



# MASTER DIRECTIVES

UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12  
FIRST MARINE AIRCRAFT WING, MARFORPAC  
UNIT 37150  
FPO AP 96603-7150

GruO P3750.1A  
DSS  
21 OCT 1994

GROUP ORDER P3750.1A w/ch 1, 2

From: Commanding Officer  
To: Distribution List

Subj: AVIATION SAFETY AND STANDARDIZATION STANDING OPERATING PROCEDURES (SHORT TITLE: SOP AVNSAFSTD)

Ref: (a) OPNAVINST 4790.2E  
(b) OPNAVINST 3750.6Q  
(c) OPNAVINST 3710.7 ~~R~~ *ch. 2*  
(d) WgO 3750.18  
(e) MCO 5100.8E  
(f) WgO P5100.1 ~~G~~ *ch. 2*  
(g) WgO P6260.3  
(h) GruO 13700.2B  
(i) GruO 5100.12  
(j) MCO 3750.1 (k) WgO 5041.1F  
(l) FMFPacO 1650.18C  
(m) MCO 1650.29D *ch. 2*  
(n) MCO 1650.23D (~~o~~ WgO 4790.12 ~~B~~) (p) MCASBUL 5500

Encl: (1) LOCATOR SHEET

- Purpose. To define the standing operating procedures for the MAG-12 Department of Safety and Standardization (DSS).
- Cancellation. GruO P3750.1.
- Scope. The Aviation Safety, Naval Aviation Training and Operating Procedures Standardization (NATOPS), and Ground Safety portions of this Order are applicable to all squadrons of MAG-12.
- Summary of Revision. This revision incorporates changes to the Safety and Standardization Program and should be completely reviewed.
- Certification. Reviewed and approved this date.

J. A. GALLINETTI

DISTRIBUTION: A

MAG-12 DSS SOP

CHAPTER 1

SCOPE

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# UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12  
FIRST MARINE AIRCRAFT WING, MARFORPAC  
UNIT 37150  
FPO AP 96603-7150

Gru0 P3750.1A  
DSS  
2 Feb 95

Group Order P3750.1A CH 1

From: Commanding Officer  
To: Distribution List

Subj: AVIATION SAFETY AND STANDARDIZATION STANDING OPERATING  
PROCEDURES (SHORT TITLE: SOP AVNSAFSTD)

1. Purpose. To direct pen and ink changes to the basic order.
2. Action. Page 2-6, paragraph 2002, change the last sentence of the paragraph to read, "The completed survey results shall be forwarded to MAG-12 DSS for future use and correction of noted discrepancies as needed."
3. Filing Instructions. This change transmittal will be filed immediately following the signature page of the basic order.
4. Certification. Reviewed and approved this date.

*G L George*

G . L. GEORGE  
By direction

Distribution: A



UNITED STATES MARINE CORPS  
MARINE AIRCRAFT GROUP 12  
1ST MARINE AIRCRAFT WING, MARFORPAC  
UNIT 37150  
FPO AP 96603-7161

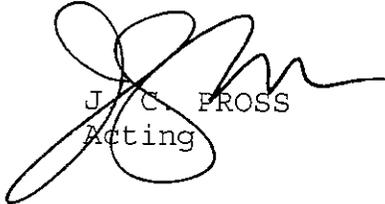
GruO P3750.1A Ch 2  
S1  
08 MAR 2000

GROUP ORDER P3750.1A Ch 2

From: Commanding Officer  
To: Distribution List

Subj: AVIATION SAFETY AND STANDARDIZATION STANDING OPERATING  
PROCEDURES (SHORT TITLE: SOP AVNSAFSTD)

1. Purpose. To direct pen changes to the basic order.
2. Action
  - a. Change reference (c) to read "OPNAVINST 3710.7R" vice "OPNAVINST 3710.7P"
  - b. Change reference (f) to read "MCO P5100.1G" vice "MCO P5100.1F"
  - c. Change reference (o) to read "WgO 4790.12B" vice "WgO 4790.12"
3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.

  
J. C. CROSS  
Acting

DISTRIBUTION: A

2 1007 1994

LOCATOR SHEET

Subj: MAG-12 DEPARTMENT OF SAFETY AND STANDARDIZATION STANDARD  
OPERATING PROCEDURES (SHORT TITLE: MAG-12 DSS SOP).

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

(Indicate the location(s) of the copy(ies)  
of this Manual.)



MAG-12 DSS SOP

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MAG-12 DSS SOP

CHAPTER 1

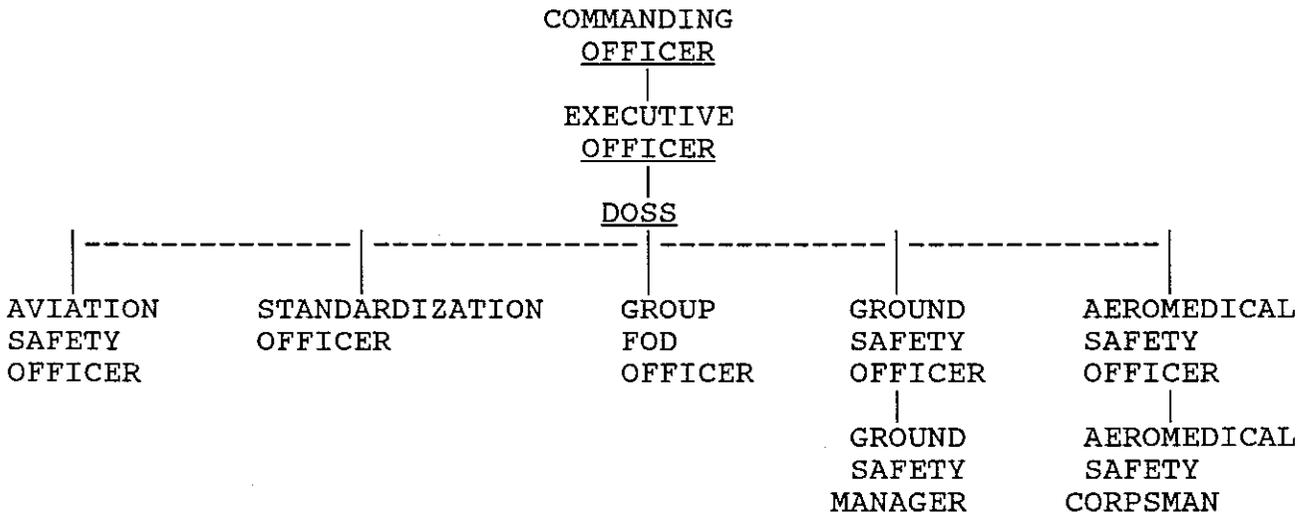
SCOPE

1000. BACKGROUND. The purpose of this SOP is to promote the conservation of human and material assets while maximizing the effectiveness and benefit of training and operations. This is to be accomplished through the use of safe operating practices, the detection and elimination of hazards, and the dissemination of safety related information. These principles are addressed in reference (a), the Naval Aviation Maintenance Program, and explicitly defined in reference (b), the Naval Aviation Safety Program.

1001. GENERAL. Reference (c) establishes the NATOPS program throughout Naval Aviation while reference (b) promulgates the Naval Aviation Safety Program and designates major and component safety programs. Reference (d) provides specific direction and policy for the USMC Aeromedical Safety Officer (AMSO) Program and assigns responsibilities and duties for AMSO's stationed within 1st MAW. The Marine Corps Ground Safety program is established per reference (e), while references (f) and (g) implement major and component safety programs within the 1st MAW. Therefore, MAG-12 DSS is assigned to: (1) promote Aviation Safety; (2) establish a sound Standardization Program; and (3) support all Ground Safety Programs.

