NAVSUPPACTNAPLESINST 3750.1J CH-1
N3
18 OCT 2022

NAVSUPPACT NAPLES INSTRUCTION 3750.1J CHANGE TRANSMITTAL 1

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: COMMAND AVIATION SAFETY MANAGEMENT SYSTEM

1. Purpose. To promulgate change transmittal 1 reporting changes to pages 2 and 3 of the basic instruction.

2. Action.

   a. Page 2, paragraph 4b(3): Change "Quality Assurance Officer (QAO). The QAO should be the Transient Line (T-Line) Division Officer, and is responsible for the Foreign Object Damage (FOD) Prevention Program and the safe operations of the T-Line Division." into "Technical Point of Contact (TPOC). The TPOC should be the Transient Line (T-Line) Division Officer, and is responsible for the Foreign Object Damage (FOD) Prevention Program and the safe operations of the T-Line Division".

   b. Page 3, paragraph 5b(1): Change "Aviation Safety Awareness Program (ASAP). Per reference (t), it is the responsibility of the aircraft commander to ensure one report per flight is completed. For missions with multiple legs, at least one report shall be completed at the end of the mission." Into "Aviation Safety Awareness Program (ASAP). Per reference (f), it is the responsibility of the aircraft commander to ensure a report is completed for any flight in which an event concerning safety has occurred".

3. Records Management

   a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

   b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

4. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it

will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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NAVSUPPACTNAPLESINST 3750.1J
N3
19 OCT 2020

NAVSUPPACT NAPLES INSTRUCTION 3750.1J

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: COMMAND AVIATION SAFETY MANAGEMENT SYSTEM

Ref: (a) OPNAVINST 3750.6S
      (b) OPNAVINST 4790.2J
      (c) OPNAVINST 5100.12J
      (d) OPNAVINST 5100.23H
      (e) OPNAVINST 5102.1E
      (f) CNAF M-3710.7

Encl: (1) Commanding Officer's Safety Policy
       (2) Anymouse Reporting Form
       (3) Safety Professional of the Month Form

1. <u>Purpose</u>. To promulgate command policy and requirements for implementation of the Command Aviation Safety Management System (SMS).

2. <u>Cancellation</u>. NAVSUPPACTNAPLESINST 3750.1H

3. <u>General</u>. U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, is assigned two station aircraft, and performs aviation and aviation related tasks. This instruction is not intended to limit the scope of the Aviation Safety Program but represents the satisfaction of the requirements as outlined in references (a) and (b). Nothing in this instruction shall be construed so as to preclude the use of common sense, sound judgment, and individual initiative. The four pillars that hold up the SMS are Policy, Risk Management, Assurance, and Promotion.

4. <u>Safety Policy Pillar</u>

   a. The Commanding Officer's (CO) Safety Policy listed in enclosure (1).

   b. <u>Responsibilities</u>

   (1) Aviation Safety Officer (ASO). The ASO supervises the Aviation Safety Program and SMS, as detailed in this instruction and in references (a) through (f). The ASO will incorporate the principles of Operational Risk Management (ORM) and supervise internal compliance with safety procedures to maintain the balance between safe operations and mission accomplishment.

   (2) Aviation Safety Specialist (AvSS). The AvSS shall act as the enlisted advisor to ASO. They shall fulfill their responsibilities in accordance with references (a) through (f) and shall support the ASO as directed.

(3) Quality Assurance Officer (QAO). The QAO should be the Transient Line (T-Line) Division Officer, and is responsible for the Foreign Object Damage (FOD) Prevention Program and the safe operations of the T-Line Division.

(4) C-26 Contract Maintenance. The maintenance contractor is responsible for the safe operations of their employees and complying with all governing directives. The site lead should work closely with the ASO and report any safety concerns immediately.

(5) T-Line Division. The T-Line Division ensures safety precautions, lectures, and on the job training programs are maintained, to include periodic reviews of standardized North Atlantic Treaty Organization taxi signals. T-Line Division also ensures proper personal protective equipment (PPE) is available to all personnel, to include cranials, hearing protection, wand-type flashlights, goggles, foul weather gear, etc. In addition, the T-Line Division is responsible for the following:

a. Ensure the aircraft ramp area is FOD free, to include grounding and tie-down points. FOD policing will be conducted on a daily basis and when circumstances warrant.

b. Ensure grounding point stencils are legible and current.

c. Ensure required materials and equipment; i.e., chocks, fire bottles, tie-down lines, etc., are properly stored.

d. Ensure regular use of the sweeper truck, and inspect condition of asphalt areas and drainage sites throughout the ramp area.

e. Ensure all personnel without flight line access are properly escorted.

f. Ensure all assigned personnel are enrolled in the Hearing and Sight Conservation Program, which includes annual monitoring at the Branch Health Clinic Capodichino, Naples, Italy.

