



## DEPARTMENT OF THE NAVY

TRAINING SQUADRON FOUR  
250 SAN CARLOS ROAD SUITE I  
PENSACOLA FL 32508-5502

TRARONFOURINST 3750.3

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01 June 13

### TRAINING SQUADRON FOUR INSTRUCTION 3750.3

Subj: SQUADRON SAFETY PROGRAM

Ref: (a) CNATRAINST 3750.22J  
(b) COMTRAWINGSIXINST 3750.5H  
(c) OPNAVINST 3750.6R  
(d) CNATRAINST 3750.23M  
(e) CNATRAINST 3750.26H  
(f) CNATRAINST 5420.13H  
(g) OPNAVINST 5100.23G  
(h) NASPNCLAINST 5100.1A  
(i) CNATRAINST 3750.24F  
(j) OPNAVINST 3710.7U  
(k) TRARONFOURINST 5400.1

Encl: (1) Anymouse Form  
(2) Safety Department Functional Organization

1. Purpose. To promulgate the Training Squadron FOUR (VT-4) Safety Program per references (a) through (l).

2. Scope. The VT-4 Safety Program shall be a composite of all actions intended to prevent mishaps including injuries, fatalities, and the damage of assets vital to mission accomplishment. Those specific support areas of safety (aviation, motor vehicle, occupational, hazardous material, etc.) described in references (a) through (k) shall be integrated into the VT-4 Safety Program.

3. Policy. Readiness and safety are inherent responsibilities of the command and every supervisor. An aggressive mishap prevention program shall be implemented to improve readiness through safety. To this end, safety shall be the primary consideration governing operations and training within VT-4. The Commanding Officer and all members of VT-4 will utilize Risk Management (RM) principles to support the safe and successful accomplishment of all missions and goals, on and off duty. The following are guidelines for developing and maintaining an effective program:

a. Active participation by each individual in the command shall be required in order to increase safety awareness. Ensure strict compliance with established command and control procedures and directives.

b. Review training objectives regularly for validity, including knowledge of operating procedures, emergency procedures, and aircraft limitations.

c. Strengthen evaluation procedures to achieve objective assessments of aircrew capability, including flight preparation, briefing and compliance with established procedures.

d. Demand direct and responsible personnel supervision by department heads, unit leaders and standardization instructors.

e. Require the hazard identification program be aggressive and carefully monitored. This demands prompt, positive corrective action.

f. Demand responsibility from all hands in order to correct and report deviations from established safety procedures. Potentially hazardous conditions and incidents must be addressed promptly. Squadron members should report these issues directly to the Safety Department via the Command Duty Officer's squadron incident report, via direct communication or anonymously via enclosure (1).

4. Objective. To establish an effective and aggressive mishap prevention program that uses risk management and hazard elimination to enhance mission readiness, reduce personnel deaths and injuries, and minimize material losses and damage. In pursuing this objective, active participation by each individual in the command shall be mobilized to increase safety awareness.

5. Organization. Enclosure (2) depicts the Safety Department functional organization. Specific billet responsibilities are detailed in reference (1) for the following billets:

a. Safety Officer

b. Aviation Safety Officer

c. Ground Safety Officer

d. T-39 NATOPS Officer

6. Safety Councils and Boards

a. Aviation Safety Council (ASC)

(1) Per reference (c), shall be convened to set goals, manage assets, and review safety-related recommendations. The ASC should review squadron plans, policies, procedures, conditions and instructions to ensure their currency, correctness and responsiveness to safety recommendations.

(2) Consists of the following members: Commanding Officer, Executive Officer, Safety Officer, Aviation Safety Officer and Ground Safety Officer.

(3) Conducts quarterly meetings.

(4) The ASO shall record the minutes and post them on Ready Room read boards.

b. Human Factors Council (HFC)

(1) Shall be a freestanding council conducted by the Executive Officer per reference (f) for the purpose of providing the Commanding Officer with information about his/her aircrew members so the potential for aircraft mishaps may be reduced.

(2) Consists of the following members: Executive Officer, Flight Surgeon, Operations Officer, Safety Officer, Training/Standardization Officer, Aviation Safety Officer, NATOPS Officer.

(3) Will, at a minimum, meet quarterly to review the personal and professional characteristics of all squadron aircrew. The ASO will take meeting minutes for the Commanding Officer.

c. Human Factors Board (HFB)

(1) Is a focused human factors review of an individual, which will be convened for cause to review specific human

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factors as related to flight safety and shall provide non-punitive recommendations to the Commanding Officer.

(2) Shall include the Safety Officer, Flight Surgeon and any additional officers of the Commanding Officer's choosing.

(3) Shall be directed by the Commanding Officer as required.

7. Action. Training Squadron FOUR Commanding Officer shall:

a. Implement the Safety Program organization and responsibilities per reference (a).

b. Ensure all squadron personnel are trained in risk management and require the use of risk management principles in all phases of squadron operations.

c. Ensure the Safety Officer and Aviation Safety Officer have direct access to the Commanding Officer on all matters of safety.



S. S. WHITE

Distribution:  
TRARONFOURINST 5216.2  
List I

VT 4 SAFETY ANYMOUSE

From: \_\_\_\_\_  
(OPTIONAL)  
To: Commanding Officer, Training Squadron FOUR  
Via: Safety Officer, Training Squadron FOUR  
Subj: NOTIFICATION OF HAZARDOUS (CONDITION/SITUATION) REQUIRING  
CORRECTION

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

1. The following condition/situation was noted:
  
  
  
  
  
  
  
  
  
  
2. This could be the cause of an accident. It is suggested that the following corrective action be taken:
  
  
  
  
  
  
  
  
  
  
3. Individual submitting report informed on \_\_\_\_\_.  
(Date)
  
  
4. Follow up action required:
  
  
  
  
  
  
  
  
  
  
5. VT-4 Safety Officer comments and suggestions:
  
  
  
  
  
  
  
  
  
  
6. Cognizant department's comment and action:
  
  
  
  
  
  
  
  
  
  
7. Executive Officer's Comments/Endorsement:
  
  
  
  
  
  
  
  
  
  
8. Commanding Officer's Comments/Endorsement:

# Safety Department Functional Organization

