



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING

250 DALLAS ST

PENSACOLA FLORIDA 32508-5220

CNETINST 1500.20D

Code 00X

31 DEC 1996

CNET INSTRUCTION 1500.20D

Subj: SAFETY PROCEDURES FOR CONDUCTING TRAINING

Ref: (a) OPNAVINST 1500.75
(b) OPNAVINST 5100.23D
(c) CNETINST 3541.1C
(d) CNETINST 6260.1A
(e) CNETINST 1500.24A
(f) NAVEDTRA 135A
(g) OPNAVINST 5100.19C
(h) NAVEDTRA 10500 (CANTRAC)
(i) CNETINST 4790.3B
(j) CNATRAININST 1500.4
(k) OPNAVINST 3750.6Q

Encl: (1) CNET High/Moderate-Risk Courses
(2) Drop On Request Procedures
(3) Training Time Out Procedures
(4) Safety Standdown Guide
(5) Pre-Mishap Plan Guide

1. Purpose. To promulgate policy and establish procedures to eliminate or minimize the probability of mishaps or mishap related injuries to students and instructors while training within the Naval Education and Training Command (NAVEDTRACOM). This instruction has been extensively revised and should be read in its entirety. Major changes include defining high and moderate-risk training, replacing High-Risk Safety Officer with Training Safety Officer (TSO), establishing TSO qualification requirements and duties, changing the process by which courses are designated as high or moderate-risk, and establishing Pre-Mishap Plan and Training Time Out (TTO) requirements for all formal courses. These changes are expected to focus appropriate attention on training safety at all levels of command.

2. Cancellation. CNETINST 1500.20C and CNETINST 1500.27A

3. Background. Aggressive training programs which prepare military personnel to perform professionally in normal as well as dangerous activities entail elements of risk. A fatal or serious mishap might occur in any environment; however, some evolutions are more likely to result in serious mishaps than others and require procedures specially designed to reduce risk. As a Navy training agent, the Chief of Naval Education and Training (CNET) is required by reference (a) to ensure training is conducted as safely as possible, while meeting required course objectives.

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4. Definitions

a. High-risk training is training in which a lack of stringent controls is likely to expose students, instructors, or bystanders to life threatening injury. A failure in equipment, procedures, environmental conditions, or human factors may result in a class A or B mishap [reference (b)]. The improper actions of even one high-risk instructor may result in a class A or B mishap: Each instructor is critical to conducting high-risk training safely. Some examples of high-risk training are aviation, parachute, water survival, rescue swimmer, blaster, diver, explosive ordnance disposal (EOD), live combat arms, and sea-air-land (SEAL) training. Enclosure (1) lists CNET high-risk courses and high-risk courses reported to CNET by other training agents.

b. Moderate-risk training is training in which a lack of stringent controls could expose students and/or instructors to injury. Equipment failure, faulty procedures, environment, or human factors might result in a class A or B mishap, but are more likely to result in a class C or D mishap [reference (b)]. The improper actions of one moderate-risk instructor will not likely result in a serious mishap because equipment/site design, procedures, or redundant controls prevent it. Moderate-risk training includes swimming (for proficiency and Navy Swim Program qualification tests), most damage control, survival, some small arms training, most small craft training, and some physical training. Enclosure (1) lists moderate-risk curricula. As new training technology and procedures are developed, many courses will evolve from high to moderate risk.

c. A formal training mishap is any injury/illness that occurs during training conducted at a training command in a classroom, laboratory, or field exercise for which a Course Identification Number (CIN) is assigned [reference (b)].

5. Policy. Safety is integral to all elements of the NAVEDTRACOM mission. Safety and supervisory procedures shall be maintained at a level that ensures safe but realistic training which fulfills fleet operational requirements within practical limits. This policy is not intended to reduce risk where it is necessary to meet valid training objectives, but rather to promote the safest training that produces confident, capable fleet personnel.

6. Scope and Applicability. This instruction is applicable to all training activities within NAVEDTRACOM. While the majority of the procedures in this instruction apply to high and moderate-risk training, some elements, such as TTO procedures, annual safety standdowns, and Pre-Mishap Plans, should be incorporated in all courses. Live firefighting training at any Navy, contractor, or mobile training team (MTT) site using curricula for which a CIN is assigned is governed by references (c) and (d).