(6) Fire and Emergency Services (F&ES) Department. The F&ES Department ensures well qualified personnel familiar with the C-26 aircraft are available to assist local emergency services personnel in the event of an incident involving an aircraft parked on the T-Line.

(7) Base Operations. Base Operations maintains sufficient equipment to meet all operational commitments. The station maintains a vigorous watch over the aircraft ramp area to ensure aircraft integrity and reports spills, FOD or any unsafe conditions to the proper authority. Additionally, the station maintains current Notice to Airmen, flight planning publications, and charts.

(8) Public Works (PW) Department. The PW Department ensures that proper equipment is available and maintained, so all precautions and procedures herein can be complied with, to include vehicle maintenance, grounding point testing, proper lifting devices, and any repairs necessary to the ramp area.

(9) Security Department. The Security Department maintains the integrity of the ramp area, to include enforcing vehicle speed limits and ensuring personnel requiring access to the ramp area possess ramp passes. The speed limit on the U.S. ramp is five miles per hour for all vehicles.

(10) Passenger Air Terminal Division. The Passenger Air Terminal Division assists the T-Line Division during FOD walk downs and passenger/cargo loading/unloading operations, per contract agreements, and ensures safe work practices are observed at all times.

(11) All Hands. All personnel shall be familiar with this instruction and proactively ensure corrective action is taken to eliminate safety hazards and maintain a safe operating environment.

5. Safety Risk Management Pillar

   a. Risk management is a formal system for identifying, controlling, or eliminating hazards that weigh risks against mission or task benefits. It is a decision making aid, available to all levels in the chain of command, to meet mission objectives while managing risk to an acceptable level.

   b. Hazard Detection and Reporting. A large part of safe operations involves detecting hazards before they are able to pose a threat. A robust detection and reporting program is critical to safe operations and relies upon each individual in the command taking an active role.

      (1) Aviation Safety Awareness Program (ASAP). Per reference (f), it is the responsibility of the aircraft commander to ensure one report per flight is completed. For missions with multiple legs, at least one report shall be completed at the end of the mission.

      (2) Operational Risk Management (ORM). The use of ORM is critical to ensuring flight operations are planned and conducted as safely as possible. Accordingly, the C-26D Flight Briefing Card shall contain a section to address ORM considerations and this shall be reviewed prior to each flight.

      (3) Human Factors Review. To keep the CO apprised of the physical condition, psychological well-being, attitudes, and motivation of the aircrew, Human Factors Councils (HFC) shall be conducted quarterly. Human Factors Boards (HFB) will be conducted on an as needed basis to address specific issues. Both HFC and HFB shall be conducted per reference (a).

      (4) Anymouse. To facilitate the anonymous reporting of safety concerns in an effort to boost the instances of reporting, an anymouse box will be placed in a location that enables personnel to make a submission without being observed. Submissions will be filled out utilizing enclosure (2) and shall be reviewed by the ASO and, when appropriate, forwarded to the CO for consideration and action.

      (5) Enlisted Aviation Safety Committee (EASC). The EASC shall meet monthly to identify, discuss, and recommend action for any hazards to safe operations. The EASC will be chaired by the AvSS, who shall submit minutes of the meeting and recommendations for action to the ASO. The ASO shall review the minutes and recommendations and forward to the CO.

6. <u>Safety Assurance Pillar</u>. Safety assurance evaluates the continued effectiveness of implemented risk control strategies and supports the identification of new hazards in order to ensure continuous improvement and effective management of change.

   a. Internal Review. Safety Assurance overlaps in large part with Risk Management and utilizes many of the same tools. ASAP, Anymouse, and HFCs specifically shall enable the command to regularly review the status of operations with regard to safety assurance.

   b. External Review. The Naval Safety Center offers several tools to support a command's safety assurance. These include safety surveys, culture workshops, and command safety assessments. These tools shall be utilized per reference (a).

7. <u>Safety Promotion Pillar</u>. Safety promotion includes training, communication, recognition for success, awards, and other actions to create a positive safety culture within the command. The Naval Safety Center has several useful resources that should be drawn from.

   a. Training

      (1) The ASO should ensure that all pilots and aircrew receive safety training quarterly. This training should focus on relevant and timely topics and include a review of recent Hazard Reports (HAZREPS).

