



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 3750.1A
SD
12 Jun 96

MARINE CORPS ORDER 3750.1A

From: Commandant of the Marine Corps
To: Distribution List

Subj: AVIATION SAFETY AND STANDARDIZATION PROGRAMS

Ref: (a) OPNAVINST 3750.6
(b) OPNAVINST 3710.7
(c) MCO P3500.14
(d) MCO P5100.8
(e) OPNAVINST 4790.2
(f) MCO 3750.2
(g) OPNAVINST 1542.7

Encl: (1) CNO Aviation Safety Award Nomination Form

1. Purpose. To provide information concerning Marine Corps aviation safety and Naval Air Training and Operating Procedures Standardization (NATOPS) program management.

2. Cancellation. MCO 3750.1.

3. Scope. The provisions of this Order are applicable to all Marine Corps aviation commands operating aircraft and unmanned aerial vehicles.

4. Background

a. The purpose of the Marine Corps Aviation Safety Program is to enhance combat readiness by preserving human and material resources. The objective of the program is to identify and manage hazards that can cause damage and injury. This is best accomplished by aggressive and continuous application of risk management in order to identify hazards and manage them by either removing them or reducing their severity. An effective safety program requires leadership and a command environment that fosters active participation by all Marines.

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b. Safety is not a goal in and of itself. Safety -- minimization of injury and damage -- is a part of, and directly linked to, mission readiness and professionalism.

c. This Order expands the provisions of references (a) through (g) to provide assistance to commands in the conduct of their aviation safety and standardization programs. Major provisions of this Order are the establishment of the Department of Safety and Standardization (DOSS), Marine Corps specific reporting requirements, and the inclusion of unmanned aerial vehicles (UAV) into the Aviation Safety Program.

5. Policy. Marine Corps aviation units shall be guided by references (a) through (g), and the provisions of this Order in the conduct of their aviation safety and standardization programs.

a. Commanding Officers (CO)

(1) Commanding Officers shall have attended the Aviation Safety Command Course.

(2) Commanders should ensure that the Aviation Safety Officer has direct access in matters pertaining to aviation safety.

b. Mishap and Hazard Reporting

(1) In addition to the reporting requirements of reference (a), the endorsing chain for Marine Corps reporting custodians embarked shall include the parent Group and Wing, as determined by the Force Commander. This is to ensure that individuals experienced in the type/model/series aircraft have the opportunity to review and comment on the report (e.g., AV-8B mishap on a MEU detachment).

(2) UAV mishaps and hazards shall be investigated and reported per reference (a). The UAV is currently not a defined Naval Aircraft. Severity of mishaps shall be classified using actual costs (i.e., loss of a UAV is not a Class Alpha mishap unless the actual cost is greater than \$1,000,000 or the mishap results in a death).

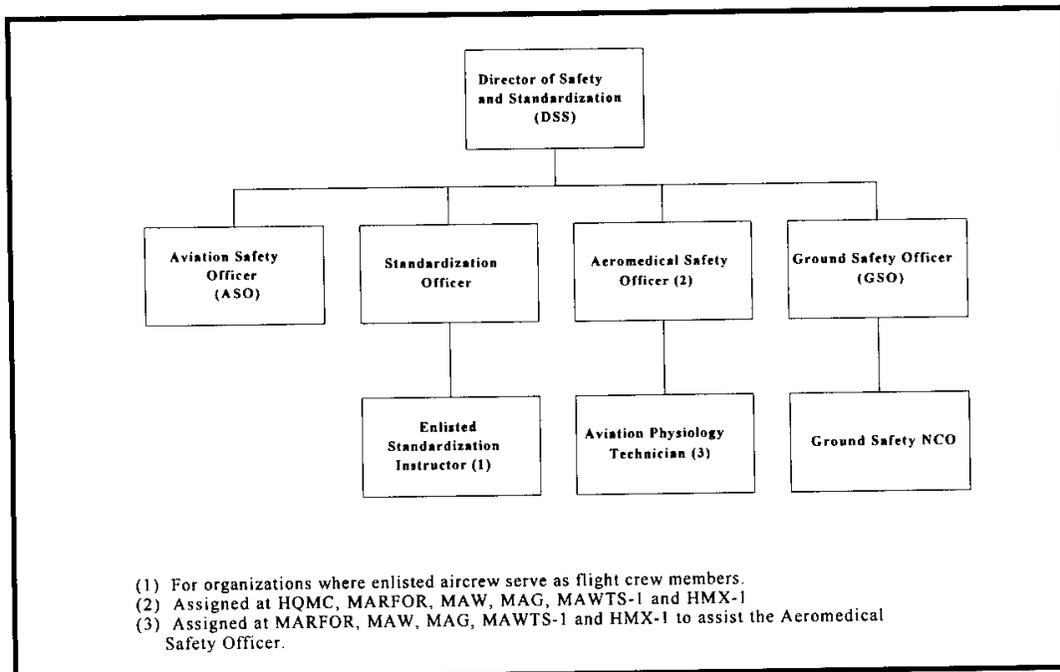
c. CNO Aviation Safety Award. To facilitate preparation and processing of nominations, Marine Corps organizations shall use