1002. GROUP DEPARTMENT OF SAFETY AND STANDARDIZATION (DSS). The Group DSS is functionally organized in the following manner:

MAG-12 SAFETY AND STANDARDIZATION



1. Director of Safety and Standardization (DOSS). A Naval Aviator or Naval Flight Officer shall be assigned as the DOSS. He shall have demonstrated a broad degree of professional experience and knowledge. He shall be on a level with all other department heads to ensure uniformity of staff effort. If a director cannot be assigned due to extraordinary circumstances, the senior officer in the department shall assume the responsibilities of the director.
2. Aviation Safety Officer (ASO). A Naval Aviator or Naval Flight Officer shall be assigned as the Group Aviation Safety Officer. He shall be a graduate of a formal ASO School. He shall report to the DOSS on all matters concerning Aviation Safety, however he retains direct access to the Commanding Officer in such matters. He shall not have other collateral duties within the command except for normal aviation duties.
3. STANO (STANO). A Naval Aviator or Naval Flight Officer shall be assigned as the Group STANO as his primary duty. He shall report to the DOSS on all matters concerning flight crew NATOPS qualifications and proficiency, however he retains direct access to the Commanding Officer in such matters.
4. Ground Safety Officer (GSO). A Field Grade Officer shall normally be assigned to manage the functions of the Group Ground Safety Program. Whenever possible, the assigned officer should have at least six months experience in managing the safety program at the squadron level and should have attended an approved Ground Safety Management Course. The GSO reports to the DOSS on matters concerning ground safety, however he retains direct access to the Commanding Officer in such matters. The GSO should have no collateral duties within the command except for normal aviation duties.
5. Foreign Object Damage Officer (FODO). A Commissioned Officer from MALS-12 shall normally be assigned as the Group FODO. He shall act as MAG-12 and MALS-12 FODO and report to the DOSS on all FOD matters, however he retains direct access to the Commanding Officer in such matters.
6. Aeromedical Safety Officer (AMSO). A designated Aerospace Physiologist shall be assigned as the Group AMSO. He shall be a graduate of a formal Aviation Safety Officer school. He shall report to the DOSS on all matters concerning Aeromedical Safety, however he retains direct access to the Commanding Officer in such matters.
7. Aeromedical Safety Corpsman (AMSC). A senior Aerospace Physiology Technician (NEC HM-8409) shall be assigned as the AMSC to assist the AMSO in support of MAG-12's Aeromedical Safety Program. He shall report to the Aeromedical Safety Officer on all matters concerning Aeromedical Safety, however he retains direct access to the DOSS in such matters.

Ground Safety NCO (GSNCO). A Staff Non-Commissioned Officer or Non-Commissioned Officer shall be assigned to assist the Ground Safety Manager as directed, and to train and coordinate with squadron safety NCO's. The assigned SNCO or NCO shall have had experience in safety supervision and shall attend an approved Ground Safety Management Course .

1003. DUTIES AND RESPONSIBILITIES. The duties and responsibilities listed herein are the minimum required for each billet and are in respective areas of concern.

1. MAG-12

a. Commanding Officer. The Commanding Officer is personally responsible for safety and the effectiveness of the safety program.

b. Director of Safety and Standardization (DOSS) shall:

(1) Act as the Commanding Officer's representative on safety and standardization matters.

(2) Report to the Commanding Officer on a frequent basis about the safety and standardization posture of the command. The report need not be a formal written report, however a formal written report is required where follow-up action is directed.

(3) Ensure the effectiveness of the Group Safety Program.

(4) Ensure required reports are prepared and submitted in accordance with applicable references.

(5) Supervise and coordinate functions of the DSS to accomplish the mission of safety and maximize operational readiness by minimizing manpower and material loss.

(6) Ensure safety councils and committees are organized and supported.

c. Aviation Safety Officer (ASO) shall:

(1) Maintain the MAG-12 Aviation Safety Program.

(2) Monitor the Squadron's Aviation Safety Programs and assist when requested.

(3) Keep the DOSS apprised on matters concerning aviation safety.

(4) Prepare and maintain instructions for the Group Duty Officer to implement in the event of an aircraft mishap.

(5) Conduct liaison with support facility personnel to enhance safety.

d. Standardization Officer (STANO) shall:

- (1) Monitor Squadron NATOPS Programs for adherence to the policies of MAG-12 and higher authority.
- (2) Monitor standardization in flight operations of MAG-12 squadrons.
- (3) Maintain a master library of NATOPS publications.
- (4) Conduct a monthly Instrument Ground School.
- (5) Maintain staff liaison and advisory positions with squadron NATOPS Officers.

e. Ground Safety Officer (GSO) shall:

- (1) Be responsible to the MAG-12 Commanding Officer and DOSS for the conduct of the Group Ground Safety Program.
- (2) Conduct and document a vigorous educational and training program for all units within MAG-12 focusing on hazard identification and elimination.
- (3) Conduct safety and health inspections/surveys of all units within MAG-12 at least quarterly.
- (4) Attend Group and Station safety councils as the MAG-12 representative.
- (5) Ensure a complete Ground Safety Program is maintained per references (e).
- (6) Monitor the Ground Safety Programs of all the units within MAG-12 to ensure their compliance with set standards.

f. Foreign Object Damage Officer (FODO) shall:

- (1) Be assigned in writing and act as MAG-12/MALS-12 FOD Officer.
- (2) Receive and review all Orders/Maintenance Instructions from UDP squadrons on FOD to ensure strict compliance with reference (h).
- (3) Monitor the FOD investigation reports. Ensure prompt corrective action is taken and follow-ups are completed in a timely manner.
- (4) Conduct walk-through inspections of squadron hangar spaces and flightline areas to ensure all areas are FOD free.
- (5) Ensure that on a quarterly basis, a MAG-12 FOD prevention council is conducted per reference (h).

g. Aeromedical Safety Officer (AMSO) shall:

- (1) Provide specialized consultation, advice, and recommendations in aeromedical aspects of safety, training, and operations.
- (2) Organize and coordinate the Aeromedical Brief Program (Appendix A).
- (3) Maintain a master library of Aeromedical briefs.
- (4) Act as the Group Laser System Safety Officer.
- (5) Act as Fleet Air Indoctrination/Liaison Survival Aircrew Flight Equipment (FAILSAFE) representative to introduce aircrew and maintenance personnel to new or modified items of ALSS and flight/survival equipment.
- (6) Deploy and present Technical Data Information Packages (TDIP's) for the introduction of new/modified Aviation Life Support Systems (ALSS).
- (7) Provide technical assistance in the fitting, sizing and integration of ALSS. When appropriate, investigate and evaluate reported ALSS equipment problems with identification of associated usual factors.
- (8) Conduct aeromedical reviews and surveys on maintenance, use and performance of ALSS, and provide feedback to NAVAIR and CFA's on fleet user problems with in-service ALSS.
- (9) Assist the DOSS and ASO on matters concerning aviation safety and mishap investigation.
- (10) Participate in pre-mishap planning, pre-mishap drills, aircraft mishap boards, and evaluations of SAR procedures.
- (11) Provide assistance to and liaison with Flight Surgeons.
- (12) Provide support for the Naval Aviation Physiology Training Program (NAPTP) and Naval Water Survival Training Program (NAWTSP) issues and waivers.

h. Aeromedical Safety Corpsman (AMSC) Shall:

- (1) Work under the cognizance of the AMSO in support of the FAILSAFE program for Aviation Life Support Systems (ALSS).
- (2) Deploy, when needed, with MAG-12 assets or squadrons, to include field exercises. Conduct liaison between Safety and Medical departments with special emphasis on the preventive medicine aspects operation.
- (3) Maintain liaison with Life Support Equipment (PR) shops

to assist the AMSO in the collection of issues related to ALSS concerns/problems.

(4) Assist the AMSO in conducting Safety Surveys of Life Support Equipment (PR) and Ejection Seat (AME) maintenance shops within the UDP squadrons.

(5) Assist the AMSO in conducting the Naval Aviation Physiology Training Program (NAPTP) and the Naval Aviation Water Survival Training Program (NAWSTP) per reference (c).

(6) Assist in conducting BST Water Survival swim training for all MAG-12 Marines.

(7) Be involved in MAG-12 Medical readiness, and to that end, shall:

(a) Maintain a frequent and on-going liaison directly with the Wing and Group Medical Officers and assist the AMSO and Flight Surgeons on health/medical concerns.

(b) Conduct routine medical training for Group and Squadron personnel, i.e. BST, First Aid, CPR, etc..

(c) Assist the AMSO in researching and maintaining resource information on MAG-12 deployment sites, focusing on special medical and health threats peculiar to each site, i.e. unique and common disease threats, methods of disease transmission, disease prevention, and health concerns: water supplies, local foods, medical intelligence, flora and fauna, etc.

(d) Be familiar with medical aspects of chemical/biological warfare, i.e. CBR training for aircrew and ground personnel.

(e) Maintain a medical presence at PFT events.

(8) Take part in the Wing Medical aspect of the local Branch Medical Clinic as follows:

(a) The primary AMSC mission is assigned by the Group DOSS. Assistance to the Branch Medical Clinic is a secondary mission of the AMSC and will be dealt with as such.

(b) The AMSC may stand duty (Chief of the Day) at the Branch Clinic but only on a not to interfere basis. This is solely to keep the AMSC abreast on medical currency.

(9) Assist the AMSO in the administrative functions of the Aeromedical Safety Program as required.