      (2) At least once per year, the ASO should facilitate an Aviation Safety Stand Down to provide dedicated time for training, awareness, and enhancement of the command safety culture. Topics to be discussed should include a review of safety reporting, risk mitigation, pertinent sections of this instruction, and other relevant and timely topics.

   b. Safety Professional. Each month, the Leading Petty Officer from each work center shall submit a candidate who has exemplified safe operations to the ASO for consideration as the Safety Professional of the Month via the first page of enclosure (3). The ASO will review the submissions and make a recommendation to the CO for selection as the Safety Pro. The CO will select a Safety Pro and present the selected Sailor with the certificate listed in enclosure (3).

8. <u>Aviation Mishap Board (AMB)</u>

   a. The CO shall appoint members of the AMB by name and in writing. The actions and investigations of the AMB shall be per reference (a).

   b. Composition. The standing AMB shall consist of the Executive Officer (XO) as the Senior Member, the ASO, a member well qualified in aircraft maintenance, a member well qualified in aircraft operations, and a flight surgeon. Due to the limited number of pilots at the command it is recommended that each Navy Air Training and Operating Procedures Standardizations qualified pilot be designated as a member of the AMB. The ASO shall conduct training for AMB members on a quarterly basis per reference (a).

9. <u>Implementation</u>. All provisions and directives of this instruction are effective immediately and extend to all NAVSUPPACT Naples personnel.

10. Records Management

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J. W. STEWART

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https://www.cnic.navy.mil/regions/cnreurafcent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

COMMANDING OFFICER'S SAFETY POLICY

Our mission is to provide ready aircrews and aircraft to support our customers. This undertaking is only achieved with a total commitment to the use of Operational Risk Management (ORM) at every level, always mitigating risk versus potential outcome. The proper management of this risk allows us to successfully and safely execute our mission, maintain our aircraft, and support our Sailors. U.S. Naval Support Activity, Naples, Italy, Safety Management System is built on the following fundamental ideas.

<u>Safety is an all-hands effort</u>. Anyone can stop an unsafe act! If you see something unsafe or it doesn't look right, stop it or notify your supervisor. If there is doubt, there is no doubt.

<u>Always operate "By the book"</u>. It's the only way we do business – every time, at home or deployed, no exceptions. This is our standard!

<u>Speak up</u>. Every Sailor is empowered and obligated to act decisively to ensure the safety of their shipmates. Have the courage to speak up and stop the chain of events which may lead to an accident or mishap.

<u>Training and education – there is no substitute</u>. Training is the key which enables people to perform their jobs correctly, by the book, the first time, every time.

<u>Continuously ask yourself, "what if"</u>. Incorporating ORM into all phases of our training, operations, and maintenance procedures is essential for risk mitigation and accident prevention.

<u>Keep safety in mind off-duty as much as we do on-duty</u>. In order to meet missions, we must apply intrusive leadership and counsel shipmates involved in high-risk recreational activities.

Safety doesn't happen by accident. It requires hard work, detailed planning, and attention to detail. We can't allow ourselves to become complacent or careless in the workplace or at home. You can make the difference and I have every confidence in the command's ability to meet our goal of ZERO mishaps.

J. W. STEWART

Enclosure (1)

Submit an
ANYMOUSE
Prevent an Accident

Date: _____   **Name:** _____
                                                          (Optional)

Any information given is protected under the Navy's "SAFETY PRIVILEGE" policy. This guarantees that information obtained will be used for the sole purpose of improving safety throughout the command. It will never be used for any type of punitive or adverse action of any kind.

Please provide: Where, When, Why, And How

Hazard: _____
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Recommendation: _____
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Comments: _____
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Aviation Safety Specialist: _____
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Enclosure (2)

Aviation Safety Officer: _____

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Operations Officer: _____

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Executive Officer: _____

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Commanding Officer: _____

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Return to ASO when complete

Enclosure (2)

NAVSUPPACTNAPLESINST 3750.1J

19 OCT 2020

SAFETY PROFESSIONAL OF THE MONTH

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PLEASE USE THIS FORM TO NOMINATE U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY, SAFETY PROFESSIONAL OF THE MONTH. INCLUDE A COMPLETE NARRATIVE AND RETURN TO THE AVIATION SAFETY OFFICER.

Enclosure (3)

COMMANDING OFFICER
U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY

PRESENTS

SAILOR'S NAME

WITH

ONE DAY SPECIAL LIBERTY

FOR

MONTH SAFETY PRO

_____
J. W. STEWART
CAPT   USN

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