

NAVAIR M-3750.1

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NAVAL AIR SYSTEMS COMMAND AVIATION SAFETY MANAGEMENT SYSTEM

IMPLEMENTED AND ENDORSED BY: NAVAIRINST 3750.5D

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FOREWORD

This manual is issued to prescribe responsibility and guidance for execution of the Naval Air Systems Command (NAVAIR) Aviation Safety Management System (SMS). NAVAIRINST 3750.5D implements and endorses NAVAIR M-3750.1 as the official NAVAIR policy for the Aviation SMS.

The following directive is cancelled:

NAVAIRINST 3750.5C

Local supplements to amplify the manual may be used. A local supplement will not contradict or repeat information contained in this manual.

Forward recommended changes of this manual to:

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A copy of this manual is available on the NAVAIR Directives Web site, located under the "Guidance" tab at:

<https://directives.navair.navy.mil>



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Vice Commander

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RESOURCES

1. OPNAVINST 3750.6S (Naval Aviation Safety Management System):
<https://doni.daps.dla.mil/opnav.aspx?RootFolder=%2FDirectives%2F03000%20Naval%20Operations%20and%20Readiness%2F03%2D700%20Flight%20and%20Air%20Space%20Support%20Services&FolderCTID=0x012000E8AF0DD9490E0547A7DE7CF736393D04&View={CACF3AEF-AED4-433A-8CE5-A45245715B5C}>
2. Tri-Service Agreement of 26 March 2012: (Contact Aircraft Operations Policy Division at 804-734-0354)
<http://www.dema.mil/policy/>
3. NAVAIRINST 3710.1G (Contractors Flight and Ground Operations): (Common Access Card (CAC) enabled)
<https://directives.navair.navy.mil/index.cfm>
4. NAVAIRINST 4130.1D (NAVAIR Configuration Management Process): (CAC enabled)
<https://directives.navair.navy.mil/index.cfm>
5. CNAFINST 1542.7B (Navy and Marine Corps Crew Resource Management Program): (CAC enabled)
<https://cpf.portal.navy.mil/sites/cnap/n004/Pages/directives.aspx>
6. OPNAVINST 3500.39C (Operational Risk Management):
<https://doni.daps.dla.mil/opnav.aspx?RootFolder=%2FDirectives%2F03000%20Naval%20Operations%20and%20Readiness%2F03%2D500%20Training%20and%20Readiness%20Services&FolderCTID=0x012000E8AF0DD9490E0547A7DE7CF736393D04&View={CACF3AEF-AED4-433A-8CE5-A45245715B5C}>
7. OPNAVINST 3710.7U (Naval Air Training and Operating Procedures Standardization (NATOPS) General Flight and Operating Instructions):
<https://doni.daps.dla.mil/opnav.aspx?RootFolder=%2FDirectives%2F03000%20Naval%20Operations%20and%20Readiness%2F03%2D700%20Flight%20and%20Air%20Space%20Support%20Services&FolderCTID=0x012000E8AF0DD9490E0547A7DE7CF736393D04&View={CACF3AEF-AED4-433A-8CE5-A45245715B5C}>
8. NAVAIRINST 3960.4C (Project Test Plan Policy for Testing Air Vehicles, Air Vehicle Weapons, and Air Vehicle Installed Systems): (CAC enabled)
<https://directives.navair.navy.mil/index.cfm>
9. COMNAVAIRLANTINST 5420.5C (Human Factors Council and Human Factors Board Policy and Procedures): (CAC enabled)
<https://cpf.portal.navy.mil/sites/cnap/n004/Pages/directives.aspx>
10. COMNAVAIRFORINST 3500.39 (Aviation Culture Workshop (ACW) Program): (CAC enabled)
<https://cpf.portal.navy.mil/sites/cnap/n004/Pages/directives.aspx>

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11. OPNAVINST 3100.6J CH-2 (FOUO) (Special Incident Reporting (OPREP-3 Pinnacle, OPREP-3 Navy Blue, and OPREP-3 Navy Unit Sitrep) Procedures): NTOL

12. OPNAVINST 1650.28B (Chief of Naval Operations Aviation, Afloat, Shore, Expeditionary-Related and Safety Leadership Award Program):

