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ADMINISTRATION OF THE WEST VIRGINIA
ARMY NATIONAL GUARD AVIATION SAFETY PROGRAM

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

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1. PURPOSE.

This regulation establishes the Aviation Safety Program for the State of West Virginia. It prescribes the policies, procedures, responsibilities and guidelines for planning, organization, coordinating and controlling:

- a. An adequate and rapid aircraft accident reporting system.
- b. A continuous and effective aircraft accident prevention program.

2. SCOPE.

This regulation applies to WVARNG aviation units and facilities as applicable. For the purpose of this regulation whenever the term "unit" is used, it will apply to units, separate sections, separate detachments and facilities. The term "unit commander" will apply to unit commanders, separate section leaders, separate detachment commanders and facility commanders.

3. POLICY.

a. All accidents can be prevented. Accident prevention is an inherent function of leadership, however, this does not relieve any individual concerned with the maintenance and operation of aircraft from the responsibility of utilizing good sound safety principles during all operations.

b. There are no new and exotic causes of aircraft accidents. All planners should analyze the potential hazards associated with a mission and do what is necessary to reduce the risk. This will ensure mission accomplishment.

c. Training programs must be realistic. Identify deficiencies of individuals and train to correct these shortcomings. Use the walk before you run approach to your training programs.

d. Aviation units will maintain a full-time qualified Aviation Safety Officer (ASO). An NCO, safety trained, will be appointed to assist the ASO. Aviation Detachments, Sections, and units having fewer assets (J-, L-, M-series table(s) of organization and equipment (TOE) which may not have a TOE/TDA authorized full-time ASO will utilize the expertise of the first TOE/TDA authorized ASO in the chain of command. If such is the case, an additional duty ASO will attend the USASC.

4. RESPONSIBILITIES.

a. General. Accident reporting and the prevention of aircraft accidents are a command responsibility. Commanders will set and enforce high operating standards in every activity of the unit. Safety is a by-product of professionalism. Professionalism means complying with set standards. By the book operations are mandatory. There are two kinds of operation - the wrong way and by the book.

b. State Army Aviation Officer (SAAO). The SAAO serves as the focal point for aviation safety program management and is responsible to the Adjutant General for supervision and implementing the WVARNG Aviation Accident Prevention Plan. He is responsible for coordinating aviation safety matters among NGB, State Staff, Aviation facilities, units, and sections.

c. State Aviation Safety Officer (SASO). The SASO will:

(1) Assist in establishing and implementing basic policies, plans, and procedures for establishing, supervising, and directing a functional state aviation safety program.

(2) Review and forward aviation accident reports IAW AR 385-40.

(3) Serve as a member of the State Safety Council.

(4) Ensure that safety surveys are conducted.

d. Army Aviation Support Facility Commanders (AASFC). AASF Commanders will:

(1) Advise and assist commanders in the use of ARNG aircraft and their responsibility for aviation safety.

(2) Supervise aviation operations, aircraft maintenance, standardization, and the Additional Flight Training Period (AFTP) Program.

(3) Ensure that each AFTP has a designated supervisor who is responsible for mission, safety, and weather briefings.

e. Unit Commanders.

(1) Ensure that unit personnel know and support the aviation accident prevention plan.

(2) Establish a safety council and attend council meetings.

(3) Attend safety briefings.

(4) Request quotas for safety schools and place school

trained safety personnel in appropriate positions.

(5) Prepare a written "Commander's Accident Prevention Program."

f. Instructor Pilot (IP)/ASO'S

(1) Assist and advise the facility/unit commanders on all matters pertaining to safety (air and ground).

(2) Ensure all matters pertaining to safety are incorporated in the AASF SOP.

(3) Monitor policies, standards and procedures.

(4) Maintain aviation safety files.

(5) Conduct accident prevention surveys at least semi-annually.

(6) Coordinate with operations and maintenance to ensure safe operating practices are conducted.