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7. Responsibilities

a. CNET shall oversee compliance with this and other applicable directives via the CNET Training Performance Evaluation Board (TPEB) [established by reference (e)]. TPEB shall:

(1) Conduct scheduled safety reviews of commands teaching high/moderate-risk courses on a 3-year cycle. CNETNOTE 1500 is issued each fiscal year to provide the annual schedule. Also, for commands teaching SEAL, EOD, and diving, TPEB will conduct 1 to 2-day observations of that training and associated mishap procedures during the middle of their cycles. TPEB will evaluate moderate-risk training:

(a) during high-risk safety reviews (if applicable),

(b) during firefighter training certifications (if applicable), or

(c) during Occupational Safety and Health Program Management Evaluations (OSHMEs).

TPEB may observe training at any command with short or no notice, and may conduct a full safety review following any class A or B mishap or as directed by higher authority.

(2) Assess risk level of courses under development or newly nominated as high or moderate-risk courses.

(3) Designate courses as high or moderate-risk and maintain enclosure (1) of this instruction.

(4) Review Naval Safety Center quarterly training mishap analyses and recommend changes that remove or reduce hazards where feasible.

b. Functional commanders shall, in addition to duties specified by reference (f), ensure subordinate training commands comply with this instruction.

c. Curricula Control Authorities (CCA) shall, in addition to duties specified by reference (f):

(1) Ensure safety requirements of references (b) and (g), personnel qualification standards (PQS), preventive maintenance standards (PMS), technical manuals, Naval Air Training and Operating Procedures and Standards (NATOPS), and other source documents are incorporated in curricula.

(2) Standardize curricula, including safety procedures, when courses are taught at more than one site.

(3) Recommend changes to enclosure (1) whenever courses are developed, modified or discontinued where elements of risk are introduced or removed.

d. Course Curriculum Model Managers (CCMM) shall, in addition to duties specified by reference (f):

(1) Include Drop On Request (DOR) procedures in the curricula of all voluntary courses [enclosure (2)].

(2) Include TTO procedures in all curricula where appropriate [enclosure (3)]. Add evolution-specific TTO procedures, standardized, if feasible, to conform with established fleet distress indicators (e.g., standard small arms range procedures or diving distress signals).

(3) Include the definitions of mishap, near miss, and unsafe condition in all curricula [reference (b)].

(4) Include lessons learned and safety precautions mandated by safety directives and prior experience in all curricula.

(5) Identify course prerequisites that reflect physical, academic, and performance standards required for successful completion of courses. Include these standards and the requirement for parent commands to pre-screen students in the CANTRAC [reference (h)].

(6) Delete all high and moderate-risk evolutions not essential to training objectives or not required for graduation [reference (a)].

(7) Update curricula as necessary to ensure compliance with controlling technical directives.

(8) Approve course schedule variations and sequencing of evolutions for participating activities.

(9) Recommend, via CCA, changes to enclosure (1) whenever high or moderate-risk courses are developed, modified, discontinued, reevaluated, or elements of risk are introduced into courses not previously listed.

e. Training activity commanding officers and officers in charge shall, in addition to duties specified by reference (f):

(1) Recommend, via the CCMM and CCA, changes to enclosure (1) whenever high or moderate-risk courses are developed, modified, discontinued, reevaluated, or elements of risk are introduced into courses not previously listed.

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(2) Personally involve themselves in training to ensure that appropriate safety precautions are in place and functional, and that instructors are acting appropriately.

(3) Conduct safety standdowns of high-risk/moderate-risk courses at least annually [enclosure (4)].

(4) Complete the Safety Review Checklist on all courses at least annually [appendix (G) of reference (f)].

(5) Consider requesting a Safety Survey (assist visit) from the Naval Safety Center Training Safety Division (Code 48) between TPEB reviews.

(6) Ensure all students are briefed on DOR policy and procedures in voluntary high/moderate-risk courses [enclosure (2)]. This briefing shall be given prior to commencing the course (i.e., course indoctrination, welcome aboard brief, etc.) and should not be repeated unless there is a long break in the course (e.g., Christmas holidays).

(7) Ensure all students are briefed on TTO policy and procedures prior to each high or moderate-risk evolution or laboratory [enclosure (3)]. For multi-day or all-day evolutions, TTO shall be rebriefed prior to the start of training following major breaks such as mealtimes. Evolution-specific TTO procedures should be added where needed. These procedures should be standardized to conform with established fleet distress indicators where appropriate (e.g., standard small arms range procedures, diving distress signals, etc.).

(8) Indoctrinate students in the following during the introductory phase of all courses prior to start of training:

(a) Safety requirements, precautions, and safeguards incorporated in the curricula.

(b) Definitions of and procedures for reporting mishaps, near misses, and unsafe conditions [reference (b)].