<https://doni.daps.dla.mil/opnav.aspx?RootFolder=%2FDirectives%2F01000%20Military%20Personnel%20Support%2F01%2D600%20Performance%20and%20Discipline%20Programs&FolderCTID=0x012000E8AF0DD9490E0547A7DE7CF736393D04&View={CACF3AEF-AED4-433A-8CE5-A45245715B5C}>

13. SECNAVINST 5216.5D CH-2 (Department of the Navy Correspondence Manual):

[http://doni.documentservices.dla.mil/SECNAV Manuals1/5216.5 \(2015\).pdf](http://doni.documentservices.dla.mil/SECNAV%20Manuals1/5216.5%20(2015).pdf)

14. SECNAVINST 5100.10K (Department of the Navy Safety Program):

<https://doni.daps.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-100%20Safety%20and%20Occupational%20Health%20Services/5100.10K.pdf>

CHAPTER 1
AVIATION SAFETY MANAGEMENT SYSTEM

1. Safety Management System (SMS). A SMS is a formal, professional approach to managing safety risk. It includes systematic procedures, practices, and policies for the management of safety. A SMS is comprised of four pillars or components: safety policy, safety risk management (SRM), safety assurance, and safety promotion. The goal of the NAVAIR SMS is reduction of risk and preservation of assets, both material and human, through mishap reduction. The implementation of an aggressive, sustainable, proactive, and educational program are all keys to that goal. NAVAIR aviation activities' SMS programs must be based on references (a) through (n) and include the additional guidance outlined in this manual.

2. Safety Policy. Safety policy establishes senior leadership's commitment to continually improve safety and defines the methods, processes, and organizational structure needed to meet safety goals.

a. "No-Go" for Test Evolutions. These are preplanned tripwires that terminate the evolution when met. "No-Go" criteria are not flexible and should be identified during the risk analysis-planning portion for any test where there is a significant hazard of damaging personnel or property.

b. "No-Vote." The "No-Vote" is a mechanism that anyone can use to halt operations based on a safety concern. Anyone who is part of an evolution and feels there is a safety concern associated with continued operation must exercise the "No-Vote". Exercising the "No-Vote" must be taken seriously with no retribution. All supervisors must respect the "No-Vote" concept and halt operations until the safety concern is resolved or the identified risk is mitigated to an acceptable level.

c. Privileged Information. All privileged information or Safety Investigation Report (SIR) information must be handled per reference (a). Activities must ensure recipients of privileged information understand the concept of privilege, as well as its proper use and handling.

d. Mishaps involving contractor personnel. In the event of a mishap involving contractor personnel as defined in reference (a), contractor personnel must cooperate in mishap investigations conducted by the government as directed by reference (c).

e. NAVAIR Integrated Test Teams (ITTs) Mishap Response. It is the responsibility of (ITTs) to ensure proper pre-mishap planning has occurred prior to any evolution that could result in a potential mishap. The ITT pre-mishap plans will be coordinated with the host reporting activity's Aviation Safety Officer (ASO) and the contract's Government Flight Representative (GFR). Plans must be written to accomplish both contractor and NAVAIR response and reporting requirements, per reference (a) and (c), and should be aligned to the host reporting activity's Pre-Mishap Plan.

f. Memorandums of Agreement (MOAs) or Memorandums of Understanding (MOUs) involving Aircraft Flight and Ground Operations. MOAs and MOUs must delineate aviation safety

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responsibilities and authority including, but not limited to: aircraft custody and mishap accountability, reporting, and investigation responsibilities. Review of MOAs and MOUs by the applicable aviation safety office(s) is required.

3. Safety Risk Management. SRM incorporates numerous processes and forums for identifying hazards and controlling risk. These functions inherently include one or more steps of the ORM process, or are in and of themselves controls. SRM determines the need for, and adequacy of, new or revised risk controls based on the assessment of acceptable risk.