(10) Assist in the medically related Laser Safety Program which includes administratively tracking individuals assigned to the Laser Safety Program. Ensure that individuals are medically

creened, training is being provided, and Personal Protective Equipment (PPE) is offered per reference (i).

(11) The AMSC may be authorized to fly as long as all physiology, water survival, and a current medical up-chit are present and only as a selected passenger and on a not to interfere basis.

2. Squadron DSS. The requirements of paragraph 1003 above shall apply.

a. Squadron DOSS. The requirements of paragraph 1003.1.b above shall apply.

b. Squadron Aviation Safety Officer. The requirements of paragraph 1003.1.c above shall apply.

c. Squadron STANO. The Commanding Officer of each aircraft squadron shall designate a Naval Aviator, selected from the most qualified aircrew in the specific model aircraft assigned, to be the Squadron STANO. He will be the principle NATOPS evaluator and will in turn, be standardized by the Group STANO per reference (c).

d. Squadron Ground Safety Officer. Squadron Commanders shall assign in writing a commissioned or warrant officer to manage the normal functions of the squadron's Ground Safety Program. The signed officer shall attend the first available Ground Safety Management Course. The requirements of paragraph 1003.1.e

e. Squadron Ground Safety NCO. A Non-Commissioned Officer (NCO) shall be assigned in writing to assist the Ground Safety Officer as directed, and to supervise the Ground Safety Program within the squadron. The assigned NCO shall be trained by the Group Ground Safety NCO and shall attend an approved Ground Safety Management Course as quotas allow. The Ground Safety NCO may fulfill other collateral duties within the Squadron Safety Department.

MAG-12 DSS SOP

CHAPTER 2

AVIATION SAFETY PROGRAM

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MAG-12 DSS SOP

CHAPTER 2

AVIATION SAFETY PROGRAM

2000. AVIATION SAFETY PROGRAM. Each squadron commander shall establish and maintain a dynamic aviation safety program. Squadrons are encouraged to submit safety related articles to various publications such as Approach, Naval Aviation News, or Mech. Immediate steps will be taken to correct hazards noted within each squadron's area of responsibility. The specific areas listed below are of particular concern because they have been contributing factors in mishaps within MAG-12. Positive action with respect to mishap prevention will be taken as follows:

1. Ordnance Safety. All ordnance personnel will comply with the Ordnance Safety SOP.

a. All ordnance loading and downloading will be supervised by a qualified NCO.

b. Ordnance loading equipment must have all safety equipment (e.g. lights, brakes, etc.) in good operating condition before commencing loading/downloading operations.

c. Arming and de-arming operations will be supervised by a Safety Watch. This watch will be stationed to the side of the aircraft in full view of the pilot (but out of the line of fire of all weapons on the aircraft) and be responsible for passing signals from the pilot to the arming/de-arming crew working beneath the aircraft.

2. Foreign Object Damage (FOD). All personnel involved with the supervision of FOD Prevention will ensure strict compliance with reference (h).

a. A walk-down of squadron aircraft parking ramps and taxiways will be accomplished on a daily basis.

b. Squadron tools shall be clearly marked and a tool box inventory shall be conducted per Squadron Maintenance Instructions. Master inventories shall be maintained and updated as necessary.

c. Appropriate FOD containers for FOD disposal will be conveniently located in the squadron operating area.

3. Vehicle Traffic on Flight Line

a. All vehicles desiring access to the flight line must have a pass per reference (a).

b. All vehicles will be checked for FOD prior to entering

the flight line, taxiways, or back ramp areas. FOD shakers will be utilized if present.

c. Maximum speed for vehicle traffic on the flight line is 25 kph. When in close proximity of an aircraft, 50 feet, the maximum speed is 10 kph.

d. Lights will be utilized during night operations.

e. All aircraft GSE will be chocked and the parking brake applied when parked or not in use.

f. Only properly licensed operators shall operate aircraft GSE.

g. No vehicle not directly involved in the immediate servicing of aircraft shall be operated on the flight line, unless authorized by MCAS Iwakuni ATC Officer.

#### 2001. Safety Surveys

1. General. Safety surveys are written documentation that summarize the safety posture of subordinate units and MAG-12 overall. These surveys identify weaknesses and strengths in unit operations, administration, maintenance, training, and other areas that impact a unit's overall ability to achieve and maintain combat readiness. Safety surveys are most effective as a management tool when candidly reported. Therefore, the survey results will be confidential and discussed between unit commanding officers and the survey team only. Aviation Safety Surveys are required per references (f) and (j):

a. Annually

b. Within 30 days of assignment of a new Commanding Officer, DOSS, or ASO.

c. Within 30 days of transition to a new type/model aircraft.

d. Within 30 days of changing operating base location  
(temporary deployment sites included)

2. Composition. The MAG-12 Safety Survey Team shall consist of a combined team of local experts from both MAG-12 and MALS-12. The survey team shall include a representative from each of the following departments:

a. Aviation Safety

b. Ground Safety

c. NATOPS

d. Aircraft Maintenance

- (1) Quality Assurance
- (2) Maintenance Control/Admin
- (3) Avionics
- (4) Airframes
- (5) Ordnance
- (6) Powerline/GSE
- (7) Flight Equipment
- (8) Hazardous Material
- (9) Tech Pub Library
- (10) Tool Room
- (11) Analyst
- (12) FOD

e. Medical/Aviation Physiology

3. Procedures. A fixed time frame for the survey will be established during initial liaison, usually within the first 30 days upon arrival of main body to WestPac. All unit personnel should be briefed in advance of the pending survey and the purpose for the survey (mishap prevention). The unit Commanding Officer is encouraged to brief unit personnel concerning the privileged nature of the results and to be open and honest during the conduct of the survey. Safety surveys are not inspections! The sole purpose of Safety Surveys is to identify possible problem areas that may have a negative impact on the ability of the unit to achieve and maintain combat readiness. All problem areas will be discussed thoroughly with the appropriate officer or supervisor upon discovery. A post-survey meeting with the Commanding Officer will be held immediately upon completion of the written results of the survey. These results are for the Commanding Officer only and will not be published or forwarded to any other command/section. Those areas deemed as potential problems and require action will not be reported to higher command elements. The survey and results are strictly for internal use.

2002. Site Surveys. Per reference (f), a Site Survey shall be conducted prior to any flight operations while at a deployed site. This includes arrival here at MCAS Iwakuni and any other site throughout WestPac. Site surveys are normally conducted by the Squadron DOSS/ASO. MAG-12 DSS has comprised a local Site Survey form. These surveys are fundamentally different from Safety Surveys in that they focus primarily on operational capabilities,

Ch. 1

limitations, and facilities available at the deployment site. The completed survey results shall be forwarded to MAG-12 DSS for future use and correction of noted discrepancies as needed.

2003. HAZARD ELIMINATION. Hazards to personnel and equipment are eliminated, or the risk they present is reduced, through professional conduct and the use of safety considerations as a planning factor before an action is initiated. There are a number of vehicles available to assist in the elimination of hazards and risk reduction:

1. WESTPAC Arrival Standdowns. Safety standdowns are an excellent vehicle for the reduction and elimination of safety hazards when done in the appropriate manner. Back-In-The-Saddle (BITS) standdowns in conjunction with the initial arrival of UDP units in WestPac satisfy the semi-annual standdown requirement. All aircrews arriving in WestPac will stand down for 72 hours prior to commencing flight operations. The prescribed standdown time may be waived, but only on a case by case basis. All requests for waivers will be submitted via the chain of command to Commanding General, 1st MAW.

2. Safety Standdowns. An effective standdown for UDP squadrons must be well planned in advance, and should focus on areas that are of common interest to all unit personnel and those areas that have caused problems in the past. A moratorium from the operational commitments of MAG-12 to review and reevaluate unit missions, operating procedures, maintenance procedures, requalification of physiology and water survival requirements, and reinforcement of safety philosophy, will take place semi-annually. Commanding Officers should ensure topics are of specific interest to aircrew and maintenance personnel. The following topics are recommended areas for discussion/review:

a. Areas of Common Interest

- (1) Review of mishaps and safety reports for trend analysis
- (2) Industrial Safety (i.e. Tool Control, Personal Protective Equipment, Hazardous Material/Waste)
- (3) Recreational Safety (On and Off Duty)
- (4) FOD Prevention Program
- (5) Vehicle Safety
- (6) First Aid

b. Areas of interest to Aircrew

- (1) Pre-Mishap Plan Drills
- (2) Emergency Procedures

- (3) Aircraft Preflight
- (4) Aircraft Systems
- (5) Survival Gear Review
- (6) Seasonal Weather Briefs
- (7) Flight Surgeon/Flight Physiology Briefs

c. Specific areas of Interest to Maintenance

- (1) Tool Control
- (2) Shop Safety
- (3) High Power Turn Up Procedures
- (4) Maintenance Control Procedures

3. Unit NATOPS Evaluations. Each unit deploying to MAG-12 under the Unit Deployment Program can anticipate a unit level evaluation by the MAG-12 STANO. This evaluation will be conducted to identify strong points as well as weak areas. Recommendations concerning corrective action will be provided to the unit STANO in the performance of his duty and to help eliminate hazards.