(7) Maintain a safety bulletin board.

(8) Monitor the facility/unit pre-accident plan.

(9) Coordinate with other safety officers throughout the state on matters of aviation safety.

(10) Conduct quarterly safety meetings.

(11) Rehearse and review the pre-accident plan with the operations officer at least quarterly.

(12) Inspect the physical condition of airfields, heliports and tactical landing sites for hazards, recommend approval, and ensure that all hazards are publicized.

(13) Maintain current reference files of aviation safety literature.

(14) Review aviation flight records and training programs and make recommendations to correct any deficiencies noted.

(15) Manage the operational hazard report program.

(16) Advise and assist aircraft accident investigation boards.

(17) Monitor Aviation Life Support Equipment (ALSE) and related survival training program.

(18) Monitor the hazard communication program.

(19) Manage the unit's safety awards program IAW AR 672-74.

(20) Establish and maintain a close liaison with appropriate Navy, Air Guard, Air Force, Army and Marine safety directives as required to ensure cooperation on matters of mutual concern.

(21) Cooperate with federal and non-federal organizations engaged in aviation prevention activities.

(22) Conduct follow-up action on recommendations submitted by accident investigation boards, aviation safety councils and aviation safety meetings.

g. Aviation Safety NCO.

(1) Maintain liaison with the Command Sergeant Major, First Sergeants, and other enlisted personnel on all aviation safety matters.

(2) Observe aircraft support activities to detect and report unsafe practices or procedures.

(3) Participate as a member in the enlisted safety council and safety council and act as a liaison between the councils.

(4) Post reference files of aviation safety literature.

(5) Take part in unit safety surveys.

(6) Provide technical assistance to aircraft investigation boards.

h. Aviation Maintenance Officer.

(1) Maintenance training is provided to all maintenance personnel.

(2) Shop areas are surveyed for hazards.

(3) Safety equipment is available and used.

(4) Maintenance practices are standardized and conducted by the book.

(5) The parts exchange program is established IAW appropriate directives.

i. Maintenance Personnel.

(1) Perform by the book maintenance.

(2) Wear appropriate personal protective equipment.

(3) Comply with unit/facility SOP directives.

(4) Report material/publication deficiencies through QDR, EIR, or DA Form 208 as appropriate.

j. The ALSE Technician.

(1) Establish a library of ALSE publications and ensure that the units pinpoint distribution account is updated to include ALSE publications.

(2) Maintain files on inspection, maintenance, expiration dates, and supply pertaining to ALSE.

(3) Inspect all controlled drugs used in survival kits and vests.

k. Aviators.

(1) Brief crew and passengers IAW FM 1-400 and appropriate directives.

(2) Ensure that ALSE is commensurate with the mission and the operational environment and that air crewmembers and passengers are briefed on its location and use.

(3) Attain and maintain proficiency in assigned aircraft.

(4) Maintain mental and physical fitness.

(5) Comply with sound flight principles and safe practices during all flight operations regardless of mission urgency.

(6) Report hazards and unsafe conditions or acts to the proper authorities.

(7) Make on the spot corrections of unsafe conditions when appropriate.

l. Supervisors, Platoon Leaders and Section Leaders.

(1) Correct all known safety deficiencies on the spot.

(2) Report all unsafe conditions to the unit/facility ASO when on spot corrections cannot be made.

(3) Ensure all individuals receive continuous supervised safety training in job activities.

m. Flight Surgeon.

(1) Maintain a liaison within the command to implement the aviation medicine program.

(2) Take part in and observe flight operations.

(3) Serve as a member of aircraft investigation board.

(4) Serve as a member of Flight Evaluation Boards.

(5) Ensure that the medical portion of the pre-accident plan is adequate.

(6) Monitor the physical and mental well-being of aviation personnel.

(7) Ensure air crewmembers are aware of self medication restrictions.

