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From: Commander, Naval Safety Center  
To: Commander, Command Name will go here, , ,

Subj: AVIATION SAFETY ASSESSMENT PRE-ARRIVAL CONTACT

Ref: (a) OPNAVINST 3750.6S  
(b) COMNAVSAFECEN MSG DTG 061653ZMAY15 Advanced Change  
Notice One (ACN-1) to OPNAVINST 3750.6S

Encl: (1) Coordinating Instructions  
(2) Pre-Assessment Questionnaire

1. The Naval Safety Center will be conducting aviation safety assessments of your command and subordinate commands from [Click here to enter text.](#) Assessments are based on a targeted 36 month periodicity in accordance with references (a) and (b), but I welcome your input if there are units that you feel would benefit from an outside assessment regardless of periodicity.

2. The team's approach is to holistically assess the day-to-day safety practices of all personnel by evaluating routine to high risk evolutions and planning at all levels throughout the entire organization.

3. We also provide Maintenance Risk Management (MRM) seminars which address fleet mishap trends, maintenance related causal factors, risk mitigation and mishap prevention strategies. These seminars are best coordinated via your Aviation Safety Officer to ensure widest dissemination and participation.

4. Coordinating instructions are contained in enclosure (1) to assist squadron commanders and respective aviation safety officers in orienting on the assessment process. Additionally, I request that all personnel from scheduled units complete, prior to the team's arrival, a brief, anonymous pre-assessment questionnaire provided as enclosure (2). To best facilitate continuity I highly encourage you to endorse and forward this letter to the subject squadron's command leadership.

5. Prior to our assessment, my team will provide you with an executive in-brief that will outline the engagement plan for the assessment period and provide you with the opportunity to discuss your areas of concern. The last day of our visit will be devoted to providing you with a detailed out-brief. I thank you in advance for your assistance and support of the assessment as well as commitment to safety.

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6. Our scheduling officer is Maj Bill Grimes, who may be reached at (757)444-3520 Ext 7223 or Email: william.grimes2@navy.mil. If you have any questions you can contact my representatives, CAPT John Sipes at (757)444-3520 Ext 7225 or Email: john.sipes@navy.mil or Kimball Thompson at (757)444-3520 Ext 7226 or Email: edward.thompson@navy.mil.

C. J. MURRAY

## Coordinating Instructions

1. The ISIC Aviation Safety Officer is responsible for overseeing coordination efforts for their subordinate squadrons. Additionally, they serve as the focal point for Maintenance Risk Management (MRM) seminar scheduling. Well suited for all pay grades and ratings involved in the aviation maintenance process: these events are typically held in a venue enabling multiple unit attendance. Audiovisual support is required on sight.
2. Unit Aviation Safety Officers (ASOs) are the primary point of contact during that unit's assessment. The assessment method utilized is driven by process observation vice programmatic check-lists. Details described herein are intended to orient a units anticipated activities during their scheduled assessment. NOTE: Naval Safety Center personnel will interact freely with all subordinate units throughout the week.
3. Expected observations include but are not limited to: FOD Walk-down, Maintenance meeting, scheduled and unscheduled aircraft maintenance for both day and night crew, aircraft launch and recovery, flight planning and briefing/debriefing, operations and maintenance planning, NATOPS and safety coordination, as well as safety management system functions at the unit level.
4. In order to get an accurate assessment, the following schedule is recommended. Times may be adjusted due to competing events. It is requested that squadron ASO's make contact with the Naval Safety Center Scheduling Officer no later than 30 days prior to coordinate unit specific details. A member of the assessment team will make contact at least a day prior to confirm previously scheduled times.
  - a. Prior evening: Night and/or mid-crew activities are assessed.
  - b. Assessment day:
    - (1) 0745: Executive in-brief with the Squadron Commanding Officer and typically the XO, CMC and ASO as desired.
    - (2) 0800: Mass In-brief. Typical attendees are: CO, XO, department heads, ASO, GSO, schedule writers, flight surgeon, MMCO, MCO, Maintenance Chief, QA and work center / division leadership.
    - (3) 0900-1600: Observe squadron's daily routine.
    - (4) 1730: Executive debrief with CO and desired participants.
5. Requested logistical support includes: 13 member working space; dedicated parking for three vehicles and compound access. Pre-assessment questionnaires are to be completed and delivered to the ISIC ASO prior to the ISIC executive in-brief. Security Manager's POC with SMO code is requested if area security requirements exist.

Maj William Grimes, [William.grimes2@navy.mil](mailto:William.grimes2@navy.mil) (757)444-3520 Ext 7223.  
AOCS Dawn Hannon, [dawn.hannon@navy.mil](mailto:dawn.hannon@navy.mil) Ext 7171.

NOTE: Non-operational functions and activities such as unit PT and picnics should be avoided.

Enclosure (1)

Unit:

NAVSAFECEN Pre-Assessment Questionnaire

We appreciate your valuable time spent providing honest answers below. Our intention is to heighten awareness of deficiencies to appropriate leadership. Our mission is *Preserving Combat Readiness and Saving Lives*. Please share anything you feel will assist in this endeavor.

- A) Circle your paygrade? E1-E3 NCO/PO SNCO/CPO CWO O1-O3 O4<  
B) Circle: Aircrew / Maintainer / Support (Admin, Supply etc..)

1) What resources are you currently lacking (e.g. personnel, tools, equipment, publications, etc.) What has your chain of command done to resolve these issues?

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2) What will cause the next catastrophic event in your command within the next six months?

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3) What barriers, if any, to good communication have you experienced in this squadron? Explain.

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4) Have time and/or resource constraints caused operational pressure which led you to conduct or witness procedural noncompliance (e.g. not utilizing and/or following steps from instructions, manuals, checklists, SOPs, etc.)? If so, explain. What feedback did you receive?

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5) What kind of example do your leaders/supervisors set for following standards (e.g. instructions, manuals, checklists, SOPs, etc.)? Provide an example. How are good leaders rewarded in your organization?

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6) If you were in command of this unit, what would you change?

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7) Additional comments may be placed on back of page.

Enclosure (2)

FOR OFFICIAL USE ONLY

THIS IS A LIMITED-USE, LIMITED-DISTRIBUTION, SAFETY ASSESSMENT QUESTIONNAIRE. THIS INFORMATION MAY NOT BE RELEASED, IN WHOLE OR IN PART, EXCEPT BY THE COMMANDER, NAVAL SAFETY CENTER.