a. Operational Risk Management (ORM) Program. Risk is inherent in all tasks, training, missions, operations, and in personal activities no matter how routine. ORM weighs risks against mission or task benefits, and reduces or offsets risk by systematically identifying hazards, assessing the risk, and implementing controls. All NAVAIR activities must incorporate an ORM program per reference (f) and include ORM orientation and recurring training to all personnel commensurate with their rank, experience, or leadership position. NAVAIR leadership, down to the first level supervisors, must ensure operations under their cognizance include; a thorough review of hazards and risk controls prior to commencement, a review of past lessons learned, team pre-event briefings, and any additional precautions set forth in other policies or procedures. The NAVAIR Aviation Safety Director (AIR-09F) serves as the NAVAIR ORM Program Manager and must oversee the evaluation of subordinate commands ORM programs through existing evaluation or inspection processes.

b. Flight Hazard Reporting System. Reporting hazards is essential to enhancing safety awareness, providing justification to correct issues, and improves procedures and processes. All NAVAIR aviation activities must have a centralized reporting system (e.g., Flight Information Scheduling and Tracking (FIST), Aviation Safety Awareness Program (ASAP)) that will enable insight, disposition, and long term trend analysis of hazardous events. Reports in the system can be anonymous, but are not considered privileged. These reports do not replace hazard reporting or mishap notification requirements as outlined in reference (a).

c. Test Plan Risk Management. Per reference (h), Test Squadron Safety Officers must ensure review of all test plans for ground and flight safety issues, verify key safety considerations are addressed in the overall test approach, and operating procedures are in compliance with safety instructions and standard operating procedures.

d. Aviation Safety Council (ASC) . An ASC must be established at all NAVAIR flying activities. The ASC serves as a forum for executive leadership to evaluate the current safety climate. The ASC should review all safety related processes to assess and mitigate risk to ensure a safe working environment for all personnel assigned. The ASC should meet monthly, but no less than quarterly and will be a separate meeting from the Human Factors Council (HFC). Meeting minutes must be recorded and available for review.

e. Aviation Safety Committee. All NAVAIR flying activities must establish an Aviation Safety Committee to meet the intent of reference (a), paragraph 204 (f). The goal of the safety committee is to assess safety climate at the working levels within the command. Committee membership should consist of sufficient representation from all work centers and those deemed

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appropriate by the Safety Committee Chair. The committee will discuss safety deficiencies and provide recommendations for improving safety practices and awareness. Recommendations must be forwarded to the ASC. The safety committee should meet monthly but no less than quarterly. Meeting minutes must be recorded and available for review.

f. HFC and HFB. An active human factors program is an integral part of any proactive aviation safety program. All NAVAIR flying activities must establish a human factors program using references (a) and (i) as guidance. HFCs must be held quarterly, at a minimum, and should review all aircrew who fly in aircraft attached to their respective activity. The GFR and/or a contractor aircrew representative should be included to provide insight into contractor aircrew. In addition, the HFC and HFB concepts are highly encouraged for maintenance personnel.

4. Safety Assurance. Safety assurance evaluates the continued effectiveness of implemented risk control strategies and supports the identification of new hazards.

a. Safety Assessments. Safety Assessments must be conducted periodically to gauge the SMS of NAVAIR aviation activities. This provides a comprehensive picture for both the Commanding Officer (CO) and the Immediate Superior in Command (ISIC) of the safety culture and climate across the respective activity. Safety Assessments must be coordinated per reference (a) in order to target a 3 year periodicity.

b. Aviation Climate Assessment Survey System (ACASS). ACASS is designed to provide NAVAIR aviation activity commanders with the means to survey their aircrew, maintenance personnel, and supporting staff regarding safety issues and receive real-time feedback on their attitudes and perceptions. A key goal of this survey method is to identify and correct latent organizational conditions that may lead to increased mishap potential. At a minimum, COs must conduct two ACAS surveys during their first year in command. The first ACASS survey must be conducted within 90 days following a change of command, and the second no more than 9 months following the first. Follow on ACASS surveys must be completed annually thereafter for command tours greater than 18 months. The COs may request additional surveys as desired. Contractor participation in the ACASS process is highly encouraged. ACASS surveys may be requested on the ACASS website at: <https://www.safetyclimatesurveys.org/>

c. Safety Program Tracker. The Commander Naval Air Forces Pulse Tracker is a tool used to assess current status as well as track recurring SMS program requirements. All NAVAIR aviation activities must maintain a Pulse Tracker for their command. Pulse Tracker can be found at: <https://asap-navy.com/safety/>.

d. Aviation Culture Workshops. The ACW is a process designed to provide an external assist in aiding command leadership in identifying and mitigating risks associated with human behavior by gaining insight into the attitudes and behavioral norms of their members. All NAVAIR aviation activities must request an ACW to facilitate accomplishment every 24 months per reference (j). However, leadership may request an ACW at any time deemed necessary.

