professional behavior.

6. Adverse medical conditions.

7. Personal or professional circumstances causing unusual stress.

(b) Recommendation to refer an aviator to an HFB may be made by the HFC to the Commanding Officer, Training Squadron EIGHT SIX.

(c) The Commanding Officer or a designated representative shall debrief/counsel any aviator as required.

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b. Human Factors Board. The Commanding Officer shall convene an HFB to review specific human factors in the case of a particular aviator. An HFB should be convened before a Field Naval Aviator Evaluation Board (FNAEB)/Field Flight Performance Board (FFPB) is ordered on a flight instructor. Triggers for an HFB include, but are not limited to, a birth or death in the immediate family, as well as marriage or divorce of the service member. Additionally, Student Naval Flight Officers' whose performance results in a progress check shall result in an HFB.

(1) Membership

The HFB shall include:

- (a) A Chairman – the chairman shall be an O5 or above
- (b) An ASO course graduate
- (c) Flight Surgeon
- (d) Additional officers of the CO's choosing

(2) Responsibilities

(a) Per references (a) and (b), enclosure (1) will be used to appoint the Senior Member of the Human Factors Board and its members. The circumstances leading to the CO's decision to convene the board should be included in the convening letter in addition to the HFB guidelines, process, and possible results. Reference (a) will be used as guidelines for conducting an HFB.

(b) The Aviation Safety Officer will ensure the subject of the HFB fully understands the reason for referral and process of the HFB. The HFB will review the same areas as the HFC and/or any additional areas considered relevant.

(c) Operations will ensure the aviator is temporarily removed from the flight schedule.

(d) The Senior Member shall be senior to the aviator appearing before the board.

(e) The Flight Surgeon shall conduct a medical evaluation prior to the board convening. The evaluation/ interview shall be included in the board's recommendation.

(f) Witnesses may present written statements or may be interviewed by the board.

(g) The subject member may present an oral or written statement to the board on his/her own behalf.

(h) The Aviation Safety Officer will be the recorder for the proceedings. He/she shall notify all persons of the time and place of the meetings and gather pertinent information for the board. This could include training records, medical records, documentation of an incident and written inputs from concerned parties.

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(3) Report. The Senior Member shall submit a written report of the individual's deficiencies, with recommendations to resolve them, to the Commanding Officer within seven days of appointing order. Recommendations may include additional training and/or flights to assist the individual in achieving an acceptable level of performance. The board may also recommend that the aircrew be referred to an FNAEB/FFPB. The Commanding Officer will retain the final authority as to follow-on action. The Commanding Officer shall ensure the aircrew is debriefed on the results of the board and his endorsement.



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