(9) Conduct training in accordance with approved curricula. Submit Site Augment Plans or negative reports via functional commander and CCMM to CCA [reference (f)].

(10) Ensure the required number of instructors and safety observers (per curricula) are present whenever training is conducted. Assign additional instructors/safety observers as warranted by the nature of the evolution (recommend these changes to CCMM or modify Site Augment Plan).

(11) Designate (in writing) a TSO for oversight of each high/moderate-risk course or group of courses. TSOs should be E-7 or above where feasible, but no more junior than E-6. Required training for TSOs shall be locally developed and in

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writing [i.e., completion of a locally prepared Job Qualification Requirements (JQR)]. Training shall consist of reviews of this instruction, references (a), (b), and (f), subject matter doctrine, TSO responsibilities, TSO duties, and the appropriate curricula and Core Unique Instructor Training guides (CUIT). TSOs should be familiar with all high/moderate-risk evolutions to the extent necessary to properly evaluate them and their associated training devices. If the TSO is also assigned as the command safety manager, additional training [per reference (b)] is required.

(12) Ensure all training-related first aid, medical treatment, and lost-time injury incidents are logged, investigated, and reported in accordance with reference (b).

(13) Analyze mishap statistics for all formal training courses. Review student mishap statistics quarterly and ensure courses with statistical irregularities and/or adverse trends are evaluated for possible improvements. Develop and recommend modifications to curricula to remove or mitigate risks not essential to course objectives.

(14) Ensure training equipment and facilities are inspected periodically in accordance with reference (b).

(15) Ensure that a preventative maintenance system (PMS) and spot check program is in place for all training equipment, devices, and Personal Protective Equipment (PPE) [reference (i)].

(16) Ensure Pre-Mishap Plans are developed, coordinated with host commands, updated, and exercised for all training evolutions [enclosure (5)].

(17) For all high/moderate-risk training and for all training at remote sites, provide secondary communications for emergency use if telephones fail (e.g., cellular telephone or very high frequency (VHF) radio).

(18) Upon receipt of an instructor nominee's orders, determine if the nominee will fill a high/moderate-risk instructor position. Coordinate with the detaching command to initiate instructor screening. Provide detailed guidance to the detaching command as to the extent of screening desired. Training activity commanding officers shall ensure that every instructor is properly screened prior to teaching students. The completed screening must meet the requirements of reference (a) and chapter (2), reference (f), including psychosocial screening for high-risk instructors. Psychosocial screening is not required for moderate-risk course instructors unless adverse information from record reviews or nominee behavior warrants it. Commanding officers may conduct additional screening or decertify an instructor at any time for negative performance or behavior.

(a) Service record reviews and personal interviews at the training command may be conducted by the executive officer, director of training, cognizant department head, or their equivalents when delegated in writing by the commanding officer. Medical record reviews shall be conducted in the presence of the candidate by competent medical authority (i.e., Medical Officer or credentialed Physician Assistant, Nurse Practitioner (family practice), or Independent Duty Corpsman (IDC)).

(b) When the screening is completed, make a service record (page 13) entry indicating that the member was screened and found suitable/unsuitable for high/moderate-risk instructor duty. Page 13 entries shall be signed by the commanding officer or designated representative (see above).

(c) Report suitability/unsuitability to Bureau of Naval Personnel (BUPERS) (PERS 40/482) for USN personnel or Naval Reserve Personnel Center (NAVRESPERSCEN) (Code 30) for USNR (TAR) personnel in accordance with the Enlisted Transfer Manual.

(19) Ensure prospective instructors complete instructor training (IT school) required by references (a) and (f) prior to teaching students. Equivalent IT training from other services is acceptable.

(20) Ensure instructor trainees attend (as students) high/moderate-risk courses for which they seek certification [reference (f)]. This requirement is waived for "team training" courses where the addition of instructor trainees would disrupt the integrity of the team. In these cases, instructor trainees should undergo training in the same environment in non-team training courses, if possible.

(21) Ensure that high/moderate-risk instructors are qualified, certified, and evaluated in accordance with high-risk instructor standards in reference (f).

(22) Ensure that sufficient numbers of high/moderate-risk instructors complete a recognized (American Red Cross or American Heart Association) First Aid and cardiopulmonary resuscitation (CPR) or basic life support (BLS) qualification program. All swimming, water survival, rescue swimmer, diver, SEAL, survival, firefighter, electrician/electronics instructors and at least two of the instructors present during any other high/moderate-risk evolution shall be qualified. These instructors shall maintain certification while assigned high/moderate-risk instructor duties.