(8) Monitor the survival and physiological training of aviation crewmembers.

(9) Medically clear crewmembers for further flight duty after aircraft accidents.

(10) Take part in aviation safety meetings.

(11) Monitor the fitting, use and serviceability of ALSE equipment.

5. AVIATION ACCIDENT PREVENTION.

a. Commanders will make maximum use of unit aviation officers to establish and provide continued implementation of an effective aviation accident prevention program.

b. The plans, policies and procedures contained within this directive are to be considered minimum standards and requirements. Whenever and wherever practicable, prevention measures in excess of minimum standards will be accomplished.

c. Each commander will have a formal written aviation pre-accident plan that is compatible with the mission and function of the organization during unit and annual training periods.

6. AVIATION SAFETY OFFICER.

a. Assignment.

(1) Units with MTOE or TDA officer positions: This position will be filled by graduates of the Army Aviation Safety Officers Course.

(2) Units authorized five (5) or more organic aircraft: When no MTOE position is authorized, a rated aviator will be appointed to additional duty as Aviation Safety Officer.

(3) Units with less than five (5) aircraft: Although a Safety Officer need not be appointed and assets may

not be available, regulatory requirements such as safety surveys must be complied with and required safety seminars must be attended.

(4) The aviation commander must also assure that safety requirements are met by integrating safety into all missions and training.

b. Functions and duties of safety officers.

(1) Observe flight and ground operations to detect and correct unsafe practices.

(2) Conduct hazard analysis, rank hazards in terms of severity and accident probability and advise responsible officials promptly.

(3) Educate aircrew members on safety related subjects.

(4) Review aircraft accident reports and help implement corrections.

(5) Rehearse and review adequacy of the preaccident plan as outlined in paragraph 3-18 and Appendix B of AR 385-95.

(6) Ensure that communication equipment, navigation aids and other electronic aids to aircraft operations are inspected.

(7) Inspect physical condition of airfields, heliports and tactical landing sites for hazards; recommend approval; and insure that all hazards are publicized.

(8) Maintain current reference files of aviation safety literature.

(9) Maintain organizational aircraft accident records.

(10) Review aviator flight records and the unit training program and make recommendations to correct deficiencies.

(11) Advise all aviators on safety and importance of following standard procedures and techniques.

(12) Monitor techniques and proficiency of personnel in handling weapons; ammunition; and petroleum, oil and lubricants (POL).

(13) Observe aviation maintenance operations and make recommendations to correct unsafe procedures and practices.

(14) Manage Operational Hazard Report (OHR) function.

(15) Monitor the FOD prevention function at unit level.

(16) Advise and assist aircraft accident investigation boards.

(17) Analyze unit accidents and results of semi-annual accident prevention surveys.

(18) Monitor unit aviation life support equipment (ALSE) and related survival training programs.

(19) Take part in unit level mission planning to ensure weather, terrain, areas of operation and crew and aircraft capabilities are considered.

(20) Establishes and maintains close liaison with appropriate Navy, Air Guard, Air Force, Army and Marine safety directives as required to insure cooperation on matters of mutual concern.

(21) Cooperate with Federal and Non-Federal organizations engaged in aviation prevention activities.

(22) Conduct follow-up action on recommendations submitted by accident investigation boards, aviation safety councils and aviation safety meetings.

(23) Serve as an active member of the Aviation Safety Council.

(24) Organize and conduct aviation safety meetings.

(25) Disseminates Safety-of-Flight and other appropriate messages.

7. AVIATION SAFETY NONCOMMISSIONED OFFICERS.

a. Units with five (5) or more aircraft will appoint a noncommissioned officer to position of Aviation Safety NCO. This individual will be required to attend the US Army Safety Center Aviation Accident Prevention Course within 12 months.

b. Functions and duties of the Aviation Safety Non-commissioned Officer: Assists, advises and makes recommendations to the ASO on aviation accident prevention matters. The Aviation Safety NCO duties are as follows:

(1) Maintain liaison with the Command Sergeant Major, First Sergeant and other enlisted personnel on all aviation safety matters.

