



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
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IN REPLY REFER TO  
NAVAIR NOTE 5040  
AIR-00G  
1 April 2003

NAVAIR NOTICE 5040

From: Commander, Naval Air Systems Command

Subj: NAVAL AIR SYSTEMS COMMAND SPECIAL INTEREST ITEMS

Ref: (a) NAVAIRINST 5040.2G

Encl: (1) NAVAIR Special Interest Items  
(2) List of References

1. Purpose. To publish items of special interest to the Naval Air Systems Command (NAVAIR) for review during command inspections of NAVAIR echelon 3 and 4 field activities.
2. Action. The Office of the Inspector General (AIR-00G) will conduct command inspections following the policies and procedures outlined in reference (a). Inspectors will ensure that items listed in enclosure (1) are covered during command inspections. Enclosure (2) cites governing regulations and instructions for the items contained in enclosure (1). Comments on conditions found in each of these areas will be made in the inspection report.
3. Cancellation contingency. This Notice remains in effect until superseded or canceled.

  
C. A. WALKER  
Inspector General

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## NAVAIR SPECIAL INTEREST ITEMS

1. Command Climate (AIR-7.3/AIR-7.9.1). Determine to what extent the command ensures fair and equitable treatment of personnel.

a. Objectives:

(1) Evaluate the processes for assessing command climate, focusing on the effectiveness of the process for identifying and resolving command climate issues and problems.

(a) Evaluate the effectiveness of the command in implementing improvements, based on their assessments. Evaluate the degree to which these improvements are completed in a timely manner. Ascertain if a command climate assessment has been included in the Commanding Officer's turnover, and if a climate assessment has been conducted within six months prior to or after a change of command.

(b) Evaluate the implementation and effectiveness of the command's personnel programs and policies to ensure optimal integration of personnel within the workplace.

(2) Select random samples of the command's military and civilian personnel whose demographics are representative of the command as a whole. From this sample, evaluate the following using questionnaires, Focus Groups, and/or interviews:

(a) Degree to which the command is perceived as having a positive command climate, focused on professional behavior and free of sexual harassment or discrimination.

(b) Degree to which assignment of personnel is perceived as based on qualifications, performance, and potential; rather than criteria that reflects institutional biases, personal preferences, or cultural, racial, or gender stereotypes.

(c) Degree to which personnel perceive they are able to voice problems and bring grievances of any kind (sexual harassment, fraternization, equal opportunity, unfair practices, etc.) forward using the chain of command, including whether they feel their issue will be properly, fairly, and expeditiously handled without fear of reprisal.

(d) Perception of the effectiveness of internal communications within the command, including awareness of training and educational opportunities; advancement and retention policies; career planning, awareness and execution of the command's Equal Opportunity/Equal Employment Opportunity policies including assignment of women, sexual harassment and fraternization prevention policies and procedures, and grievance procedures; command actions taken in response to grievances and results of those actions; and command disciplinary cases and resolution.

(e) Perception of the degree to which the command's daily practices align with DON and NAVAIR personnel policies.

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2. Lost Time Reduction Initiative (AIR-8.4). Determine to what extent the command has focused on establishing, socializing, and integrating Operational Risk Management (ORM), hazard identification, and injury compensation management into the normal administrative and operational patterns and processes while reducing lost workdays and lost time injuries. The DON's lost workday rate is one of the highest in DOD and the SECNAV has set an aggressive goal to reduce this rate by FY-2006. A strong and vigorous safety and injury compensation program is key to this effort.

a. Objectives:

- (1) Verify that the lost workday data is being collected.
- (2) Ensure that all Occupational Safety and Health (OSH) Specialists have completed ORM training levels I and II offered by the ORM University.
- (3) Review the Unsafe or Unhealthful Reporting Program to determine its effectiveness.
- (4) Assess the degree to which the command's OSH Department and the Injury Compensation Administration is working together in verifying worker's injuries and in the remediation of the hazards that caused the injury.
- (5) Assess the command's Light Duty and Return to Work Program for its effectiveness in placing recovering workers who have been cleared by a physician for light duty, in suitable positions.
- (6) Verify there are procedures for prompt medical treatment of injured workers.
- (7) Assess the degree to which the leadership demonstrates its value of safety.
- (8) Evaluate the command's Safety climate and adherence to standards by conducting personnel interviews and reviewing the Security Department's self-assessment.
- (9) Determine if there are identified roadblocks to the efficient conduct of their mission and help devise a fix for that problem (i.e., changes required in governing instructions, etc.).