(23) Ensure that emergency oxygen is available on scene during all aquatic and firefighter training. A corpsman, paramedic, emergency medical technician (EMT), or other person qualified to administer supplemental oxygen (in accordance with the U.S. Department of Transportation, 1994 or subsequent revised

curricula) shall be present during these evolutions (IDCs, paramedics, and EMTs receive training in conjunction with certification renewal, and it is available through branch medical clinics and hospitals).

(24) Ensure student physical qualification requirements are completed prior to commencement of high/moderate-risk training. When formal requirements are not specified, Physical Readiness Test (PRT) risk factors screening shall be used. Any student answering yes to any screening question shall receive medical evaluation, counseling, and clearance prior to commencing training. This shall be accomplished by the activity's medical officer or corpsman, or by assistance from the local medical facility. Any situations not resolved at the activity level shall be referred to the local medical facility.

(25) Establish procedures with the local medical facility to ensure that, when students are evaluated or treated there, they will provide supervisors/instructors with a clear indication of student fitness for training. Do not rely solely on students to inform instructors of changes in medical status. Students evaluated as unfit or unsuited shall be removed from training immediately until medically cleared.

(26) Establish procedures to ensure instructors are informed concerning students who were previously "set back" due to medical conditions which might cause future problems.

(27) Analyze student critique information to identify potential safety problems.

f. TSOs shall:

(1) Complete qualification requirements outlined in paragraph 7e(11) above.

(2) Be familiar with curricula objectives and evolutions including approved training procedures, safety precautions, emergency procedures, training facilities and equipment, and DOR/TTO procedures.

(3) Observe high/moderate-risk training evolutions and assess compliance with approved training procedures, safety precautions, and emergency procedures. Report observation results and recommendations to the commanding officer. Frequency of observation shall be determined by the commanding officer based on course frequency and nature of training.

(4) Monitor the training safety program to ensure that the commanding officer's responsibilities in paragraph 7e above and reference (f) are being properly executed.

(5) Assist (as necessary) the Occupational Safety and Health Office (or echelon two mishap investigation team) in conducting investigations of training mishaps.

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8. Disenrollment or Interruption of Training. There are various ways for NAVEDTRACOM students to attrite. For the purposes of this instruction only DOR based on personal concern or apprehension for physical safety and TTO are addressed.

a. DOR is an administrative procedure available to students in voluntary training programs. When a student desires to DOR, that student shall be removed from training expeditiously. DOR guidance is contained in enclosure (2). DOR guidance for flight training students is contained in reference (j).

b. TTO is a safety procedure that allows students and instructors concerned for their personal safety or the safety of others to stop a training evolution, correct the discrepancy, and then continue training. This procedure may be appropriate for a wide variety of training situations, not just high/moderate-risk training. TTO guidance is contained in enclosure (3).

9. Pre-Mishap Plan

a. A Pre-Mishap Plan is a contingency plan to be implemented in case of a mishap. All reasonable scenarios should be anticipated and plans developed to cope with them. If multiple courses use the same trainer, such as a pool or firefighting trainer, one Pre-Mishap Plan may suffice for that device. All classrooms and laboratories shall have a Pre-Mishap Plan posted which covers initial emergency actions for instructors and students to follow in the event of medical emergency, fire, earthquake, etc., as applicable. If the training in those locations is not high or moderate-risk, a one-page plan or flow chart will satisfy this requirement. Enclosure (5) provides minimum Pre-Mishap Plan elements. High/moderate-risk training Pre-Mishap Plans shall be reviewed monthly (for changed telephone numbers, etc.), walked through quarterly by supervisors and instructors to validate procedures, and exercised annually. Each higher level review fulfills lower levels for that month. Pre-Mishap Plans for non-high/moderate-risk training shall be reviewed monthly for accuracy.

b. Pre-Mishap Plans for aviation training involving flight operations shall comply with reference (k).

