

CAUTION: Higher Headquarters may direct more frequent periodicity than required Navy/Marine Corps wide

Requirement	Periodicity	Reference	Notes
Aviation Safety Council (ASC)	USN: n/a	OPNAVINST 3750.6R CH-2	Although not specified in OPNAV 3750, and req'd quarterly in the MCO, the School of Aviation recommends monthly meetings held shortly after the ESC.
	USMC: Qtr'ly	MCO 5100.29A	
Enlisted Safety Committee (ESC)	Monthly	OPNAVINST 3750.6R CH-2	
Human Factors Council (HFC)	USN: Quarterly	COMNAVAIRPACINST 5420.2B COMNAVAIRLANTINST 5420.5C COMNAVAIRESFORINST 5420.2	
	USMC: Monthly	MCO 5100.29A	
Safety Standdown	USN: Annually	OPNAVINST 3750.6R CH-2 COMNAVAIRPACINST 3750.16L	The School of Aviation Safety recommends a safety standdown at least annually, but additionally anytime you need to address safety awareness.
	USMC: Semiannually	MCO 5100.29A	Back-In-The Saddle SSD should be held following the extended winter holiday period or post-deployment and may serve as one of the semiannual OP.
NSC Safety Survey *	USN: Biennial	OPNAVINST 3750.6R CH-2	A Safety Survey shall be requested from the Safety Center every 2 years. A survey must be completed once every two years
	Note: USN and USMC Commands must be prepared to conduct this survey themselves to meet this requirement since occasionally operational commitments and travel schedules may preclude the NSC from conducting the survey in the timeframe required.		
	USMC: Annually *	MCO 5100.29A	Although a biennial requirement, MCO states annually on a not to interfere basis or within 30 days after a change of commanding officer, aircraft model, operating base, or a change of significant numbers of personnel in key billets. Asterisk not applies, but, HQMC intent is that within 30 days of change of command, the baseline should include both a CSA/MCAS online survey, and a survey of this type.
Cultural Workshop *	Biennial	OPNAVINST 3750.6R CH-2 CNAF 071000Z JAN 03 NSC 171730Z DEC 07	All deployable aviation squadrons - during IDTC; Non-deployable units once during each two year period
CSA/MCAS *	Twice during a CO's command tour. First within 90 days following CoC, the second no later than nine months following the first.	CNAF 061006Z MAR 08	This is an online survey. The following website: www.climatesurveys.org is where this survey is initiated. The site also allows access to the other (non mandatory) online surveys discussed in the MAR 08 CNAF message.
	Within 30 days after CoC, then semiannually thereafter	CMC WASHDC 121432Z MAY 04 CNAF 240054Z NOV 04	

* Special Provision for USMC: Ref: CMC WASH DC 121432Z MAY 04: After a baseline (a survey and a CSA/MCAS survey) is established within 30 days of a change of command, perform a command survey semiannually using ANY of the following three survey methods: 1) NSC Safety Survey 2) Cultural Workshop, or 3) CSA /MCAS

Safety Programs Required to be in place and functional within your squadron which are on going and not associated with a specific periodicity:

Command Aviation Safety Program	OPNAVINST 3750.6R CH-2	Purpose: To Preserve lives and material resources and, thereby to enhance readiness.
Safety Training		Shall be conducted and documented
Reporting of Hazards		Per 3750 and CNAF 4790.2
General Safety		Commands shall establish NAVOSH and general safety programs per OPNAVINST 5100.19, 5100.23, 5102.1
ANYMOUSE		Commands shall provide a system for anonymously reporting hazards.
Aviation Safety Officer (ASO)		Assign only graduates of Aviation Safety School who are naval aviators or naval flight officers. Make every effort to assign an officer who has been to the school in the last 4 years. Refrain from assigning ASO to punitive or disciplinary duties (Admin Discharge Boards or JAG Manual Investigations)
Enlisted Aviation Safety Specialist		An assistant to the ASO, must be a graduate of the Aviation Safety Specialist Course (A-493-0065), or attend within 6 months of assignment
Standing Aviation Mishap Board (AMB)		Appoint and maintain a standing AMB
Pre-Mishap Plan		Establish and maintain a pre-mishap plan that describes - in advance - the steps that must be taken when a mishap occurs
ORM	CNAF 221300Z MAR 02 MCO 3500.27B	At least 90% (goal is 100%) of personnel must complete online ORM trng
CRM	OPNAVINST 1542.7C	Annual ground trng, and check flights must be conducted and documented IAW the instruction