4. Unit Functional Area Inspections (FAI). Per reference (k), every unit assigned to 1st MAW will receive an FAI within 60-90 days upon arrival in WestPac. The MAG-12 Safety Survey, conducted within the first 30 days, serves as a tool to assist in the identification and correction of possible problem areas prior to the FAI. The checklists that are utilized for these FAI's are provided to the units by MAG-12 DOSS. If operational commitments hinder the scheduled FAI date, alternate dates shall be coordinated through the MAG-12 S-3 office, at extension 3521.

5. Anonymous Reports Program. Reporting hazards without fear of reprisal is one of the strongest aids in hazard elimination. Subordinate units of MAG-12 will establish and maintain an anonymous reports program for the detection and elimination of hazards. Parent MAW's have specific requirements for anonymous reporting programs. Accordingly, the only requirement of this SOP is for the active use and the encouragement of anonymous reporting.

2004. INFORMATION DISSEMINATION

1. Safety Information Management. All units of MAG-12 will ensure the broadest dissemination of general circulation safety information. Information of a privileged or personal nature must be handled in accordance with reference (l). Information concerning mistakes made and situations encountered are valuable learning tools and should be made available as such with no embarrassment or negative effect to the individual/unit providing the information.

2. UDP Turnover Binders. MAG-12 will provide each subordinate unit with two turnover binders, one for Aviation Safety and the other for Ground Safety, upon arrival in WestPac. These binders contain updated publications and directives that help in the transition from one operating environment to the next. The MAG-12 DSS will update and maintain these binders. Prior to rotating back to CONUS, these binders will be returned to the MAG-12 DSS to be utilized by the next UDP squadron.

3. Unit Information Binder. Each subordinate unit will submit a DSS fact sheet (Appendix B), a copy of the units Safety SOP, Operations SOP, an Open and Closed Book NATOPS Exam, and a Pre-Mishap Plan upon arrival in WestPac.

4. Awards Program. The vast majority of administrative and investigative efforts expended in aviation safety programs are of a negative nature. The spirit and intent of the MAG-12 Aviation Safety Program is also designed to acknowledge safety through professional performance of duty, both in the air and on the ground. Accordingly, all members of MAG-12 are encouraged to recognize such performance through appropriate awards. The following awards are normally used for such recognition, but is by no means a definitive list:

a. CNO Aviation Safety Award. All squadrons and detachments with reporting custodian status attached to MAG-12 on 31 December of each year are eligible for the award. The award is based on aircraft mishap records in relation to flight hours flown, risk exposure, quality of mishap/hazard reporting, and contributions to aviation safety.

(1) Submission requirements. Each unit eligible, and desiring recognition, will submit to MAG-12 DOSS a narrative summary and fact sheet in the format shown in Appendix C no later than 15 January. The narrative summary should contain, at a minimum, the following information:

(a) Brief summary of operational accomplishments for the fiscal year with emphasis on operational performance (e.g., deployments, participation in exercises, letters/messages of recognition, transpac, etc.).

(b) Description of unusual or adverse conditions during the fiscal year.

(c) Changes to maintenance procedures, publications, aircraft design, or survival equipment resulting from squadron initiatives.

(d) Summary of NATOPS changes submitted, annotating those subsequently approved.

(e) Description of any unique or innovated

quadron/detachment safety program.

(f) A list of articles submitted to SAFETY FIRST or any other safety publication.

(2) MAG-12 ACTION. All unit submissions will be evaluated, endorsed, and forwarded to the CG, 1st MAW in the order of preference of selection. MAG-12 submissions are due at 1st MAW no later than 20 January.

b. APPROACH Magazine Bravo Zulu. Bravo Zulu recommendations for aircrew whose actions during aircraft emergencies prevented further damage or destruction to aircraft are highly encouraged. Recommendations will be submitted via the Commanding Officer, MAG-12 for endorsement. MAG-12 DOSS will provide 1st MAW DOSS with a courtesy copy.

c. MAG-12 Bravo Zulu. The MAG-12 DOSS will initiate commendatory correspondence based on recommendations submitted by MAG-12 units.

d. Milestone Awards. Each UDP squadron will be provided a statistical information form upon arrival. At the end of each month each squadron will submit an updated statistical summary to ensure MAG-12 data is continually updated and correct. The MAG-12 DOSS will track the 5000 incremental mishap free flight hour achievements and initiate recognition correspondence per reference (m). Annual mishap free flight hour accomplishments will also be acknowledged.

e. Individual 1000 hr Awards and Unit 10,000 hr Awards. It is the responsibility of the squadrons to submit requests for the Marine Corps Aviation Safety Program unit and individual aircrew mishap free milestone awards. Reference (n) provides the format and address. MAG-12 endorsement is not required. A courtesy copy should be forwarded to the MAG-12 DOSS for tracking purposes.

f. SAVAPLANE Awards

(1) General. The purpose of the SAVAPLANE Award Program is to recognize Marines who save an aircraft and/or aircrew from loss or injury by actions of exceptional alertness, persistence, attention to duty and/or unusually effective effort. Commanding Officers will maintain a program to recognize Marines whose exceptional professional actions prevent the loss or endangerment of aircraft or aircrews. Recommendations that are submitted shall provide a clear and factual account of individual actions.

(2) Eligibility Requirements. All aircraft squadrons and detachments with reporting custodian status and assigned to 1st MAW are eligible for nominations. In as much as quota limits are not assigned, all deserving Marines should be nominated for awards when it is recognized that exceptional professional actions have prevented the loss or endangerment of aircraft or aircrews.

(3) Submission Requirements

(a) Nominations should be submitted within 15 days of the cited action in order to ensure timely action.

(b) Recommendations will be submitted in naval letter format with a proposed citation as an enclosure.

(c) Commanding Officers will ensure that the letter of recommendation provides sufficient factual, detailed information to warrant preparation and presentation of a Commanding General's Certificate of Commendation.

(d) Proposed citations:

1 Must be expressed in the second person.

2 Must contain the standard opening and closing lines contained in Appendix D, of reference (f).

3 Must be typed in ten pitch, be single spaced, and not to exceed 83 spaces per line or 12 lines in length.

(e) The Group Commanding Officer shall screen and submit nominations for SAVAPLANE Awards to the Commanding General, 1st MAW (DOSS).

(f) The 1st MAW DOSS will screen all nominations for SAVAPLANE Awards and submit proposed citations to the 1st MAW Adjutant for preparation and submission of the Commanding General's Certificate of Commendation.

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CHAPTER 3

REPORTING REQUIREMENTS

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CHAPTER 3

REPORTING REQUIREMENTS

3000. GENERAL. There are a number of reports required in WestPac above and beyond those normally required in CONUS. It is absolutely imperative that these reports are submitted accurately and on time. The MAG-12 DOSS will provide assistance in drafting required reports or administrative support if requested.

3001. HAZARD REPORTING. Aviation Hazard Reporting is clearly defined by references (a) and (b). A hazard to Naval Aviation may generate interest or require corrective action by any level of command. Therefore, accurate and timely reporting of all hazards is vital to the command safety program. The different avenues used to report these hazards are as follows:

1. Naval Aviation Safety Hazard Reports. These reports not only identify hazards, but may prevent recurrences of a situation that caused a mishap or has the potential to cause a mishap. They are also used by the Naval Safety Center for trend analysis and accountability. Hazard Report deadlines and message precedence vary, depending on the risk assessment of the hazard being reported. In general, a Hazard Report shall be submitted whenever a hazard is detected. If hazards can be expected to have an effect outside the organization, the unit has an obligation to report the hazard to higher authority. Reports may include recommendations for corrective action to be taken outside the reporting chain or they may report corrective action taken within the unit, in which case they are used for communicating the mishap prevention information to others who may need to take corrective action. In the case of some hazards, it may be beyond the capability of the reporting unit to determine corrective action. Four types of hazard reports require special formats per reference (b):

- (a) Bird/Bat Strikes
- (b) Near Mid-Air Collisions
- (c) Physiological Episodes
- (d) Embarked Landing Hazards

2. When these hazards occur, and they do not meet the criteria of a defined aircraft mishap, a Hazard Report shall be submitted utilizing the appropriate format prescribed in reference (b). The quality of a Hazard Report depends on the quality of the investigation into the attendant circumstances. For this reason, the use of Aircraft Mishap Boards in the investigation and reporting of hazards is strongly encouraged. The success of any safety program depends on the submission of open, honest, and forthright opinions concerning safety matters. A Hazard Report may be sent via mail or message with the Naval Safety Center as the sole addressee. The exercise of command influences to edit, modify, or in any way censor the content of these reports is prohibited. There are three

purposes for the publication of hazard reports:

a. To report a hazard and remedial action taken so that others may take similar action to eliminate the hazard or reduce the risk to an acceptable level.

b. To report a hazard and recommend corrective action be taken by another organization to eliminate the hazard or reduce the risk to an acceptable level.

c. To report a hazard so that some other organization may determine appropriate corrective action to eliminate the hazard or reduce the risk to an acceptable level.