10. Points of Contact: (DSN 922-XXXX, Commercial (904) 452-XXXX)

- | | | |
|------------------|--------|--------------------|
| ▶TPEB Director | (00X) | XXX-8782/8783 |
| ▶NAVOSH | (00X1) | XXX-8785/3865/5624 |
| ▶Training Safety | (00X2) | XXX-8784/3534/4083 |
| ▶FAX | | XXX-3869 |

R. M. SCOTT
Chief of Staff

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J-113-0054* GUN MOUNT 5/54 MK45 MOD 0
A-431-0011 EOD PHASE II (NAVY)
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K-431-0082 ME-16 UNDERWATER BREATHING APPARATUS (UBA) OPERATOR
A-431-0083 EOD DIVER
K-431-0084 STATIC LINE JUMP MASTER
K-431-0085 RAM AIR PARACHUTE TRANSITION
K-431-0088 OPEN CIRCUIT PROCEDURES
K-431-0089 CLOSED CIRCUIT PROCEDURES
K-431-0091 DRAEGER LAR V TRANSITION
K-431-0092 SPECIAL OPERATIONS TECHNICIAN REFRESHER
K-431-0094 NAVAL SPECIAL WARFARE BUD/SEAL SELECTION
K-431-0098 NSW SPECIAL OPERATIONS FORCES OPEN CIRCUIT SCUBA
A-433-0020 MEDICAL DEPARTMENT DIVING OFFICER
A-433-0022 DIVER SECOND CLASS
A-433-0023 SCUBA DIVER
A-433-0025 DIVER FIRST CLASS
A-433-0033 SATURATION DIVER
A-433-0036 UNDERWATER CONSTRUCTION TECHNICIAN BASIC
A-433-0037 UNDERWATER CONSTRUCTION TECHNICIAN ADVANCED
A-433-0048 SALVAGE/CONSTRUCTION DEMOLITION DIVER
A-433-0052 USMC COMBATANT DIVER
A-433-0056 SSN SCUBA
A-494-0005 DISASTER RECOVERY TRAINING (RESCUE)
A-494-0006 DISASTER PREP. OPERATIONS OFFICER
K-690-0028 UNREP MECHANICAL AND HYDRAULIC COMPONENT MAINTENANCE
K-690-0029 DENISON E&E CONTROLS MAINT/CONTS FOR LOGIC ELEVATORS
K-690-0082 CARGO/WEAPONS ELEVATOR MAINTENANCE
A-721-0019 CONSTRUCTION ELECTRICIAN "C1" ADVANCED
A-730-0011 EQUIPMENT OPERATOR "C1" ADVANCED
A-730-0014 EQUIPMENT OPERATOR WATER WELL DRILLING
A-730-0019 EQUIPMENT OPERATOR BLASTING AND QUARRY OPERATIONS
A-730-0021 EQUIPMENT OPERATOR BLASTING RECERTIFICATION

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CNET HIGH/MODERATE-RISK TRAINING COURSES

CNET HIGH-RISK TRAINING COURSES

Q-2A-0001 PRIMARY FLIGHT TRAINING
 Q-2A-0004 ADV STRIKE DESIGNATED NAVAL AVIATOR REFRESHER
 TRAINING
 Q-2A-0005 INTERMEDIATE STRIKE FLIGHT TRAINING
 Q-2A-0006 ADVANCED STRIKE
 Q-2A-0007 T-45TS STRIKE FLIGHT TRAINING
 Q-2A-0008 JET TRANSITION
 Q-2A-0010 JOINT T-34C INTERMEDIATE FLIGHT TRAINING
 Q-2A-0015 UNDERGRADUATE HELICOPTER PILOT TRAINING
 Q-2A-0017 PRIMARY/INTERMEDIATE MARITIME/HELO INSTRUCTOR
 Q-2A-0045 T-45TS STRIKE FIGHTER INSTRUCTOR TRAINING
 Q-2A-0053 ADVANCED MARITIME T-44
 Q-2A-0061 MARITIME INSTRUCTOR FLIGHT TRAINING
 Q-2A-0062 TA-4J FLIGHT INSTRUCTOR
 Q-2A-0068 E2-C2 FLIGHT INSTRUCTOR
 Q-2A-0069 ADVANCED HELICOPTER INSTRUCTOR
 Q-2A-0072 STUDENT NAVAL FLIGHT SURGEON
 Q-2A-0073 TEST PILOT SCHOOL PREPARATORY
 Q-2A-0074 E2-C2, T-2C TRAINING CURRICULUM
 Q-2D-0012 PRIMARY NAVAL FLIGHT OFFICER TRAINING
 Q-2D-0027 INTERMEDIATE NAVAL FLIGHT OFFICER TRAINING
 Q-2D-0050 ADVANCED NFO INSTRUCTOR
 Q-2D-0051 PRIMARY NFO INSTRUCTOR
 Q-2D-0055 ADVANCED NFO STRIKE FIGHTER TRAINING
 Q-2D-0056 ADVANCED NFO STRIKE TRAINING
 Q-9B-0020 AVIATION PREFLIGHT INDOCTRINATION
 Q-2C-0017 HELICOPTER TRANSITION TH-57
 P-9E-1233 NAVAL AVIATION WATER SURVIVAL PROGRAM (N-8)
 A-4N-0024 BASIC DIVING OFFICER 1140
 A-4N-0026 SALVAGE DIVING OFFICER
 A-6N-0010 MEDICAL DEPARTMENT DIVING OFFICER
 F-000-0080 SUBMARINE ESCAPE
 J-011-1152 COASTAL/RIVERINE OPERATIONS
 J-041-2236* 25MM GUN MK38 MOD 0 OPERATION AND MAINTENANCE
 J-041-4001* 40MM MK19 MOD 1/3 MACHINE GUN OPERATION AND
 MAINTENANCE
 P-050-0500 UNITED STATES NAVAL SURFACE RESCUE SWIMMER
 Q-050-0600 RESCUE SWIMMER SCHOOL
 Q-050-0601 U.S. NAVAL RESCUE SWIMMER INSTRUCTOR TRAINING COURSE
 Q-050-0604 RESCUE SWIMMER REFRESHER
 Q-050-1500 NAVAL AIRCREW CANDIDATE SCHOOL (NACCS)
 Q-050-1502 NACCS INSTRUCTOR TRAINING COURSE
 K-060-0025 STANDARD TENSIONED REPLENISHMENT ALONGSIDE METHODS
 K-060-0030 SPECIAL WARFARE COMBAT CRAFT CREW MEMBER
 K-060-2119 UNDERWAY REPLENISHMENT SIMULATOR DOCKSIDE COURSE
 K-060-2136 SURFACE RESCUE TEAM TRAINING
 A-113-0094 AIR DEFENSE MISSILE GUNNER COURSE (SPECWAR)