5. Safety Promotion. Safety promotion includes training, communication, and other actions to create a positive safety culture within all levels of naval aviation.

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a. Aviation Safety Stand-down. Each NAVAIR aviation activity must participate in a formal, all-hands safety stand-down twice each year. It should focus on topics related to aviation operations and maintenance. All personnel involved with daily flight operations or flight test, as determined by the CO, must be included in these stand-downs. Flight test engineers and aviators assigned to NAVAIR program offices should participate in available stand-downs. Contractor participation in safety stand-downs is highly encouraged.

b. NAVAIR Headquarters Safety Professional Award (NAVAIR Safety Pro). The NAVAIR Safety Pro is designed to recognize those government personnel who have demonstrated their commitment to excellence by making a significant contribution in the field of safety. This is a non-competitive, spontaneous award and is not limited to personnel involved with aircraft operations or maintenance evolutions. Activities will route nominations, consisting of a 20 to 25 line write up, to the NAVAIR Aviation Safety Office through their chain of command.

c. Annual Aviation Safety Awards. Safety awards serve to recognize NAVAIR aviation activities who achieve operational excellence through the proactive implementation of an exemplary SMS. Appendix A lists the various aviation safety awards that apply to NAVAIR aviation activities.

d. Command Indoctrination (INDOC) . INDOC programs provide new members of organizations with an understanding and a feeling of participation in the command's goals and ethos. Aviation Safety representatives must participate in aviation activity INDOC programs to ensure newly assigned personnel are briefed on the SMS and unique hazards and risks associated with the operations at their respective activity.

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CHAPTER 2
MISHAP REPORTING

1. Aviation Mishap Classification and Reporting. Procedures for classifying and reporting Naval Aviation mishaps are outlined in reference (a). Operational special incident reporting requirements for events which may attract national or high interest are outlined in reference (k).

2. Aviation Mishap Classification and Reporting for NAVAIR. All NAVAIR flying activities will incorporate the additional guidance outlined below when classifying and reporting a Naval Aviation Mishap.

a. Test Incurred Damage. Damage to Department of Defense equipment or property during authorized testing having a High Probability of Loss letter, or is an Unmanned Aerial System formally designated as expendable or disposable, will not automatically exempt NAVAIR flying activities from reporting a Naval Aviation Mishap. In order for test incurred damage to be exempt from reporting requirements per reference (a), the hazard must be clearly identified and documented in the test plan and reasonable risk mitigation efforts must be described in detail before execution of the test. The hazard or residual risk must be accepted by the Test Plan Executive Review Board (ERB) acknowledging the high probability of damage or loss of asset during the test. Any damage exceeding mishap thresholds incurred during test (where the probability of damage or loss was assumed) that are a result of conditions that fall outside the scope of the approved test plan (i.e. test point exceedance) or via hazards not previously accepted by the ERB (e.g. pilot error or unforeseen hazard) will not be considered exempt from the definition of a Naval Aviation Mishap. All test-incurred damage must initially be treated as aviation mishaps until the reporting custodian, in coordination with the NAVAIR Aviation Safety Office, makes a determination that the damage is not reportable. AIR-09F must coordinate this decision with the chain of command.

b. Class A Reporting Requirements for Aircraft in the custody of NAVAIR. In addition to reporting requirements outlined in references (a) and (j), for NAVAIR Class A Mishaps, a phone call is required within 4 hours to the NAVAIR Duty Office at DSN 757-6100, commercial (301) 757-6100, or cellphone (240) 298-8010 and the NAVAIR Safety Hotline at DSN 342-SAFE(7233) or commercial (301)342-SAFE(7233) providing:

- (1) Activity or Aircraft Reporting Custodian (ARC);
- (2) Aircraft type and bureau number;
- (3) Mishap location;
- (4) Brief narrative;
- (5) Damage;
- (6) Injuries or fatalities; and,
- (7) Points of contact.