(2) Observe aircraft support activities (such as POL, maintenance, operations and enlisted crew training) to detect and report unsafe practices or procedures.

- (3) Participate as a member in enlisted safety council.
- (4) Maintain liaison between the enlisted Safety Council and Safety Council.
- (5) Post reference files of aviation safety literature. Make sure files are current and complete.
- (6) Take part in unit safety surveys and inspections.
- (7) Establish and maintain close liaison with other safety NCO's to ensure maximum cooperation in all matters pertaining to aviation safety.
- (8) Provide technical assistance to aircraft accident investigation boards.

8. ARMY AVIATION MEDICAL OFFICERS OR FLIGHT SURGEONS.

The aviation medical officer or flight surgeon assists, advises and represents the commander in the development, implementation and conduct of an aviation medical program as an integral part of the accident prevention program. Specifically, his duties in aviation accident prevention include, but are not limited to, the following:

- a. Maintains inter-command liaison to implement an effective aviation medical program.
- b. Participates in and observes flight operations of aircrew members to monitor physical stresses in flight contributing to fatigue, exposure to acceleration and temperature extremes, vertigo, disorientation and other conditions detrimental to psychomotor skills, mental discipline and emotion.
- c. Prepares recommendations concerning physiological and psychological limitations of crew members.
- d. Coordinates with the Aviation Safety Officer to provide an adequate crash injury prevention program for all personnel involved in aerial flights.
- e. Serves as a member of aircraft accident investigation boards.
- f. Provides technical assistance for the medical portion of aviation pre-accident plans.
- g. Monitors survival and physiological training of aircrew members.

9. AVIATION SAFETY EDUCATION AND TRAINING.

a. All aviation unit personnel will be educated and trained in utilizing safe practices, procedures and techniques. Aviation units will provide necessary personnel and equipment to assist non-aviation unit in this training. Troop briefings, to include entering and exiting aircraft, operations in and around aircraft, will be stressed.

b. Special programs of aviation safety emphasis will be developed by unit aviation safety officers and presented immediately preceding extended periods of field training and other periods of increased operations.

c. Unit aviation safety officers will devote ample time each month to the discussion of aviation safety in the unit. Included in the discussion will be a critique of unsafe practices noted during the preceding month.

d. Maximum use will be made of courses designed to provide selected personnel with knowledge and technique to be utilized in the field of aviation safety and aircraft accident prevention.

e. Safety Seminars.

(1) State Aviation Safety Seminar - A six-hour program of instruction presented annually to all WVARNG aircrew members, normally during the month of December. The State Aviation Safety Officer will develop a program of instruction and make overall arrangements for the presentation. Maximum effort will be made to procure guest speakers and instructional teams that are oriented in the field of aviation safety. Attendance is mandatory and will be in normal drill status.

10. PROMOTIONAL AND EDUCATIONAL MATERIALS.

a. General. Maximum use will be made of safety posters, films, technical publications, TEC tapes and other safety educational and promotional materials in order to create and maintain interest in the prevention of aircraft accidents and publicize current aircraft accident courses.

b. Each aviation unit and detachment will maintain a current reading file of all available aviation safety literature. This file will include Flight Fax, US Army Aviation Digest, available aviation safety publications from other services, weather manuals, PS Magazine, Flight regulations (AR 95 series), Aviation Training Manuals (ATM) and applicable operator manuals. This material will be made available in unit operations or other places where accessible to aviation personnel.

c. Unit selective distribution of aviation safety promotional and educational materials should include ad-

equate distribution of current periodicals.

11. SAFETY SIGNS. See AR 385-30.

12. SAFETY MEETINGS.

Unit safety officers will conduct a minimum of one aviation safety meeting quarterly for assigned aircrew members. A synopsis of each meeting with an attendance roster will be prepared and retained in unit files for two years.