3. Quality Deficiency Report (QDR). The QDR Program is designed to provide maintenance centers with a method of reporting deficiencies in new or newly reworked material which may be attributable to non-conformance with contractual or design specification requirements and/or substandard workmanship. Reference (a) provides the guidance and format for QDR reporting.

4. Hazardous Material Report (HMR). This program provides a standard system for reporting material deficiencies which, if not corrected, could result in death or injury to personnel or damage to/loss of an aircraft, equipment or facilities. This report includes things falling off aircraft (TFOA). An HMR should be submitted by a priority precedence message within 24 hours of discovery of any potentially fatal equipment malfunction, operational effect, design error, or TFOA. Reference (a) contains guidance and provides the appropriate format to be used.

5. Explosive Mishap Report (EMR). This report is used for notification of explosive incidents, malfunction, and dangerous defects involving explosive systems, launch systems, and armament weapons support equipment. An explosive mishap report will be released in accordance with the guidance contained in reference (a).

3002. MISHAP REPORTS (MR). The purpose of Mishap Reports as defined by reference (b), is to provide interested commands with information concerning a naval aircraft mishap, request assistance in an investigation, or extension of deadlines. All initial and amended Mishap Reports shall be in accordance with Chapter Five of reference (b). All reports shall have CG, III MEF as an info addressee.

3003. MISHAP INVESTIGATION REPORTS (MIR). The purpose of Mishap Investigation Reports as defined by reference (b), is to report those hazards which were the cause of a mishap and a means for recommending corrective action(s) to help prevent any recurrence. Aircraft Mishap Boards (AMB) shall submit MIRs in accordance with Chapter Seven of reference (b). Special attention shall also be given to protecting the concept of safety privilege information when submitting an MIR.

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CHAPTER 4

NAVAL AIR TRAINING AND OPERATING  
PROCEDURES STANDARDIZATION (NATOPS)

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# MAG-12 DSS SOP

## CHAPTER 4

### NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION (NATOPS)

#### 4000. INTRODUCTION

1. Purpose. To promulgate policy and guidance concerning Naval Air Training and Operating Procedures Standardization (NATOPS) within MAG-12. Squadrons shall adopt the procedures/methods directed by this manual and reference (c). Where conflicts occur between this order and those of higher authority, the directive promulgated by higher authority will prevail and such conflict will be brought to the immediate attention of the MAG-12 STANO.

2. Discussion. The NATOPS program provides guidance to the commander and sets forth approved operating procedures in order to achieve a maximum degree of aviation safety and combat readiness. This is accomplished through the standardization, promulgation and utilization of the most efficient and effective aircraft operating procedures.

a. The procedures are based on inputs from users and promulgated to the fleet by the Chief of Naval Operations. Once published, provision is made for continued revision of prescribed procedures so that new ideas, techniques and corrections can be initiated, evaluated and disseminated expeditiously. Commanding Officers are responsible for ensuring published NATOPS procedures are strictly adhered to and that recommendations for appropriate changes are submitted per reference (c).

b. Compliance with individual aircraft NATOPS Flight Manuals is mandatory, however, NATOPS will never be a substitute for sound judgement.

4001. ORGANIZATION. The NATOPS organization within the MAG-12 DSS is outlined in Chapter 1.

4002. DEFINITIONS AND RESPONSIBILITY. The specific assignment criteria and individual responsibility for the group STANO and the squadron STANO are delineated in reference (c) and this SOP.

1. Group STANO. A Naval Aviator or Naval Flight Officer shall be assigned to the primary duty as Group STANO. This individual will report to the DOSS on all matters concerning flight crew NATOPS qualifications and proficiency. Assistant Group NATOPS evaluators will be assigned in writing, as required, to fulfill the responsibilities of NATOPS evaluators for specific type/model/series aircraft. The STANO/assistant evaluators will:

a. Assist the Wing NATOPS Supervisor in supervising and evaluating NATOPS programs within MAG-12 and attached squadrons.

- b. Report to the DOSS on matters pertaining to NATOPS.
- c. Maintain currency in assigned aircraft.
- d. Maintain a complete and current library of NATOPS Flight Manuals and publications associated with each of the various aircraft models within the Group.
- e. Schedule and conduct annual NATOPS evaluations of Squadron Standardization Officers and evaluate flight crews at random to measure overall adherence to NATOPS procedures. The squadron commander will be informed, in writing, of the results of the evaluation and the effectiveness of the NATOPS program within his unit.
- f. On a quarterly basis, review the Squadron NATOPS instructors records pertaining to the NATOPS program.
- g. Review on a continuous basis all recommended urgent and routine changes per reference (c).
- h. Assist the cognizant Standardization Officers with any model manager duties.
- i. Act as central scheduling officer in the administration of instrument, water survival and physiology classes, ensuring compliance with requirements contained in references (c) and (o).
- j. Ensure original NATOPS Flight Qualification Jackets for all Group Staff are delivered to the Squadrons they are assigned to fly with. Provide skeleton Jackets to those squadrons that group staff members are authorized to fly with, per Group Bulletin 3740.

2. NATOPS Clerk. The NATOPS clerk will:

- a. Maintain current publications of NATOPS flight Manuals and instrument ground school test packets.
- b. Incorporate changes in all applicable NATOPS publications.
- c. Provide other clerical assistance as directed by the DOSS/STANO.

3. Squadron NATOPS Officer. The Commanding Officer of each aircraft squadron shall designate a highly qualified NA or NFO as the STANO as a primary duty. The STANO shall be responsible to the squadron DOSS for ensuring that all squadron aircrewmembers conform to the standards prescribed by the NATOPS Flight Manual. The squadron STANO shall remain in the billet for a minimum of 12 months. Specific duties of the NATOPS Officer are:

- a. Ensure that each squadron and augment NA/NFO crewmember is provided with an appropriate NATOPS flight Manual and pocket checklist and that the currency of these publications is maintained

at all times.

b. Maintain close liaison with the group NATOPS evaluator/assistant evaluator and aircrew of other units on matters pertaining to his specific type of aircraft.

c. When compliance with any prescribed NATOPS procedure is found to be impractical or it is desired that a new procedure be initiated, he will ensure that a request for waiver is submitted via the chain of command and is in compliance with reference (c).

d. Initiate action in the form of urgent or routine change recommendations when new or improved procedures indicate the advisability of such changes per reference (c).

e. Ensure that highly qualified assistant NATOPS evaluators are designated as required to assist in the management and monitoring of the NATOPS program.

f. In addition to giving NATOPS flight evaluations annually to all aircrew designated as assistant NATOPS evaluators, evaluate at random at least one aircrewmember quarterly.

g. Ensure aircrews receive an annual ejection seat lecture from qualified personnel.

h. Ensure that each NA and NFO possesses a current flight physical and that a copy of his medical clearance is on file in the individual's NATOPS Flight Training Qualification Jacket.

i. Ensure that each NA/NFO possesses certification of current applicable physiology and water survival training, as required by references (c) and (o).

j. Ensure that all squadron aircrewmembers complete a monthly emergency procedures review.

k. Maintain a skeleton qualification jacket for all non-squadron NA/NFO's authorized to fly with the squadron in accordance with Group Bulletin 3740. The contents of the skeleton qualification jacket are contained in paragraph 4005 of this order.

#### 4003. NATOPS EVALUATION PROGRAM

1. Commanding Officers will ensure that all aircrews assigned are administered NATOPS evaluations in accordance with the procedures outlined in reference (c) and the applicable NATOPS Flight Manual. The NATOPS evaluation program shall be carried out per reference (c) and this SOP by the Standardization evaluators/assistant evaluators and instructors.

2. The NATOPS evaluation will consist of the following:

a. An open and closed book examination.