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c. Class B/C Reporting Requirements for Aircraft in the custody of NAVAIR. In addition to reporting requirements outlined in reference (a) and (j). For Class B/C Mishaps, a phone call informing the NAVAIR Duty Office and Aviation Safety Office is required within 24 hours after determination of a mishap (or likely mishap).

d. Class A/B/C/D Reporting Requirements for Aircraft in Contractor Custody when NAVAIR is acting as the Aircraft Controlling Custodian (ACC). Incidents involving aircraft in the physical custody of a contractor (meeting aviation mishap thresholds) are required to be reported to the Cognizant Service Safety Office (CSSO). When maintenance or flight operations of aircraft in contractor custody are executed on a military facility, the hosting activity must assume aircraft incident notification responsibilities, via the GFR. The hosting activity CO must release a special incident report per reference (k) if deemed necessary. When the Defense Contract Management Agency (DCMA) is providing Contract Administration Services and oversight for aircraft in contractor custody not located on a military facility, DCMA will provide mishap notification to NAVAIR per reference (b).

e. Cognizant Service Safety Office Reporting Responsibilities. The NAVAIR Aviation Safety Office is the CSSO per reference (c). The CSSO conducts official reporting of naval aviation mishaps for DCMA (as required).

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CHAPTER 3
AIRCRAFT MISHAP BOARD

1. Aviation Mishap Investigations. Each NAVAIR aviation activity must conduct investigations and maintain a standing Aircraft Mishap Board (AMB) as outlined in reference (a).

2. AMB Composition and Training. All NAVAIR flying activities will incorporate the additional guidance outlined below when forming and training the AMB.

a. AMB Training. NAVAIR aviation activities are ultimately responsible to train its standing AMB. While the ASO is the subject matter expert, the standing AMB senior member leads training and ensures readiness for mishap response. All potential AMB candidates are encouraged to participate in the standing AMB training when possible. AMB training should cover the following annually:

(1) Overview of Operation Reports and WESS Aviation Mishaps & Hazards Reporting System reporting requirements;

(2) Mishap kit contents and location;

(3) Site security, hazards, and recommended personal protective equipment;

(4) Crash scene evaluation, wreckage diagrams, and photography;

(5) Witness interview techniques and the applicable use of confidentiality;

(6) Naval Safety Center (NAVSAFECEN) investigator assistance, use of technical representatives, and engineering investigations;

(7) Interaction with the media, Judge Advocate General, local authority and emergency response personnel;

(8) Purpose of and handling privileged information; and,

(9) AMB management, deliberation, report preparation, and submittal

b. AMB Senior Member Appointment for NTWL and NTWP and COMFRC Mishaps. Commander, Naval Test Wing Atlantic (NTWL), Commander, Naval Test Wing Pacific (NTWP), and Commander, Fleet Readiness Centers (COMFRC) are delegated appointing authority for Class A Naval Aviation Mishaps that occur within their respective chain of command. Upon appointment, commanders must report their senior member selection to the NAVAIR Aviation Safety Office. Based on circumstances, NAVAIR may elect to appoint the senior member. The NAVAIR Aviation Safety Office will draft the designation letter.

c. AMB Senior Member Appointment for Mishaps outside NTWL and NTWP and COMFRC. Upon notification of a Class A Mishap, and NAVAIR is the acting ACC, the NAVAIR Aviation Safety Office will contact the appropriate activity or PMA for a senior

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member. Selection should be based on the candidate's training, workload, background and experience. The NAVAIR Aviation Safety Office will recommend a senior member to NAVAIR for approval. Upon selection of a senior member, the NAVAIR Aviation Safety Office will notify the reporting custodian and draft the designation letter.

d. AMB Appointment for Mishaps involving Aircraft Under Contractor Control when NAVAIR is the ACC. AIR-09F, acting as the CSSO, decides if the government investigates the mishap or the contractor conducts the investigation with government oversight. If a government investigation is warranted, the CSSO directs AMB composition, reporting requirements, and coordinates additional support services as required.