3. Aviation Safety Program Processes (AIR-09F). Determine to what extent the command has focused on processes involved with implementing the Naval Aviation Safety Program within NAVAIR field activities directly involved with flight activities.

a. Objectives:

- (1) Determine to what extent the command's Safety Department is properly aligned, staffed and funded, and if all members are trained and designated in writing as required.

(2) Determine if the processes for the management of aircrew and Naval Aviation Training and Operating Procedures System (NATOPS) qualifications, and quality assurance personnel and aircrew training are effective.

(3) Determine the adequacy of Aviation Safety Standard Operating Procedures and Pre-mishap Plans.

(4) Assess the degree to which the Aviation Safety Department is actively involved in flight schedule reviews and/or flight-test planning.

(5) Assess the quality of aviation safety training, such as Aircraft Mishap Board, Concept of Privilege, Mishap response, ORM, and others.

(6) Determine if the command's Aviation Safety Department is actively involved in the ORM Program and conducts its regular safety audits and surveys using that process.

(7) Determine if regular Human Factors Boards/Councils are conducted.

(8) Assess the command's aviation safety climate and adherence to standards by conducting personnel interviews.

(9) Determine if there are identified roadblocks to the efficient conduct of their mission and help devise a fix for that problem (i.e., changes required in governing instructions, etc.).

LIST OF REFERENCES

1. Command Climate (AIR-7.3/AIR-7.9.1):
  - a. Section 2301 of Title 5, United States Code
  - b. Department of the Navy Policy on Pregnancy (SECNAVINST 1000.10)
  - c. Assignment of Women Members in the Department of the Navy (SECNAVINST 1300.12)
  - d. Sexual Assault Prevention and Response (SECNAVINST 1752.4)
  - e. Department of the Navy Policy on Sexual Harassment (SECNAVINST 5300.26)
  - f. Investigations of Sexual Misconduct Within the Department of the Navy (SECNAVINST 5527.2)
  - g. Military Whistleblower Protection (SECNAVINST 5370.7)
  - h. Department of the Navy Policy on Hazing (SECNAVINST 1610.2)
  - i. Total Force Policy (OPNAVINST 1001.21)
  - j. Department of the Navy Abortion Policy (SECNAVINST 6300.4)
  - k. Assignment of Women in the Department of the Navy (OPNAVINST 1300.17)
  - l. Sexual Assault Victim Intervention Program (OPNAVINST 1752.1)
  - m. Department of the Navy Equal Opportunity Policy (OPNAVINST 5354.1)
  - n. Department of the Navy Fraternalization Policy (OPNAVINST 5370.2)
  - o. Management of Pregnant Service Women (OPNAVINST 6000.1)
  - p. Continuing Guidance Concerning Program Application of Department of Defense Homosexual Conduct Policy (NAVADMIN 291/99)
  - q. <http://catwin.nprdc.navy.mil> (Command Assessment Team Survey Systems website)
  - s. <http://www.bupers.navy.mil> (Navy Personnel Command website)

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2. Lost Time Reduction Initiative (AIR-8.4):

- a. Department of the Navy Occupational, Safety and Health Program (DODINST 6055.1)
- b. Department of the Navy Occupational, Safety and Health Program (OPNAVINST 5100.23F)
- c. Reducing Lost Time to Injuries (ALNAV 063/02 Message)

3. Aviation Safety Program Processes (AIR-09F):

- a. Naval Aviation Training and Operating Procedures System (NATOPS) (OPNAVINST 3710.78)
- b. Naval Aviation Safety Program (OPNAVINST 3750.6S)
- c. Operational Risk Management (OPNAVINST 3500.39A)
- d. Aviation Safety Checklist (NAVSAFECEN 3750.P1)
- e. Aviation Safety Program (NAVAIRINST 3750.5)
- f. Naval Air Warfare Center Aviation Safety Program (NAWCAD/NAWCWDINST 3750.1)
- g. <https://www2.cnep.navy.mil/warning.asp> (Naval Air Forces ORM information)