- b. An oral examination.
- c. A flight evaluation.
- d. Written open book local area course rules and cross country examinations (initial evaluation only).

3. NATOPS evaluations of each squadron STANO will be conducted by the Group STANO/Assistant Evaluators annually. A copy will be maintained by the Group STANO and a copy will be sent to the respective Commanding Officer.

4. The NATOPS flight evaluation form shall be processed per references (c) and (f).

#### 4004. INSTRUMENT FLIGHT QUALIFICATIONS

1. Instrument Flight Board. Each aircraft squadron will establish a Squadron Instrument Flight Board per reference (c).

#### 2. Instrument Ground School/Examination

a. The ground portion of the NATOPS Instrument Rating Evaluation consists of a formal written examination which is administered by the Group STANO. The written examination shall be satisfactorily completed prior to the flight examination. All NA's and NFO's shall attend the MAG-12 Instrument Ground School. It is the responsibility of the NA/NFO to contact the Group STANO for timely inclusion into the appropriate class roster. Instrument Ground School dates are published quarterly in Group Bulletin 3720.

b. All NA's and NFO's shall attend a formal Instrument Ground School per reference (f).

c. Each aircrewman must attain a score of eighty-seven percent. Failure of the examination for the third time will necessitate the appearance of the examinee before a Field Flight Performance Board which will be convened by the Commanding Officer of MAG-12.

d. In all cases where the individual fails the written examination and his instrument rating expires prior to a successful re-evaluation, squadrons will comply with the instrument flight requirements and qualifications section of reference (c).

#### 3. NATOPS Instrument Rating Request

a. The NATOPS Instrument Rating Request (OPNAV Form 3710/2) figure 13-1 of reference (c) will be used by all NA/NFO's requesting an instrument certification. After satisfactory completion of the written examination, the NATOPS Instrument Rating Request will be forwarded to the appropriate squadron by the Group STANO.

b. The remarks section is intended for use by the examining activity and check pilots concerned.

c. The original of this OPNAV form is to be made a part of the officer's NATOPS Flight Training and Qualification Jacket. If a waiver has been completed, it shall also be filed in this section.

#### 4. NATOPS Instrument Flight Evaluation

a. The NATOPS Instrument Rating Evaluation can be administered by any Group/Squadron designated instrument check pilot. The maneuvers listed in the flight evaluation section of the NATOPS Instrument Rating Request form are to be used as a guide and are in no way intended to limit the check pilot if, in his opinion, further evaluation of the pilot being checked is necessary. The instrument flight check standards are identical for both the special and standard instrument ratings.

b. All NFO's will be instrument qualified per reference (f). The Instrument Ground School and instrument test is required for both NA's and NFO's.

c. In the case of F/A-18 qualified aircrew, the 2F-132 Operational Flight Trainer should be utilized for instrument flight evaluations.

#### 4005. NATOPS FLIGHT PERSONNEL TRAINING AND QUALIFICATION JACKET (OPNAV FORM 3760/32)

1. Audit Requirements. Pertinent information on the contents, security, maintenance, disposition and responsibility of the NATOPS Flight Training and Qualification Jacket is contained in reference (c). The NATOPS Training and Qualification Jacket shall be audited when an individual is joined or detached, and annually within 30 days of his birthday. A qualification jacket shall be maintained for each NA and NFO.

2. Maintenance Of Qualification Jackets. When a crewmember is assigned to fly with more than one unit, the squadron to which he is assigned for maintenance of annual minimums shall be responsible for maintaining the individual's NATOPS Flight Qualification Jacket. If the individual routinely flies with other squadrons, each squadron shall maintain a "skeleton" NATOPS Flight Qualification Jacket for the individual which shall include, but is not limited to, the following records:

- a. Medical clearance (NAVMED Form 1381).
- b. Copy of DIFOP orders.
- c. Certification of current physiology and water survival course (OPNAV 3760/32F).
- d. NATOPS Evaluation Report (OPNAV Form 35108).
- e. Current Instrument Rating Request form (OPNAV Form 3710/2).

f. NATOPS/different exams for that model of aircraft.

3. Authorized To Fly Personnel. All personnel who are not qualified aircrew or flight surgeons, must have approval from the Commanding General, 1st MAW, prior to flights in MAG-12 aircraft. They must successfully pass all aviation physiology and water survival requirements prior to flight. A "Skeleton" NATOPS Flight Qualification Jacket will be maintained by the unit STANO .

4006. AVIATION PHYSIOLOGY/WATER SURVIVAL. Commanding Officers shall ensure that all flight personnel receive training in aviation physiology and water survival appropriate to their flying assignment prior to departing CONUS. Training should cover the entire time in UDP status. Staff aircrewmembers who were not afforded an opportunity to complete training prior to departing CONUS will be scheduled as necessary by the MAG-12 STANO per references (c) and (o).

4007. ADMINISTRATIVE PROCEDURES

1. Control of NATOPS Publications. Each squadron is responsible for obtaining and issuing copies of the applicable NATOPS flight manuals and pocket checklists for each pilot/crewmember assigned. Current status of NATOPS publications is provided by the Navy Tactical Support Activity by means of a "NATOPS Status Report" that is now on CD. This disk can be obtained through the MAG-12 S-3. Each squadron will maintain a copy of this quarterly report on file.

2. Change Procedures. NATOPS publications must have inputs from the user in order to maintain the effectiveness of the program. Squadrons are encouraged to submit recommendations for changes to NATOPS flight manuals whenever operating experience indicates a change is warranted. The majority of changes will normally originate at the squadron level. However, any individual in any level of command may originate a change. Procedures for submitting changes are outlined in reference (c) and the NATOPS flight manual for each type aircraft. A copy of any change recommendation must be forwarded to the Group STANO.

a. Urgent Changes

(1) Urgent change recommendations are submitted by priority message to the Commanding General, Marine Forces, Pacific with the following commands as information addressees.

(a) Cognizant command

(b) Model manager

(c) Commanding Officer, MAG-12 (STANO)

(d) All units in MARFORPAC that operate the same model aircraft.

(2) When appropriate, modify the subject line of the message

recommendation for an Urgent NATOPS change with the added phrase "Safety of Flight".

(3) All units receiving information copies of urgent change recommendations in this command shall, within 24 hours of receipt, submit concurrence and/or comment directly to the MAG-12 STANO by telephone or message. Follow-up amplifying remarks are encouraged.

b. Routine Changes

(1) Routine changes are submitted on OPNAV form 3500/22 directly to the model manager with information copies to the following:

- (a) Commanding General, Marine Forces Pacific
- (b) Commanding General, 1st MAW
- (c) Commanding Officer, MAG-12

(2) Only one change proposal is authorized per form. Changes will be compiled by the model manager and submitted to appropriate advisory group members or their representatives for consideration and study prior to the next scheduled NATOPS model review conference.

3. NATOPS Waivers. Per references (c) and (f), when compliance with prescribed NATOPS procedures is impractical/impossible, or when proposed new procedures require evaluation, a request for waiver shall be submitted to the Wing STANO via the Group STANO. The waiver request shall state the problem, proposed changes, justification and effective period of time for the waiver.

4. PHYSIOLOGY Waivers. Waivers for physiological training and water survival requirements shall be submitted per reference (f).

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CHAPTER 5

SAFETY AWARENESS

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CHAPTER 5

SAFETY AWARENESS

5000. GENERAL. The foundation of any viable safety program is a combination of safety awareness and professional performance. Safety awareness is achieved through a number of vehicles to include the formal councils discussed below, standdowns and other activities previously reviewed. Safety council meetings are conducted to provide a means of identification of risks to aviation and ground safety personnel that potentially can cause a mishap.

5001. AIRCRAFT MAINTENANCE AND READINESS STANDDOWNS. Reference (p) requires the completion of a half day per week stand down by all 1st MAW aircraft units. The purpose of the standdown is in part to reinforce safety awareness by all hands. Training and other actions to emphasize safety should be included during the standdown. Standdown agenda and conduct documentation shall be retained for two years.

5002. PRE-MISHAP PLAN DRILLS. Each aircraft unit within MAG-12 will conduct an unannounced pre-mishap plan drill during their UDP deployment. Prior coordination with the MAG-12 DOSS is required. The group DOSS will provide any assistance requested. The squadron conducting the pre-mishap plan drill is responsible for drafting the simulated OPREP-3 message report. The squadron ODO or SDO will also make the required voice report to either the MAG-12 DOSS, ASO, or Executive Officer.