13. AVIATION SAFETY COUNCILS.

See AR 385-95 and FORSCOM Supplements to AR 385-95.

a. The purpose of an Aviation Safety Council is to promote accident prevention from the command level.

b. Unit Safety Councils will meet at least quarterly.

c. Minutes of these meetings will be recorded and retained at the unit/facility level a minimum of 18 months.

14. SAFETY INSPECTIONS.

a. The State Aviation Officer will perform scheduled and unannounced safety inspections of aviation units and facilities at least annually. A copy of the inspection will be left with the commander being inspected and a copy forwarded to the Office of the Adjutant General, ATTN: State Aviation Officer, with recommendations for corrective actions on deficiencies or shortcomings. The inspections will consist of aviator training, unit training, areas, aircraft maintenance, operation and maintenance of ground support equipment and other areas and items as necessary.

b. Annual Regional Accident Prevention Surveys as outlined in NGR 385-5.

c. A semi-annual inspection of base airfields and flight training sites will be conducted by the facility safety officer. The Guide to Aviation Resources Management for Aircraft Accident Prevention will be utilized as a guide to conduct this inspection.

15. AVIATION ACCIDENT PREVENTION AWARDS.

a. Unit Awards. Commanders will participate in the Aviation Accident Prevention Awards Program outlined in AR 672-74 and NGR 672-1. The following awards will be presented annually to qualifying WVARNG Aviation units:

(1) Award of Merit (12 mos accident free).

(2) Award of Honor (24 mos accident free).

(3) Award of Excellence (36 mos accident free).

(4) ARNG Distinguished Aviation Safety Award (60 mos accident free).

b. Individual Aviator Awards. A WVARNG Certificate of Achievement for individual aviators will be awarded upon completion of 1,000 hours of accident-free flying. An engraved wall plaque will be awarded to individual aviators upon completing 1,500 hours of accident-free flying. A plaque addendum will be awarded for each succeeding 500 hours accident-free flying. The WVARNG Instructor Pilot Hall of Fame Award will be awarded to instructor pilots who have flown over 500 instructor pilot hours accident free. The WVARNG Instructor Hall of Fame Award will be an engraved wall plaque addendum will be awarded for each succeeding 250 hours of instructor pilot accident-free flying. The flying hours for each award must be while in the West Virginia Army National Guard and flying Army National Guard aircraft. Army owned or leased, in an official National Guard status.

c. Individual Enlisted Award. A WVARNG Certificate of Achievement for individual enlisted crew members will be awarded upon completion of 500 hours of accident-free flying. An engraved wall plaque will be awarded to individual crew member upon completing 700 hours of accident-free flying. A plaque addendum will be awarded for each succeeding 300 hours-of accident-free flying. The flying hours for each award must be while in the West Virginia Army National Guard and flying in Army National Guard aircraft. Army owned or leased, in an official National Guard status.

d. The computation of flying hours will be accomplished at the close of flight records annually. The presentations will take place at the State Aviation Safety Seminar conducted normally in December at AASF, Parkersburg, WV.

e. Broken Wing Safety Award. See Section IV, AR 672-74.

16. AIRCRAFT ACCIDENT REPORTING AND INVESTIGATION.

a. Reporting aircraft mishaps is an integral part of each unit's aviation safety program.

b. Responsibility. The individual or commander first becoming aware of a WVARNG aircraft mishap will

immediately notify the Office of the Adjutant General, telephone (304) 341-6403 during duty hours. During non-duty hours notification to be made to the Staff Duty Officer at telephone (304) 341-6300. The Staff Duty Officer will notify one of the following individuals listed below:

- (1) Chief of Staff, WVARNG.
- (2) State Army Aviation Officer.
- (3) Army Aviation Support Facility Commander.
- (4) State Army Aviation Safety Officer.