the format in enclosure (1). Additional pages of written narrative are allowed and encouraged.

d. JAG Manual Investigations. Per reference (a), members of aircraft mishap boards (AMB) shall not be assigned to JAGMAN investigations or other investigations of a particular aircraft mishap. It is vitally important to maintain the independence of investigations to ensure that there is no inference or association of disciplinary action in the safety investigation. Commanders are encouraged not to assign any JAGMAN investigations to individuals serving in DOSS billets. Members of the DOSS shall not be assigned to any JAGMAN or other non-safety investigation of aircraft mishaps.

6. Organization for Safety. All commands having responsibility for, or control of, aircraft shall have a Department of Safety and Standardization (DOSS) functionally organized as diagrammed below. UAV units should duplicate as much of this structure and function as possible.

DOSS



a. Director of Safety and Standardization (DSS)

(1) A Naval Aviator or Naval Flight Officer with a demonstrated broad range of professional experience and knowledge shall be assigned as the DSS. The DSS should be a graduate of the Naval Postgraduate School (NPS) Aviation Safety Officer course. The director is responsible to the Commanding Officer for the execution of safety policy within the organization and shall be on a level with all other department heads. The DSS should not be assigned collateral duties or responsibilities outside the department. The DSS may serve as the Aviation Safety Officer or Standardization Officer.

(2) Duties, Responsibilities, and Authority

(a) Act as the commander's representative on all safety and standardization matters.

(b) Implement the commander's safety and standardization policies and supervise the aviation and ground mishap prevention programs.

(c) Exercise staff cognizance over the Naval Aviation Training and Operating Procedures Standardization (NATOPS), aviation safety, aeromedical safety, and ground safety programs.

b. Aviation Safety Officer (ASO)

(1) A Naval Aviator or Naval Flight Officer who is a graduate of the NPS ASO course possessing a broad operational flight experience shall be assigned as the organization's ASO. The ASO shall report to the DSS, but maintain direct access to the commander in all matters pertaining to aviation safety. The ASO shall be assigned no collateral duties or responsibilities outside the DOSS, but may be assigned as the DSS.

(2) Duties, Responsibilities, and Authority

(a) Develop, implement, and execute an aggressive aviation safety program per this Order and reference (a).

(b) Advise the commander and DSS on all matters pertaining to the organization's aviation safety program.

(c) Monitor organization flight activities and advise all departments concerning compliance with appropriate directives.

(d) Monitor and report recommendations concerning staff proposals affecting flight operations, training, and aircraft maintenance that pertain to safety to the DSS.

(e) Assist the Quality Assurance Officer in monitoring the quality assurance and collateral duty programs as outlined in reference (e).

(f) Advise the commander, DSS, and appropriate department heads of all safety hazards detected and action taken to eliminate them.

(g) Train the organization's mishap board in reporting and investigating procedures.

c. Standardization Officer

(1) A Naval Aviator or Naval Flight Officer possessing broad operational flight experience shall be assigned as the organization Standardization Officer. He should not be assigned collateral duties outside the DOSS, but may serve as the DSS.

(2) Duties, Responsibilities, and Authority

(a) Establish and maintain a dynamic and creative standardization program per the appropriate NATOPS flight manual and reference (b).

(b) Monitor the flight operations and report to the DSS on ways to improve the process.

(c) Coordinate a NATOPS evaluation program per this Order and references (b) and (c).