*Live fire courses only

Enclosure (1)

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A-730-0022 CRANES AND ATTACHMENTS
 A-830-0001 MAA "A" SCHOOL
 A-830-0011 U.S. NAVY SECURITY GUARD
 K-830-2213 SHIPBOARD SECURITY ENGAGEMENT TACTICS (PACFLT only)
 K-830-2223 SHIPBOARD SECURITY ENGAGEMENT WEAPONS

CNET MODERATE-RISK TRAINING COURSES

A-4G-0022 APPLIED CBRD FOR DAMAGE CONTROL ASSISTANTS
 V-4N-0001 ADVANCED SHIPBOARD FIREFIGHTING LAB
 V-4N-0002 SENIOR SHIPBOARD FIREFIGHTING REFRESHER LAB
 V-9B-0003 SPECIAL BRIEF TRAINING BUTTERCUP
 V-9B-0004 SPECIAL BRIEF TRAINING PISTOL RANGE
 P-9B-2000 CONSOLIDATED OFFICER TRAINING SCHOOL (OCS)
 P-9E-1236 LAND SURVIVAL INSTRUCTOR TRAINING COURSE
 P-9E-1237 LAND SURVIVAL SCHOOL
 P-9E-1238 PHYSICAL FITNESS INSTRUCTOR TRAINING COURSE
 J-011-1150 PATROL CRAFT OPERATOR
 J-011-1151 PATROL CRAFT COMMANDER
 J-041-0145 MACHINE GUN M2 HB OPERATION AND MAINTENANCE
 J-041-0148 SMALL ARMS WATCHSTANDER QUAL (ASHORE/AFLOAT) INST
 Q-050-0605 INTERMEDIATE SWIM
 A-060-0031 SMALL ARMS QUALIFICATION
 K-060-2138 SWIMMER CERTIFICATION
 K-060-2220 SECOND CLASS SWIMMER TEST
 K-431-0096 NSW COMBAT FIGHTING COURSE ADVANCED
 K-431-0097 NSW COMBAT FIGHTING COURSE BASIC
 A-494-0009 CBR DEFENSE TEAM TRAINING
 K-495-0040 DAMAGE CONTROL REPAIR PARTY LEADER
 K-495-0045 GENERAL SHIPBOARD DAMAGE CONTROL TRAINING
 K-495-0046 DAMAGE CONTROL TEAM TRAINING
 A-495-2039 SUBMARINE DAMAGE CONTROL
 A-495-2055 SENIOR ENLISTED DAMAGE CONTROL
 A-495-2057 SUBMARINE DAMAGE CONTROL WET TEAM TRAINER
 A-495-2060 DAMAGE CONTROLMAN CLASS A1
 A-495-2062 SHIPBOARD CBR-D OPERATIONS AND TRAINING SPECIALIST
 P-500-0010 BOOST
 X-777-7770 RECRUIT BASIC MILITARY TRAINING
 K-830-2213 SHIPBOARD SECURITY ENGAGEMENT TACTICS (LANTFLT only)