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CHAPTER 4
SIR AND HAZARD REPORT (HAZREP) ENDORSEMENTS, MISHAP
RECOMMENDATION (MISREC) AND HAZARD RECOMMENDATION (HAZREC)
RESPONSES

1. SIR and HAZREP Endorsements. Endorsing SIRs and HAZREPs is an important step in hazard elimination. Endorsers have the opportunity to lend their broader perspective and authority to the process for corrective action. The endorsing chain of a SIR or HAZREP, when NAVAIR is the controlling custodian, must be coordinated with the NAVAIR Aviation Safety Office per OPNAVINST 3750.6S.

a. Endorsement Deadlines when NAVAIR is the Controlling Custodian. The first endorsement (typically the CO) is due within 15 business days after the release of the SIR or HAZREP. All subsequent endorsers will have 15 business days to publish their endorsement after the preceding endorser. NAVAIR will have 28 business days to publish their endorsement of the SIR or HAZREP as the final endorser.

b. Endorsement Deadlines when NAVAIR is not the Controlling Custodian. When another controlling custodian adds NAVAIR to the SIR or HAZREP endorsement chain, NAVAIR will have 15 business days to publish their endorsement after the preceding endorser.

c. NAVAIR Endorsement Coordination. The NAVAIR Aviation Safety Office will coordinate with the applicable technical authority for a draft endorsement based on required deadlines. The NAVAIR Aviation Safety Office must have draft endorsements three working days prior to the endorsement deadline in order to review the draft and prepare the response for release. Responses will be sent to: NAVAIR_AviationSafety@navy.mil.

2. NAVAIR MISREC and HAZREC Responses. Mishap and Hazard Recommendations are provided in an effort to prevent, reduce or eliminate risk of recurrence. Many SIRs and HAZREPs include recommendations for NAVAIR. The NAVAIR Aviation Safety Office will coordinate MISREC and HAZREC responses for NAVAIR.

a. MISREC Response Deadline when NAVAIR is the Controlling Custodian. NAVAIR will include MISREC response as part of the controlling custodian endorsement, 28 business days after the previous endorser.

b. MISREC Response Deadline when NAVAIR is within the Endorsement Chain. NAVAIR will include MISREC response as part of the NAVAIR endorsement, 15 business days after the previous endorser.

c. MISREC Response Deadlines when NAVAIR is an Outside Action Agency. Once the applicable controlling custodian concurs with the MISREC via endorsement, the NAVAIR Aviation Safety Office will coordinate a response with the applicable technical authority. NAVAIR has 90 sequential days to respond.

d. HAZREC Response Deadline when NAVAIR is the Controlling Custodian. NAVAIR will include HAZREC response as part of the controlling custodian endorsement, 28 business days after the previous endorser.

e. HAZREC Response Deadline when NAVAIR is an Outside Action Agency. Once the applicable controlling custodian concurs with the HAZREC via endorsement, the NAVAIR Aviation Safety Office will coordinate a response with the applicable technical authority. NAVAIR will not formally respond to HAZREPs with a RAC of 3, 4, or 5 but may release a response if it is determined appropriate. NAVAIR has 90 sequential days to respond.

f. NAVAIR MISREC and HAZREC Coordination. The NAVAIR Aviation Safety Office will notify the applicable technical authority upon final endorsement by the controlling custodian of the SIR or HAZREP containing action for NAVAIR. The NAVAIR Aviation Safety Office must have draft responses three working days prior to the recommendation deadline in order to review the draft and prepare the response for release. Responses will be sent to:

NAVAIR_AviationSafety@navy.mil

3. Technical Authority Support Requirements for MISREC and HAZREC Responses. The appropriate technical support authority will respond to the recommended action with “Concur” or “Do Not Concur” for each recommendation assigned to NAVAIR. Concurrence will include actions that are being taken to mitigate the hazard and when the action is expected to be completed. Responses that “Do Not Concur” must explain the rationale and if applicable, address any additional actions taken to mitigate the hazard. The technical authority will provide their response to the NAVAIR Aviation Safety Office within three working days prior to NAVAIR response timelines outlined above. Responses will be sent to:

NAVAIR_AviationSafety@navy.mil. Though a formal response is normally not released for a HAZREP with a RAC of 3, 4, or 5, the applicable technical authority is required to take appropriate action on all fleet recommendations from HAZREPs.