(d) Serve as the unit NATOPS Instructor per reference (b).

d. Enlisted Standardization Instructor. Organizations that have enlisted aircrew assigned shall designate an Enlisted Standardization Instructor. This should be an experienced and

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knowledgeable aircrewman to assist the Standardization Officer in all matters pertaining to enlisted flight crew training and standardization.

e. Aeromedical Safety Officer (AMSO)

(1) A designated Naval Aerospace Physiologist who is a graduate of the NPS ASO course possessing broad operational experience shall be assigned as the organization's AMSO. These officers are specifically ordered into Marine Corps organizations to assist in managing the diverse aeromedical and human factor risks encountered in military aviation. The AMSO shall report to the DSS, keeping him informed of all activities under his cognizance. The AMSO should not be assigned collateral duties outside the DOSS, with the exception of additional duties within his area of expertise (e.g., physiology and water survival training support to training activities). In extreme cases, the AMSO may serve as the DSS, but this should be only on an interim basis until a Naval Aviator or Naval Flight Officer can be assigned to assume these duties.

(2) Duties, Responsibilities, and Authority. AMSO duties and responsibilities are covered by reference (f).

f. Aeromedical Safety Corpsman (AMSC). An AMSC is a Navy Aviation Physiology Technician (APT) Hospital Corpsman (HM8409) specifically assigned to the DOSS to assist the AMSO on all matters pertaining to the organization aeromedical safety program. The AMSC should be an experienced APT with a broad base of knowledge in physiology and water survival training, the FAILSAFE program, search and rescue operations, field medicine, and aeromedical support. AMSC duties and responsibilities are contained in reference (f).

g. Ground Safety Officer (GSO) and Ground Safety NCO. Duties, responsibilities, authority, and training of ground safety personnel are contained in reference (d).

7. Risk management. Risk management (identifying and managing hazards) is not a new concept in Marine Aviation. It is a well developed process built on many individual programs. Some of these programs are described briefly below. This is not an all inclusive list and individual commands are encouraged to add or refine programs that build on this foundation. The heart of the

risk management program continues to be the Naval Aviation Safety Program and the NATOPS Program in references (a) and (b).

a. Safety Standdowns. The standdown provides a break from operations. This is a time to conduct training, review procedures and assess the unit's safety posture. To facilitate the best use of time, standdowns should be planned well in advance and integrated into training plans. Periodically, standdowns will have to be directed on a no notice basis. Safety officers should have prepared standdown programs available for such occasions.

(1) Aviation units shall conduct safety standdowns at least twice annually, or as directed by the Force Commander.

(2) Back-In-The-Saddle (BITS). BITS is a form of safety standdown designed to increase the safety awareness of individuals and commands after extended periods of no or reduced operations. Units shall conduct BITS at least annually after the extended holiday period, post deployment, or as directed by the Force Commander. BITS may serve as one of the semi-annual safety standdowns as determined by the Force Commander.

b. Safety Survey. The safety survey is a valuable management tool that provides the command with an in-depth look into its daily activities. The safety survey is not an inspection; it is a hazard identification tool. Units are encouraged to use the checklists and survey guides developed by the Naval Safety Center.

(1) The survey should be scheduled on a not-to-interfere basis during normal operations at least once per year or within 30 days of:

(a) Change of Commanding Officer.

(b) Change of aircraft model.

(c) Change of operating base.

(d) Change of significant number of personnel in key billets, especially those in the DOSS.

(2) Squadrons should have a safety survey conducted by the Naval Safety Center every two to three years. Scheduling for

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Safety Center surveys should be coordinated by the Force Commander and CMC (SD).

(3) Safety surveys shall be made of deployment sites prior to, or as near as possible after, arrival at a temporary base of operations. This survey is usually less extensive than a command safety survey, and concentrates on facilities and operational conditions at the new site.

(4) The results of the safety survey shall remain within the unit to correct any deficiencies noted. Routing for endorsement or comment shall include the Commanding Officer.

c. Safety Councils. These meetings are designed to open lines of communication between unit personnel. This is a good forum for reviewing procedures, preparing for deployments, assessing hazards and developing corrective action.

(1) Units may convene individual aviation safety and enlisted safety councils, or may convene a combined safety council.

(2) Meetings shall be held at least quarterly.

(3) Membership shall include, but is not limited to, the Executive Officer, an operations officer, the Quality Assurance Officer, an ordnance officer, a flight line officer, the DSS, the ASO, and the GSO.