CNET FIREFIGHTING COURSES

J-495-0412 GENERAL SHIPBOARD FIREFIGHTING
 J-495-0413 SHIPBOARD AIRCRAFT FIREFIGHTING
 J-495-0414 AIR CAPABLE SHIP HELO FIREFIGHTING TEAM TRAINER
 J-495-0418 SHIPBOARD FIREFIGHTING TEAM TRAINING
 J-495-0419 ADVANCED SHIPBOARD FIREFIGHTING
 A-495-2071 SUBMARINE BASIC FIREFIGHTING
 A-495-2072 SUBMARINE ADVANCED FIREFIGHTING
 A-495-2073 SUBMARINE FIREFIGHTING 21C12 TEAM TRAINING
 C-780-2012 AIRCRAFT FIREFIGHTING SHIPBOARD TEAM TRAINING T1
 C-780-2013 AVIATION BOATSWAIN'S MATE A/C HANDLING ADV(ABH-V) C1
 C-822-2010 AVIATION BOATSWAIN'S MATE A/C HANDLING (ABH) A1

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DROP ON REQUEST (DOR)

For Instructors:

Ensure all students are briefed on DOR policy and procedures in voluntary high/moderate-risk courses. The following briefing shall be given prior to commencing the course (i.e., course indoctrination, welcome aboard brief, etc.) and should not be repeated unless there is a long break in the course (e.g., Christmas holidays):

For Instructors and Students:

1. Policy. In all cases where a student states a desire to DOR from voluntary training based on concern for personal well-being, appropriate action shall be initiated, including removal from training, referral of the student for medical, counseling, or remedial action as appropriate, and review of the training environment, including training techniques. The scope and depth of these actions shall be determined by the nature of the complaint and the risk incurred in the training. A written summary of actions taken shall be made a permanent entry to the student's service record. In no case shall a student be coerced or threatened to induce him or her to return to training following a DOR.

2. Procedures. After removal from voluntary training, the student shall submit a written request detailing the reasons for DOR. The request should clearly indicate that the student wants to DOR (e.g., I, (name), desire to be removed from training in XYZ course for the following reason(s): ...). A standard Special Request/Authorization Form (NAVPERS 1336/3 (Rev. 9-75)) may be used. The request shall be submitted directly to the training or division officer and shall become a part of the student's training record. If a student was being processed for an Academic Review Board (ARB) action prior to the DOR, the ARB shall take precedence. In any case, the student shall be removed from training.

a. Training or Division Officer's Interview. The loss of an able student from training or the continuation in training of a student who is unlikely to complete the program represents a waste of valuable resources, assets, time, and effort. Often, students who DOR do not give the real or complete reasons for their requests. The interviewer, using no overt or implied coercion or threats, shall make a reasonable effort to determine:

(1) The real motivation for the request;

(2) If the decision to DOR is the result of some training factor which may lead other students to DOR. If so, can training be changed to alleviate this factor without adversely affecting program objectives?

(3) If the student desires to reenter the program.

(4) If student retention is warranted, are there actions (counseling, change of instructor, or special assistance) which might cause the student not to DOR? Are such actions justified in view of the impact upon the overall training program and upon other students?

b. The interview need only be detailed enough to satisfy the CO, OIC, or DOT that the student understands the gravity of DOR, and that the reasons for the DOR are known or that further questioning is unlikely to reveal additional information.

c. No one in the DOR chain shall refuse to forward a request or to remove the student from training, nor shall anyone delay a request in an effort to arrive at the cause of the DOR, or threaten/coerce a student to reconsider.

3. Post-Interview Procedure. If, after the interview, a student still desires to DOR, the interviewer shall refer the him/her to the reviewing officer for further interviews or administrative action. A signed, written summary of the interview and recommended actions shall be provided by the interviewing officer to the reviewing officer.

4. Administrative Procedure. The administrative procedures for disposition of a DOR attrite are the same as those for a disenrollment. There is, however, no requirement for a formal ARB.