4. Briefing Requirements for Class A Mishaps. In the event of a Class A Mishap that results in fatalities, or other mishaps deemed appropriate, the applicable technical authority must brief the Commander, NAVAIR, unless otherwise delegated, on all planned NAVAIR responses prior to official release. The NAVAIR Aviation Safety Office must be included in these briefings in order to facilitate an accurate submittal.

5. NAVAIR Aviation Safety Office MISTRAC Reporting Requirements. After final endorsement of SIRs and HAZREPs, “Open” or “Action Ongoing” corrective actions, or recommendations are tracked for task completion via the Naval Safety Center’s MISTRAC system. These action items are assigned a RAC and prioritized by the highest risk. NAVAIR is only required to formally close out open action items with a RAC of “severe” (RAC 1 or 2). The NAVAIR Aviation Safety Director will provide status updates on a biannual basis to the Naval Safety Center until the recommendation is complete or otherwise closed.

a. MISTRAC Reporting Requirements for Actions Involving NAVAIR Aviation Activities. The NAVAIR Aviation Safety Director will be the primary point of contact for all open action items involving NAVAIR aviation activities.

b. MISTRAC Reporting Requirements for all other NAVAIR activities. Once open action items are added to the MISTRAC system, the NAVAIR Aviation Safety Office will coordinate a response from the applicable technical authority. At a minimum, the response will include a summary of action taken, estimated completion date, and a point of contact.

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CHAPTER 5
WAIVERS TO THIS MANUAL

1. Waivers, General. As a general rule, waivers are only granted in cases where deviation from the written requirement is reasonable, the risk is acceptable, and the benefits outweigh the risks.
2. Waivers to this Manual. Waivers to this Manual will conform and be adjudicated as outlined below.
 - a. Waiver Request Content. All waiver requests must include:
 - (1) The specific written requirement to be waived;
 - (2) Justification for waiving the requirement;
 - (3) Deliberate risk assessment, using ORM, of all hazards identified from waiving the requirement; and,
 - (4) Acceptance of residual risk at the appropriate approval level.
 - b. Waiver Request Routing Chain. Waiver requests are initiated by the activity and forwarded to the respective ISIC for endorsement prior to being submitted to the NAVAIR Aviation Safety Office. If the activity does not have an ISIC then the waiver request is routed directly to the NAVAIR Aviation Safety Office.
 - c. Waiver Resolution. Once the waiver is received by the NAVAIR Aviation Safety Office, it will be reviewed for content. If deemed unacceptable, the NAVAIR Aviation Safety Office will coordinate with the applicable ISIC or the requesting activity for appropriate resolution. If resolution cannot be achieved, then the waiver will be elevated to the Vice Commander, NAVAIR (AIR-09) for final resolution.

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APPENDIX A
ANNUAL AVIATION SAFETY AWARDS

1. Annual Aviation Safety Awards

a. NAVAIR Annual Aviation Safety Award Board (NAASB) . A NAASB must convene annually in December or January and will discuss and select NAVAIR's nominee(s) for the CNO Aviation Safety Award and SECNAV Safety Excellence Award. The board will be chaired by the AIR-09F, and include representatives from NTWL, NTWP, Assistant Commander for Logistics (AIR-6.0), and one additional representative from the NAVAIR Aviation Safety Office. Board members will be provided an award package at least 2 weeks prior to convening the board to assist in preparation. NTWL, NTWP, and AIR-6.0 board members will represent their units and should come prepared to brief specific safety and operational performance issues related to those award packages. The NAVAIR Aviation Safety Office representative will present those commands that are not specifically represented by someone in their chain of command. Discussions are not limited to the submission packages but include all relevant board member observations throughout the year. In the event of a tie, AIR-09F must determine the nominee. Upon completion of the board, the NAVAIR Aviation Safety Office will forward the award packages and the board's recommendation, to the NAVAIR Award Program Administrator (301-757-7813) who will then format and send the packages to Commander, NAVAIR for final determination and selection.