(4) Council minutes are important for the safety education effort and as a means to track progress on issues until resolution. Minutes shall be routed for endorsement, comment and action. Routing shall include the Commanding Officer.

d. Standardization Boards

(1) The purpose of this board is to recommend approval of new designations to the Commanding Officer and to review previous designations of all members of the command. The board should also review selection and designation requirements, and periodically review procedures and evaluation criteria.

(2) Membership shall, at a minimum, include the following: Executive Officer, DSS, Operations Officer, Standardization Officer and the ASO.

(3) Meetings shall be held monthly.

(4) Minutes should be taken to provide documentation of the issues discussed and provide a means to track outstanding issues until resolution.

e. Human Factors Council (HFC). Complex modern aircraft require physically and psychologically fit personnel, who are mature and able to manage stress and distracters. HFCs are a means by which the unit leadership can screen human factors problems and identify the individuals at risk and act accordingly. Specifically, HFCs can provide a proactive method for identifying and correcting training deficiencies, ensuring skill development in proper increments, reinforcing self discipline, and assisting in resolution of personal and professional problems of aviation personnel before any of these factors contribute to a mishap. Additionally, the HFC should review aircraft systems configuration as it applies to the crew's interaction with the aircraft and the flying environment.

(1) The council shall meet as directed by the Commanding Officer, but not less than monthly.

(2) Minutes shall only be kept by the Commanding Officer.

(3) Members must be careful to safeguard the sensitive personal and professional matters discussed during council meetings.

f. Aircrew Coordination Training (ACT). Reference (g) requires initial and annual refresher ACT for all Naval aircrew. ACT has proven to be an effective means for reducing human error mishaps and enhancing effectiveness. An aggressive and interesting program, which is meaningful and relevant for each aircraft community, is a valuable tool in the risk management effort. ACT should be fully integrated into the NATOPS program and tactical syllabus.

g. Other Programs. Assertive participation in the following programs and processes by all individuals can enhance risk management efforts by increasing communication and cooperation.

(1) Community Systems Safety Working Group (SSWG).

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- (2) Community Operational Advisory Group (OAG).
- (3) NATOPS Manual review conferences.
- (4) Training and Readiness Syllabus review conferences.
- (5) Aviation safety education efforts: Approach and Mech magazines, Anymouse program, and command safety information programs.

h. Interdepartmental Cooperation. Close cooperation, communication and coordination among unit departments will also enhance risk management efforts. These relationships are especially critical:

- (1) Quality Assurance Officer and ASO.
- (2) Flight Officer and Maintenance Control Officer.
- (3) Standardization Officer and Aircrew Training Officer.
- (4) Flight Surgeon, DSS and ASO.

8. Formal Safety Education

a. The following aviation safety courses are provided by the School of Aviation Safety, Naval Postgraduate School, Monterey, California:

(1) Aviation Safety Officer (ASO) Course. This course is six weeks in length and provides a comprehensive syllabus detailing the Naval Aviation Safety Program. Marine graduates earn an additional MOS of 7596.

(2) Aviation Safety Command (ASC) Course. This one week course is designed to review the Naval Aviation Safety Program for Commanding Officers and Executive Officers.

b. Quotas for both the ASC and ASO courses are limited. USMC allocations are divided appropriately among the major commands. Requests for quotas should be made to the appropriate Force Commander, via the chain of command. Requests for additional quotas or reallocation should be directed to CMC (SD) via the chain of command.

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9. Recommendations. Recommendations for changes concerning the aviation safety and standardization program are encouraged and should be submitted to CMC (SD) via the chain of command.

10. Reserve Applicability. This Order is applicable to all Marine Corps Reserve organizations operating aircraft and unmanned aerial vehicles.



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CNO AVIATION SAFETY AWARD NOMINATION FORM

(Calendar Year _____)

Date of last Class "A" Mishap (FM, FRM, AGM) _____
Date of last Class "B" Mishap (FM, FRM, AGM) _____
Date of last Class "C" Mishap (FM, FRM, AGM) _____

List all severity class mishaps this calendar year by
mishap serial number:

Number of Hazard reports submitted _____
Programmed flight hours _____
Flight hours flown (total/day/night) _____
Flight hours since last Class "A" Mishap
(FM, FRM, AGM) _____
Embarked flight hours flown _____
Total embarked landings _____
Boarding rate (day/fixed wing only) _____
Full Mission capable rate _____
Mission capable rate _____
Cannibalization rate _____
Flight rule violations _____

ENCLOSURE (1)