5003. 1ST MAW SAFETY COUNCIL

1. Mission. To promote a continuing and effective aviation and ground safety effort within 1st MAW.
2. Tasks. The 1st MAW Safety Council is tasked to accomplish the following:
  - a. Detect and evaluate safety related problems and potential areas of risk and make recommendations for corrective action.
  - b. Analyze mishap trends and make recommendations to correct negative trends.
  - c. Review 1st MAW aviation and ground safety policies, procedures, and programs and recommend changes when appropriate.
  - d. Provide a forum for the open exchange of information concerning aviation and ground safety.
3. Membership. MAG-12 members of the 1st MAW Safety Council are:
  - a. MAG-12 Commanding Officer.

- b. MAG-12 Squadron Commanders.
  - c. MAG-12 and Squadron DOSS's.
  - d. MAG-12 and Squadron ASO's.
  - e. MAG-12 and Squadron GSO's.
4. Agenda Items. Agenda items will be submitted to MAG-12 DOSS in a format that provides issue, discussion, and recommendation. Each unit is encouraged to submit issues they deem appropriate for council action.

5004. MAG-12 COMBINED SAFETY COUNCIL. The MAG-12 Combined Safety Council is a consolidated council which includes Aviation Safety, Ground Safety, and Safe Driving councils. Safety councils are the very foundation of safety awareness and require active participation and command interest. Accordingly, MAG-12 Combined Safety Council activities have priority over all other duties.

1. Mission. To promote a continuing and effective aviation and ground safety effort within MAG-12.
2. Tasks. The MAG-12 Combined Safety Council is tasked to:
  - a. Consider pertinent issues involving or relating to occupational safety and health which affect each unit.
  - b. Periodically review mishaps or trends that may indicate weak areas in our safety efforts.
  - c. Make recommendations that will improve or enhance our safety awareness.
  - d. Provide a forum for open discussion of pertinent safety related issues.
3. Membership
  - a. Senior member: MAG-12 DOSS.
  - b. MAG-12 ASO.
  - c. MAG-12 STANO.
  - d. MAG-12 GSO.
  - e. MAG-12 AMSO.
  - f. MAG-12 Hazardous Communications Program Manager.
  - g. MAG-12 Senior Flight Surgeon.
  - h. MALS-12 FOD Officer.

- i. MALS-12 GSO.
- j. Squadron/Detachment DOSS.
- k. Squadron/Detachment ASO.
- l. Squadron/Detachment STANO.
- m. Squadron/Detachment GSO.
- n. Squadron/Detachment Flight Surgeon.

4. Conduct. The MAG-12 Combined Safety Council meetings shall be conducted quarterly or more frequently if determined necessary by the MAG-12 Commanding Officer or DOSS. Council minutes will be retained for two years and a copy will be forwarded to the 1st MAW DOSS. A copy of the minutes will be posted on the MAG-12 and unit safety bulletin boards.

5005. UNIT SAFETY COUNCILS. Subordinate unit safety councils may be consolidated councils which include aviation safety, ground safety, and safe driving councils at the discretion of the Commanding Officer. Each unit safety council is the foundation of safety awareness. Accordingly, unit safety activities shall have priority over all other duties.

1. Mission. To promote a continuing and effective aviation and ground safety effort within MAG-12.
2. Tasks. The unit safety councils are tasked to:
  - a. Consider pertinent issues involving or relating to occupational safety and health which affect each unit.
  - b. Periodically review mishaps or trends that may indicate weak areas in our safety efforts.
  - c. Make recommendations that will improve or enhance our safety awareness.
  - d. Provide a forum for open discussion of pertinent safety related issues.
3. Membership.
  - a. Squadron/Detachment DOSS
  - b. Squadron/Detachment ASO
  - c. Squadron/Detachment STANO
  - d. Squadron/Detachment GSO
  - e. Squadron/Detachment Flight Surgeon

- f. Squadron/Detachment maintenance representative
- g. Other appropriate representatives, as required

4. Conduct. Unit safety council meetings will be conducted monthly or as determined appropriate by the Commanding Officer. Council minutes will be retained for two years and a copy will be forwarded to the MAG-12 DOSS. A copy of the minutes will be posted on the unit's safety bulletin boards.

5006. HUMAN FACTORS BOARD. A search for common factors in aviation mishaps has revealed two themes. First, mishap aircrewmembers did not display the knowledge, skill or air discipline necessary for the tasks assigned or required by events. Second, mishap investigations found that aircrewmembers were often under stress from personal and professional problems. These problems appear to have caused fatigue, distraction, and deterioration of performance. In almost every case, part of the aircrew deficiencies or problems were known to various supervisors and peers, but only as isolated pieces of the whole picture. These pieces were not assembled until after a mishap. To reverse this sequence, this directive prescribes the means for identifying and correcting training deficiencies, ensuring skill development in proper increments, reinforcing self-discipline, and helping to resolve personal and professional problems of aircrew before any of these factors culminate in a mishap.

Commanding Officers of MAG-12 squadrons shall hold a monthly meeting to discuss each aircrew assigned to the squadron. This meeting must include but is not limited to:

- a. Commanding Officer.
- b. Executive Officer.
- c. Operations Officer.
- d. DOSS/ASO.
- e. Flight surgeon.
- f. Other appropriate representatives (division flight leaders, etc.).

2. The meeting participants will evaluate current levels of training progress, air discipline and ground duty performance of each aircrew. Personal and professional circumstances that may cause unusual stress will also be considered. Unrelated business shall not be discussed at this meeting.

3. Detailed examination of sensitive personal or professional matters in a large group is not intended. When such matters arise, the Commanding Officer may defer detailed discussions to a smaller meeting or two-party discussions. The larger meeting is the first step to bring to the surface the extent and/or pattern of

difficulties a squadron member may be facing. Detailed evaluation and action would follow, using traditional leadership actions by the Commanding Officer. Commanding Officers will subsequently involve the aircrewman who has deficiencies or problems, in designing a solution and in performing required follow-up action.

4. No formal report or feedback is required unless a Commander considers it necessary in a particular case.

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APPENDIX A

AEROMEDICAL TRAINING TOPICS

1. Squadrons are encouraged to request training on additional topics that may not be listed below. Keep in mind that a physiological threat may include anything that will impact the aircrew-machine interface, any human factors problem or any biological threat to aircrew. Contact the AMSO or Flight Surgeon for more information on topics and training possibilities.

2. PHYSIOLOGICAL TOPICS FOR AIRCREW

- A. LASER THREAT/SAFETY.
- B. SURVIVAL SKILLS: WATER/LAND.
- C. G-INDUCED LOSS OF CONSCIOUSNESS (GLOC).
- D. OPERATIONAL PHYSIOLOGICAL THREAT BRIEF. SPECIFIC FOR DEPLOYMENT SITES AND ADVERSARY CAPABILITIES.
- E. SPATIAL DISORIENTATION.
- F. STRESS.
- G. NIGHT VISION AND VISUAL PROBLEMS.
- H. OPNAVINST 3710 AEROMEDICAL CHAPTER REVIEW.
- I. PRE-DEPLOYMENT/BRIEF.
- J. AVIATION PHYSIOLOGY PROBLEMS: HIGH ALTITUDE, HYPOXIA, LOSS OF PRESSURIZATION, BAROTRAUMA, DCS, ETC.
- K. ANNUAL EGRESS/EJECTION SEAT TRAINING.
- L. FATIGUE, SLEEP REST CYCLES, CIRCADIAN RHYTHMS.
- M. ALCOHOL.
- N. EXERCISE/NUTRITION.
- O. AEROMEDICAL ASPECTS OF EJECTION.
- P. HOT WEATHER OPS/HEAT STRESS.
- Q. COLD WEATHER OPS/INJURIES.
- R. SEARCH, EVASION, RESCUE AND ESCAPE.
- S. BIOLOGICAL/CHEMICAL THREAT.
- T. ANTI-EXPOSURE SUITS NBC/CBR GEAR.
- U. NIGHT VISION GOGGLES.
- V. SURVIVAL RADIOS.
- W. CONTACT LENSES.