31 DEC 1996

TRAINING TIME OUT (TTO)For Instructors:

1. Ensure all students are briefed on TTO policy and procedures prior to each high or moderate-risk evolution or laboratory. For multi-day or all-day evolutions, TTO shall be rebriefed prior to the start of training following major breaks, such as mealtimes. Evolution-specific TTO procedures should be added where needed. These procedures should be standardized to conform with established fleet distress indicators where appropriate (e.g., standard small arms range procedures, diving distress signals, etc.). Emphasis shall be placed on specific verbal and nonverbal signals to be used by students and instructors.
2. A TTO may be called in any training situation where a student or instructor expresses concern for personal safety or requests clarification of procedures or requirements. TTO is also an appropriate means for a student to obtain relief if he or she is experiencing pain, heat stress, or other serious physical discomfort.
3. Instructors are responsible for maintaining situational awareness and shall remain alert to signs of student panic, fear, extreme exhaustion, or lack of confidence that may impair safe completion of the training exercise. Instructors shall cease training immediately when they consider such action appropriate.
4. Following a TTO, the situation shall be examined and additional explanation and instruction shall be provided as needed to allow safe resumption of training. Once the lead instructor on scene is fully apprised of the problem, he/she shall direct all training to cease or training with unaffected students to continue, based on the situation.
5. If a student refuses to participate in training after being instructed or after an unsafe condition has been corrected, or uses TTO excessively to disrupt training, that student shall be removed from training and referred for further counseling or administrative processing.

Student briefing on reverse:

Basic TTO Student Briefing:

A Training Time Out (TTO) may be called by any student or instructor in any training situation where they are concerned for their own or another's safety, or they request clarification of procedures or requirements. TTO is also an appropriate means for a student to obtain relief if he or she is experiencing pain, heat stress, or other serious physical discomfort. The purpose of the TTO is to correct the situation of concern, provide clarifying information, or remove the student or instructor from the possible hazardous environment. A TTO may be signaled by (Insert appropriate nonverbal, alarm, or hand signal). If the TTO signal is not acknowledged, the signaler shall shout "Time Out" (or other action as required by the training activity). The instructor shall attempt to relieve and remove the student from the possible hazardous environment. If an adequate number of instructors are available to allow training to continue safely, the lead instructor may elect to do so. However, if this is not practical, training will be stopped until the situation is corrected.

Add amplifying information/procedures as needed.

SAFETY STANDDOWN

1. Safety standdowns shall be conducted by training and safety personnel with participation by cognizant medical personnel to ensure courses are being conducted with minimum risk to students and instructors. Standdowns shall be conducted at least annually on high/moderate-risk courses. Additional standdowns shall be conducted following mishaps, near misses, or major course revisions/equipment modifications (these may focus on the specific topics involved and may be shorter in duration than annual standdowns).

2. Standdowns shall be documented and include review of:

- a. Curricula being taught;
- b. Instructional techniques;
- c. Training environments;
- d. Availability and use of mechanical guards, including clearly placarded, accessible cut-off switches to secure power to training equipment;
- e. Physical and psychological screening procedures (of instructors and students);
- f. Safety related findings of the latest technical audits, Formal Course Reviews (FCR), and Course Safety Reviews.
- g. Adequacy of staffing/manning/equipment.
- h. In-service training including safety lessons learned, mishap summaries, and other safety-related messages and reports.

3. Safety standdowns will be normally one day in duration and require preparation, coordination within the command, and active involvement by senior leaders to be most effective.

PRE-MISHAP PLAN

1. Pre-Mishap Plans shall be activated in the event of any injury, mishap, or emergency. These plans shall be coordinated with host commands.
2. Pre-Mishap Plans shall include as a minimum:
 - a. Locations, telephone numbers, and radio channels/callsigns (if used) of medical, fire department, police/security, and other emergency response teams as required by the nature of the training.
 - b. Identifications and locations of emergency devices such as first aid kits, fire extinguishers, emergency oxygen, electrical isolation devices, and other equipment determined by the type of training and location.
 - c. Notification lists of personnel and the chain of command.
 - d. Sources of secondary (non-landline) emergency communications (for all high-risk and remote training).
 - e. Muster sites and evacuation routes for non-affected students and instructors.
 - f. Entry routes for emergency services vehicles/personnel.
3. Pre-Mishap Plans shall be reviewed monthly for accuracy of information (except for the months in which walk-throughs or exercises are conducted).
4. Supervisors and instructors shall walk through high/moderate-risk training Pre-Mishap Plans quarterly to validate procedures and verify operability, availability, and applicability of emergency equipment.
5. High/moderate-risk training Pre-Mishap Plans shall be exercised fully at least annually, including participation by appropriate local emergency personnel (base emergency services/disaster preparedness offices) to ensure that the supporting activity is aware of training locations and types of support required.

NOTE: Flowcharts (decision trees) work well during exercises and actual use. A sample is provided on the reverse.

SAMPLE PRE-MISHAP PLAN FLOWCHART

WOUNDS

