



**DEPARTMENT OF THE NAVY**

NAVAL AIR STATION OCEANA  
1750 TOMCAT BOULEVARD  
VIRGINIA BEACH, VIRGINIA 23460-2168

IN REPLY REFER TO:

NASOCEANAINST 5420.18B CH-1  
30

13 Jan 03

NAS OCEANA INSTRUCTION 5420.18B CHANGE TRANSMITTAL 1

Subj: HUMAN FACTORS COUNCIL (HFC) AND HUMAN FACTORS BOARD (HFB)

1. Purpose. To issue change one to subject instruction.
2. Action. Make the following pen and ink change to third sentence of paragraph 3.b.(2): "Aircrew are expected to be candid about their peers during this process and by agreement, shall maintain a "code of silence" outside the framework of the HFC concerning topics discussed and decisions reached about any particular individual."

*J. A. Leaver*  
for J. A. LEAVER

Distribution:  
NASOCEANAINST 5216.1W  
List I (11, 30 and 31 only)



## DEPARTMENT OF THE NAVY

1750 TOMCAT BOULEVARD  
 NAVAL AIR STATION OCEANA  
 VIRGINIA BEACH, VIRGINIA 23460-2191

IN REPLY REFER TO:

NASOCEANAINST 5420.18B  
 00L

19 JUL 1999

NAVAL AIR STATION OCEANA INSTRUCTION 5420.18B CH-1

Subj: HUMAN FACTORS COUNCIL (HFC) AND HUMAN FACTORS BOARD (HFB)

Ref: (a) COMNAVAIRLANTINST 5420.5B

1. Purpose. To formally establish and provide policy and guidance for the conduct of Human Factors Council (HFC) and Human Factors Board (HFB) per reference (a).

2. Cancellation. NASOCEANAINST 5420.18A. Because of numerous revisions, paragraph markings have been omitted.

3. HFC. The HFC shall be a free-standing council conducted by the Commanding Officer and composed of, at a minimum, the Command Flight Surgeon, Aviation Safety Officer, Air Operations Officer and any additional personnel of the Commanding Officer's choosing. The HFC will, at a minimum, meet quarterly to review the personal and professional characteristics of all station aircrew. The council is intended to provide the Commanding Officer with information about crewmembers so the potential for aircraft mishaps may be reduced.

a. Policy. The HFC is not intended to be disciplinary or punitive in any manner. Information collected or generated by the council is treated as "privileged" and used only by the command in the process of review and in generating safety recommendations to the Commanding Officer.

b. Guidelines for conducting the HFC

(1) Sources of Information. Master roster, flight time, summaries, qualification summaries, Naval Air Training and Operating Procedures Standardization (NATOPS) Flight Jackets, Flight Surgeon Summaries (presented and retained by flight surgeon), or any other performance records and documentation deemed necessary.

(2) Protection of Confidentiality. Information brought before the council and discussed should be considered as "privileged." Such information is used only in the process of assessing potential mishap risk and as a means to determine an appropriate course of action to reduce such risk. Aircrew are expected to be candid about their peers during this process ~~xxx~~ & by agreement shall ~~will~~ maintain a "code of silence" outside the framework of the HFC concerning topics discussed and decisions reached about any particular individual.

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(3) Review Criteria. Every attempt should be made to make assessments of each aircrewman as objective as possible. The council shall assess whether or not a particular individual:

- (a) Meets qualification and performance standards.
- (b) Has demonstrated normal proficiency progression and skill levels required by command standards.
- (c) Has any health/medical condition which may affect performance (including excess stress and possible high risk attitude or behavioral patterns).

(4) Actions. No specific action is required except at the direction of the Commanding Officer. Some possible courses of action if any deficiencies or problems are identified, include, but are not limited to the following:

- (a) Remedial training
- (b) Close supervision and/or probationary period
- (c) Medical exam or treatment
- (d) Commanding Officer counseling
- (e) Recommendation for HFB or Field Naval Aviator Evaluation Board (FNAEB) (only in cases in which severe hazard to naval aviation is posed).

(5) Documentation. No formal documentation is maintained beyond recording the accomplishment of the meeting.

4. HFB. The HFB shall be directed by the Commanding Officer and composed of the Command Flight Surgeon, Aviation Safety Officer, Air Operations Officer and any additional personnel of the Commanding Officer's choosing. The HFB will be convened for cause to review specific human factors of an individual as related to flight safety. The primary purpose of the HFB is to gather information about the situation, assess facts and circumstances leading to HFB review of a particular individual and recommend a course of action to the Commanding Officer.

a. Policy. The HFB is not intended to be disciplinary or punitive in any manner. Policies governing the board call the board to be activated at the request of the Commanding Officer in order to provide information concerning a particular individual's case. Information collected or generated by the board is treated as "privileged" and used only by the command in action.

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b. Guidelines for Conducting HFB. Key steps in the process of conducting an HFB are itemized below:

(1) After the Commanding Officer has decided to convene the HFB, the next step is to notify the individual under review.

(a) Notification (in writing) by Commanding Officer

(b) Ensure person understands reason for review

(c) Ensure person understands HFB process

(2) Provide individual, with copy of letter which outlines:

(a) Assignment to HFB

(b) Timeline

(c) Circumstances leading to Commanding Officer's decision

(d) HFB ground rules, process and possible results

(3) Gather pertinent information

(a) Training records

(b) Medical record (retained by Flight Surgeon)

(c) Documentation of flight violation or other incidents

(d) Peer interview (keep contained to smallest number)

(e) Any desired input from person under review

(4) Schedule the HFB

(a) Hold HFB as soon as possible after notification

(b) Temporarily remove person from flight schedule

(5) Conduct the HFB

(a) Sources of information

(b) Protection of confidentiality

(c) Format and agenda

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- (d) Review criteria
- (e) Possible courses of action
- (f) Report to Commanding Officer
- (g) Monitor and follow-up

  
S. M. SMITH  
Acting

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NASOCEANAINST 5216.1U  
List I (11, 30, 31 and 00L only) (Case A)