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APPENDIX B

UDP FACT SHEET

SQUADRON: \_\_\_\_\_ PARENT GROUP: \_\_\_\_\_

<u>BILLET</u>	<u>NAME</u>	<u>DATE ASSIGNED</u>	<u>SCHOOL TRAINED</u>
DOSS			
ASO			
STAN OFFICER			
GSO			
GSM			

AVIATION SAFETY STATISTICS

TOTAL MISHAP FREE FLIGHT HOURS: \_\_\_\_\_

DATE OF LAST CLASS A: \_\_\_\_\_

DATE OF LAST CLASS B: \_\_\_\_\_

DATE OF LAST CLASS C: \_\_\_\_\_

DATE OF LAST FOD: \_\_\_\_\_ DATE OF LAST TFOA: \_\_\_\_\_

DATE OF LAST SAFETY STANDDOWN: \_\_\_\_\_ FY HAZARD REPORTS: \_\_\_\_\_

PROJECTED DATE OF NEXT 5,000 HOUR INCREASE: \_\_\_\_\_

LIST OF PERSONNEL ASO AND/OR ASC QUALIFIED:

<u>NAME</u>	<u>RANK</u>	<u>BILLET</u>	<u>COURSE</u>	<u>DATE ATTENDED</u>
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APPENDIX C

CNO AVIATION SAFETY AWARD FACT SHEET  
(Calendar Year \_\_\_\_\_)

Date of last Alpha Mishap (FM, FRM, AGM) \_\_\_\_\_

Date of last Bravo Mishap (FM, FRM, AGM) \_\_\_\_\_

Date of last Charlie Mishap (FM, FRM, AGM) \_\_\_\_\_

List all severity class mishaps this FY by  
mishap serial number: \_\_\_\_\_

Number of hazard reports submitted \_\_\_\_\_

Programmed flight hours \_\_\_\_\_

Flight hours flown (total day and night) \_\_\_\_\_

Flight hours since last Alpha mishap (FM, FRM) \_\_\_\_\_

Embarked flight hours flown \_\_\_\_\_

tal embarked landings \_\_\_\_\_

boarding rate (day, fixed wing only) \_\_\_\_\_

Full mission capable rate \_\_\_\_\_

Mission capable rate \_\_\_\_\_

Cannibalization rate \_\_\_\_\_

Flight rule violations \_\_\_\_\_

Officer retention rate \_\_\_\_\_

Enlisted retention rate \_\_\_\_\_

First tour \_\_\_\_\_

Second tour \_\_\_\_\_

Career \_\_\_\_\_

MAG-12 DOSS SOP

APPENDIX D

COMBINED FLASH REPORTS

Ref: WgO P5100.1F

1. GENERAL. Flight Mishap (FM), Flight Related Mishaps (FRM), and Aircraft Ground Mishaps (AGM) shall initially be reported to 1st MAW utilizing the Combined Flash Report, see page 4 of this appendix. In addition, all ground mishaps involving MAG-12 personnel, property, facilities or equipment, regardless of dollar value that result in property damage, or injury requiring dispensary or hospital treatment resulting in lost workdays or fatality shall be telephonically reported to the Wing DSS or 1st MAW Duty Officer after working hours. Airborne emergencies/incidents listed on page 3 of this enclosure will normally be reported by the Squadrons to Group. MAG-12 will make a determination as to which reports are to be forwarded to Wing Headquarters. Follow up reports to Wing may be required for these incidents.

2. ACTION. Upon notification that a Flash Report is being submitted, remove the blank Flash Report form and fill in the appropriate information. After completion of the Flash Report, complete the checklist below.

a. Notify the GDO, who will then notify the DOSS, OPSO, Adjutant, XO, and/or CO for authorization to proceed with the OPREP reporting.

b. If no voice report to Wing is required, file the Flash Report in the GDO logbook to be sighted by XO/CO the following day.

c. If voice report is submitted to Wing, note that the report was called to Wing, when and who received it. During normal working hours, the report is made to Wing DSS, and after working hours to the Wing Duty Officer.

1ST MAW DSS

AV 645-3888

1ST MAW Duty Officer

AV 645-3744/3745/3746

d. File the report in the GDO logbook, pass to the Adjutant for sighting by DOSS/XO/CO.

MAG-12 DOSS SOP

APPENDIX D

FLASH REPORT INJURY/SEVERITY CODES

REF: WgO P5100.1F  
OPNAVINST 3750.6Q

INJURY CODES

ALPHA: Fatal Injury

Bravo: Permanent total disability

Charlie: Permanent partial disability

Delta: No fatal, permanent or partial disability, but one or more lost workdays

Echo: Bodily harm requiring greater than first aid, but no lost work time

Foxtrot: Injury requires first aid only or no treatment

Golf: No bodily harm

na: Lost at Sea

Uniform: Missing/Unknown

MISHAP SEVERITY CODES

ALPHA: Damage or injury cost \$1,000,000 greater; fatality or permanent total disability.

BRAVO: Damage or injury cost \$200,000 to \$1,000,000; permanent partial disability or hospitalization of five or more personnel.

CHARLIE: Damage or injury cost \$10,000 to \$200,000 injury resulting in one or more lost workdays.

DELTA: (Ground mishap only) Damage or injury cost less than \$10,000; injury with no lost workdays.

MAG-12 DOSS SOP

APPENDIX D

AVIATION FLASH REPORTS

1. Aviation Flash Reports will be required for those incidents listed below and are in addition to normal ground safety mishap reporting requirements.

2. Flash Reports shall be submitted for any of the following:

a. Anytime A/C damage occurs (airborne/maintenance/ground mishap) regardless of whether or not an emergency was declared.

b. Any airborne emergency which results in termination of the hop and/or declaration of an emergency requiring unusual support measures (i.e. crash crew or ambulance).

c. Things Falling Off Aircraft — always submit Flash Report. (OPREP-3/UNITSITREP may also be required if over a populated area)

d. Intentional jettisoning of external stores.

e. Any class "A", "B", "C" mishap (Don't delay required voice/message reports — common sense rules here, Squadrons inform Group ASAP, Group inform Wing ASAP).

f. All bird strikes.

g. Any engine F.O.D.'s. (OMA level)

h. Explosive mishaps that will require Hazard/EMR reports.

j. Hypoxia/Physiological episodes.

k. Any ground mishap resulting in one or more lost workdays or a fatality.

3. If in doubt or a situation arises not covered above, send the Flash Report.

MAG-12 DOSS SOP

APPENDIX D  
**COMBINED FLASH REPORT**

- |                     |                         |                         |
|---------------------|-------------------------|-------------------------|
| 1. <u>AVIATION</u>  | 2. <u>GROUND</u>        | 3. <u>MISCELLANEOUS</u> |
| ( ) AIRBORNE        | ( ) INDUSTRIAL          | A. YES/NO DRUG/ALCO     |
| ( ) DROPPED OBJECT  | ( ) GMV                 | B. YES/NO SEAT BELTS    |
| ( ) FOD             | ( ) MILITARY TRNG       | C. YES/NO DEF DRIVING   |
| ( ) NEAR MID-AIR    | ( ) OTHER ON-DUTY       | D. YES/NO MC SAF CRS    |
| ( ) BIRDSTRIKE      | ( ) PMV                 | E. YES/NO PPE USED      |
| ( ) ACFT GRD MISHAP | ( ) SPORTS/RECREATIONAL |                         |
| ( ) FLIGHT MISHAP   | ( ) OTHER OFF-DUTY      |                         |
| ( ) LASER RELATED   | ( ) LASER RELATED       |                         |

4. UNIT: \_\_\_\_\_ 5. TIME/DATE: \_\_\_\_\_

6. Location of Incident: \_\_\_\_\_

7. Personnel Data: Rank, Initials, Last Name

A. \_\_\_\_\_ B. \_\_\_\_\_  
C. \_\_\_\_\_ D. \_\_\_\_\_

8. Narrative, (what and why it happened): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. OPREP-3 Issued: YES/NO, DTG: \_\_\_\_\_

10. Acft Origin: \_\_\_\_\_ 11. Destination: \_\_\_\_\_

12. Model Acft: \_\_\_\_\_ 13. Modex: \_\_\_\_\_ 14. Buno: \_\_\_\_\_

15. T&R Trng Code: \_\_\_\_\_ 16. Mission: \_\_\_\_\_

17. Mishap Severity Code: A B C D Unknown None

18. Damage: \_\_\_\_\_  
\_\_\_\_\_

19. Injury and Treatment: \_\_\_\_\_  
\_\_\_\_\_

20. Receiver: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

21. Sender: \_\_\_\_\_ Ext: \_\_\_\_\_ Sqdn: \_\_\_\_\_  
Time / Date Time / Date

22. MAG-12 CO: \_\_\_\_\_ / \_\_\_\_\_ MAG-12 XO: \_\_\_\_\_ / \_\_\_\_\_  
DWH: 5665 AWH: 3684 DWH: 5666 AWH: 6434  
Time / Date Time / Date

MAG-12 DOSS: \_\_\_\_\_ / \_\_\_\_\_ 1ST MAW DSS: \_\_\_\_\_ / \_\_\_\_\_  
DWH: 253-3988 AWH: 253-5569 DWH: 645-3888 AWH: 645-3746  
FAX: 645-7578