



# DEPARTMENT OF THE NAVY

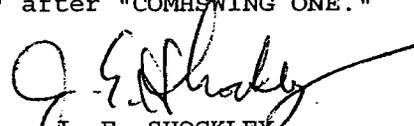
NAVAL AIR STATION  
JACKSONVILLE, FLORIDA 32212-5000

IN REPLY REFER TO:  
NASJAXINST 3750.6F CH-1  
Code OOP/WP/3700  
16 Mar 99

## NAS JACKSONVILLE INSTRUCTION 3750.6F CHANGE TRANSMITTAL 1

Subj: AVIATION SAFETY PROGRAM

1. Purpose. To transmit change 1 to the basic instruction.
2. Action. Make the following pen changes:
  - a. On page 1 change reference (b) to read "OPNAVINST 3120.32C."
  - b. On page 1, subparagraph 4a(1), line 2, delete the word "minimum."
  - c. On page 1, subparagraphs 4a(2), line 4, and 4a(4), line 3, change the word "monthly" to read "quarterly."
  - d. On page 2, subparagraph 4a(6), line 3, change "manage and direct one" to read "assume responsibility."
  - e. On page 2, subparagraph 4b(1), line 2, change "maintain them" to read "be maintained."
  - f. On page 2, subparagraph 4c(3), line 1, delete the word "also."
  - g. On enclosure (1) add "CSCWL" after "COMHSWING ONE."

  
J. E. SHOCKLEY  
By direction

Distribution:

(NASJAXINST 5605.1FF)

List J-1

List X-1 (2, 3, 5, 14-24, 32, 37,  
39, 41, 61-70, and 76 only)



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NASJAXINST 3750.6F  
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1 May 96

### NAS JACKSONVILLE INSTRUCTION 3750.6F

Subj: AVIATION SAFETY PROGRAM

Ref: (a) OPNAVINST 3750.6Q  
(b) OPNAVINST 3120.32B  
(c) COMNAVAIRLANTINST 3750.34F  
(d) NASJAXINST 5451.1P

Encl: (1) Safety Council/Committee Organization

1. Purpose. To preserve human and material resources and to establish safety as the number one objective, priority, and consideration of NAS Jacksonville.

2. Cancellation. Since this is a complete revision, marginal notations are not included.

3. Objective. Since the Aviation Safety Program is based on the need to preserve and protect human and material resources, the objectives are to eliminate causes of damage and injury to those resources and/or eliminate hazards.

#### 4. Discussion

a. The Aviation Safety Officer and Occupational Safety and Health Manager act as special assistants with their organization billet descriptions, duties, and responsibilities listed in reference (d).

b. Flight safety, flight line safety, and aviation survival requirements will be managed and monitored by the Aviation Safety Officer.

c. General and personnel safety programs such as the Hearing Conservation Program, Safe Driving Program, and Recreational/Off Duty Safety Program will be managed by the Occupational Safety and Health Manager and individual department heads.

5. Functions of the Command Aviation Safety Program. The three functions of the command Aviation Safety Program are: (1) hazard detection; (2) hazard elimination; and (3) safety information management. This instruction establishes plans, procedures, and policies to ensure the accomplishment of these functions.

#### a. Hazard Detection

(1) Hazard Awareness Training will be conducted in conjunction with maintenance and aircrew training on a minimum monthly basis.

(2) NAS Jacksonville/Resident Command Aviation Safety Council. Will coordinate overall Aviation Safety Programs. The composition is outlined in enclosure (1) and the agenda may include safety matters of a general nature. Meetings will be held monthly.

(3) Aviation Safety Working Committees. Enclosure (1) identifies various working committees supporting the council through the investigation of problems in their area of responsibility. Meetings will be held on an as needed basis. The chairmen will ensure their respective organizations maintain a functional status.

(4) NAS Jacksonville Enlisted Safety Committee. This committee supports the Command Aviation and Ground Safety Program. Its composition is outlined in enclosure (1). Meetings will be held monthly.

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(5) Safety Standdowns will be conducted on a semiannual basis or as directed.

(6) Safety Surveys will be conducted within six months of a change of command. If the Naval Safety Center is unable to conduct the survey, the ASO will manage and direct one.

(7) Safety Inspection of Aircraft will be directed and monitored by the Aviation Safety Officer.

(8) Review of safety plans, policies, procedures, and instructions will be done annually.

(9) Investigations of aviation hazards and mishaps will be conducted per reference (a).

(10) A Command Pre-mishap Plan will be maintained as required by reference (a).

b. Hazard Elimination

(1) Safety committees and councils will send minutes of meetings to the Commanding Officer for comments and then maintain them by the ASO. Working committees will only report to the council on any action taken. Problems not solvable by a working committee will be addressed by the council.

(2) Safety Standdowns will emphasize hazard reporting and correction.

(3) Safety Training for aircrews, workcenters, duty officers, and aircraft mishap boards will address safety regulations and procedures.

(4) The Review and Endorsement of Hazard and Mishap Investigation Reports will be per reference (a).

c. Safety Information Management

(1) Collection of Aviation Safety Information. All aviation safety correspondence, message traffic, publications, and films will be routed to and maintained by the ASO.

(2) Issuance of Aviation Safety Information. The ASO is responsible for the wide distribution of safety information and correspondence to support safety awareness and education. Participation in safety councils and symposia is strongly encouraged.

(3) Control of Aviation Safety Information is also managed by the ASO per the requirements of reference (a).

(4) Limited Use. Statements given during aircraft mishap investigations, information developed by aircraft mishap boards, information submitted in mishap investigation reports, report endorsements and certain extracts from mishap investigation reports are privileged, and shall be used only for safety purposes, as delineated in reference (a).

  
R. D. WHITMIRE

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SAFETY COUNCIL/COMMITTEE ORGANIZATION

1. NAS Jacksonville/Resident Command Aviation Safety Council

Chairman: Commanding Officer  
Membership: Executive Officer  
Aviation Safety Officer  
Occupational Safety and Health Manager  
Public Works Officer  
Air Operations Officer, NAS Jacksonville  
ATC Officer, NAS Jacksonville  
Fire Chief, NAS Jacksonville  
Weapons Officer, NAS Jacksonville  
Air Facilities Manager, NAS Jacksonville  
Operations Duty Officer, NAS Jacksonville  
Aviation Safety Officers from:  
COMPATWING ELEVEN  
COMHSWING ONE  
VP-30  
VP-62  
VR-58  
NADEP  
Navy Flying Club  
U.S. Customs

2. NAS Jacksonville/Resident Command Enlisted Safety Committee

Chairman: NAS Jacksonville Enlisted Safety Representative  
Membership: NAS Jacksonville Departmental Safety Petty Officers  
NAS Jacksonville Resident Command Safety Petty  
Officers

3. Working Committees

a. Weapons Handling Aviation Safety Committee

Chairman: Weapons Officer, NAS Jacksonville  
Membership: Weapons Officers of Resident Commands

b. AIMD Shop Aviation Safety Committee

Chairman: Quality Assurance Officer  
Membership: Safety Representatives from all AIMD Work Centers