b. CNO Aviation Safety Award. All aviation activities operating under the control of NAVAIR are eligible to receive the CNO Aviation Safety Award. The award criteria are drawn from the previous fiscal year's safety accomplishments and criteria outlined in reference (l). NAVAIR currently has three quotas that it can recommend for the award. The first will be for a large activity (HX-21, VX-31 etc.), the second will be for a small activity (VXS-1, CSS, UASTD), and the final quota will be for an FRC. However, if the NAASB feels no activity in a particular category, have achieved the level of excellence required for nomination, no recommendation to the Naval Safety Center will be provided. Award submissions must be approved through the respective chain of command and submitted to the NAVAIR Aviation Safety Office by the requested deadline. Submissions must not exceed five single-sided typed pages, not including the data sheet enclosure. Format for submissions including font type (Times New Roman), size (12 Pitch), and margins must be per reference (m). Appendix B provides the required data sheet for reference. Packages that fail to comply with the above requirements may be ineligible.

c. SECNAV Safety Excellence Award-Aviation. NAVAIR will submit one nomination from the command's CNO Aviation Safety Award selections to Commander, NAVSAFECEN (COMNAVSAFECEN) for recommendation. Upon notification of their selection for this award by the NAVAIR Aviation Safety Office, the respective aviation activity will submit the award write up in the format required by reference (n).

d. The Grampaw Pettibone Award. As delineated in reference (l), this award is presented to an individual or organization that has contributed the most toward aviation safety awareness through publication. This includes any and all articles dealing with aviation safety in naval publications (written or electronic media). Each command can submit up to two nominees for this award covering the previous fiscal year. Nominations should include a copy of the article,

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publication or electronic media. Submissions should be made to the NAVAIR Aviation Safety Office prior to 15 December for the previous fiscal year. NAVAIRSYSCOM will provide COMNAVSAFECEN with up to two nominees each year by 15 January.

e. The Admiral Vern E. Clark and General James L. Jones Safety Awards. These awards were established to stimulate naval safety through ideas and programs that will reduce avoidable injuries and fatalities by providing special recognition to individuals, units, or organizations who best exemplify and advance a culture of safety. The awards and selections are administered by the Navy League. Individuals, units, and organizations are eligible for both awards.

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APPENDIX B
CNO AVIATION SAFETY AWARD DATA SHEET
(Fiscal Year Data)

Aviation:

- Number of Pilots, Naval Flight Officer (NFO)s, and Aircrew (Military, Civilian, Contractor)
- Number of type, model, and series aircraft assigned or operated
- Fiscal year summary of all Flight, Flight Related, and Aviation Ground Mishaps by class (A, B, C, D). If none for a class within the fiscal year, list the most recent.
- Cumulative hours and sorties broken down by category (e.g. test, Functional Check Flight (FCF), operational, training, support)
- Average monthly flight time for pilots, NFOs, aircrew
- Average monthly aircrew simulator time
- Average monthly aircrew ground training hours
- Number and type of aircrew Naval Air Training and Operating Procedures Standardization (NATOPS) waivers
- Annual ORM training completion percentage broken down by target group
- Number of flight hazards reported via FIST or ASAP, and number acted upon or resolved
- Number of anonymous submissions received and number responded to
- Number and type of submitted HAZREPs
- Number of NATOPS change recommendations
- Dates of ASC meetings
- Dates of Aviation Safety Committee meetings
- Dates of HFCs
- Date of last Safety Assessment
- ACASS date(s) and completion percentage(s)
- Date of last ACW
- Dates and summaries of executed mishap plans (actual or drills)
- Dates and summaries of Aviation Safety Standdowns
- Bravo Zulus or other safety awards presented by the command
- Safety articles published (include name, date, and publication)

Maintenance:

- Total Foreign Object Debris (FOD) events
- Scheduled and unscheduled maintenance actions or maintenance man hours
- Technical Publication Deficiency Reports submitted
- Number of lost tools and recovered lost tool percentage
- Support Equipment Misuse or Abuse reports
- Number of Programs Off Track or Need More Attention documented during the last Aviation Maintenance Inspection
- Number of Discrepant Work Orders over fifty thousand dollars (\$50,000)*
- Number of aircraft delivered and discrepancies reported*
- Number of International Organization of Standardization (ISO) certification programs in place*

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- Number of aircraft engines delivered and discrepancies reported*
- Number of aircraft components delivered and discrepancies reported*
- Indications that Aircraft/Engine/Component discrepancy resulted in Mishap*

* Applies to FRCs only