c. The following information is required when reporting a mishap:

- (1) Give name and location where calling from.
- (2) Give accurate geographical location of mishap site.
- (3) Give number and name of personnel injured or declared deceased.
- (4) Classification of mishap—A, B, C, if known.
- (5) Give number of aircraft and type or model, if known.
- (6) Where someone can be met and/or called.
- (7) Make sure report is understood.
- (8) Any other information of possible, immediate value.
- (9) Wait for any questions before hanging up.

d. Upon notification, the Staff Duty Officer will obtain the information in 16c (1-8). In addition, if the Staff Duty Officer is contacted, he will notify in order until one of above listed in paragraph 16b (1-3) is contacted.

e. When a mishap is reported, one or more personnel listed in paragraph 16b (1-3) will immediately proceed to the mishap scene and determine if the mishap is an incident, A, B, C, if able to determine, and make decision to request investigation by United States Army Safety Center (USASC), Fort Rucker, AL. If USASC is requested, the following information, if available, is desired, but will not delay notification.

- (1) Type aircraft and location.
- (2) Classification on mishap (A, B, C).

- (3) Brief synopsis of mishap.
- (4) Number of personnel on board.
- (5) Highest rank on board.
- (6) Number of injuries/fatalities.
- (7) Nearest airfield to accommodate U-21/C-12 aircraft (airfield must be paved, lighted and at least 4,000 feet in length).
- (8) Nearest airfield served by commercial airlines.

f. USASC will respond with the following as appropriate:

- (1) Decision to investigate.
- (2) Name, rank, SSAN of USASC board members.
- (3) Requirement and desired qualifications for local board members.
- (4) Estimated time and place of arrival of USASC board members.

g. USASC will —

- (1) Upon arrival at accident site, USASC will assume complete responsibility for the investigation and completion report.
- (2) Arrive equipped to conduct the investigation. ---
- (3) Fund travel and per diem cost for USASC personnel.

h. Responsibility of State Aviation Officer:

- (1) Ensure wreckage remains undisturbed to extent possible.
- (2) Appoint ASO to serve as Point of Contact (POC) for the board and provide support outlined by AR 95-40 to include all required preliminary actions prior to arrival of USASC investigators.
- (3) Publish orders for investigation board to include those members from USASC, IAW paragraph 5-10, Reference C, AR 385-40.
- (4) Make arrangements for administrative support, i.e., office space, autovon telephone, site passes, photographer, and limited essential typing support.
- (5) Maintain responsibility for:

- (a) Search and rescue efforts.
- (b) Security of crash site.
- (c) Equipment/aircraft required for wreckage recovery and other logistical support.
- (d) Transportation arrangements for tear down exhibits.
- (e) Release of information.
- (f) Collateral investigation.
- (g) Cost of all support except travel/per diem of USASC personnel.
- i. Responsible commanders will be briefed on tentative findings and recommendations at the conclusion of the field portion of the investigation. Final copies of the accident report will be prepared at USASC and forwarded to the lowest responsible command for processing through channels.


- c. AR 385-15.
- d. AR 385-16.
- e. AR 385-30.
- f. AR 385-40.
- g. FORSCOM Supplement to AR 385-40.
- h. FORSCOM Supplement to AR 385-95.
- i. AR 385-64.
- j. AR 672-74.
- k. NGR 95-1.
- l. NGR 385-10.
- m. NGR 672-1.

17. REFERENCES.

- a. AR 835-95.
- b. AR 385-10.

The proponent of this regulation is the State Army Aviation Safety Officer. Users are invited to send comments and suggested improvements to DA Form 2028 (Recommended Changes to Publications) direct to TAG, WV, ATTN: SASO, 1701 Coonskin Drive, Charleston, WV 25311-1085.

FOR THE GOVERNOR:


 JOSEPH J. SKAIFF
 Major General, WVARNG
 The Adjutant General