

DEPARTMENT OF THE NAVY  
Office of the Chief of Naval Operations  
Washington, DC 20350-2000

OPNAVINST 1500.75

N7

14 December 1992

OPNAV INSTRUCTION 1500.75

**From:** Chief of Naval Operations  
**To:** All Ships and Stations (Less Marine Corps field addressees not having Navy personnel attached)

**Subj:** SAFETY POLICY AND PROCEDURES FOR CONDUCTING HIGH-RISK TRAINING

**Ref:** (a) CNETINST 1500.20C (NOTAL)  
(b) Enlisted Transfer Manual  
(c) DODINST 6055.1 of 26 Oct 84 (NOTAL)  
(d) OPNAVINST 5100.19B (NOTAL)  
(e) OPNAVINST 5100.21A (NOTAL)  
(f) OPNAVINST 5100.23B  
(g) OPNAVINST 5102.1C  
(h) SECNAVINST 5520.3A

1. **Purpose.** To issue policy and establish procedures to eliminate or minimize mishaps during high-risk training.

2. **Background.** The mission of the Navy requires an aggressive training program that prepares personnel to perform professionally in both routine and high-risk activities. Training that exposes instructors or students to stressful and sometimes dangerous situations to meet training objectives is classified as high-risk training. For the purpose of this instruction, it is basic or advanced individual or team training conducted in formal Navy training programs which prepares officer and enlisted personnel to perform inherently stressful or dangerous military tasks. High-risk training includes, but is not limited to, aircrew, survival, parachute, fire-fighting, damage control, jungle, law enforcement and physical security, disaster preparedness, blaster, diver, explosive ordnance disposal, basic underwater demolition, sea-air-land (SEAL), and aviation water survival and rescue swimmer school. Participation in high-risk training does not necessarily imply that hazardous duty or incentive pay is justified or that the training is voluntary.

3. **Policy.** Planning and execution of high-risk training shall incorporate risk management that ensures safe training while providing the realism needed to fulfill fleet operational requirements within practical limits. This policy does not seek to eliminate all exposure to risk when such exposure is necessary to meet valid training objectives. Its purpose is to minimize unnecessary risk and allow completion of training in the safest possible manner. Additionally, all prospective high-risk training instructors (military and civilian) shall be physically and psychologically screened for suitability in accordance with this instruction prior to assuming their duties. The instructor suitability screening requirements of this instruction are waived for existing military and civilian high-risk instructors.

4. **Scope and Applicability.** This instruction is applicable to all naval activities responsible for the oversight, administration, or conduct of high-risk courses of instruction. For a complete list of Naval Education and Training Command (NAVEDTRACOM) high-risk training courses, refer to reference (a).

5. **Definitions and Procedures**

a. **Drop on Request (DOR).** When a student in a voluntary (as identified in the Catalogue of Navy Training Courses (CANTRAC)) high-risk training course desires to quit or "DOR", he/she need only make such intentions known. Training ceases immediately and the student is expeditiously removed from the training area. A written summary of action taken is entered in the student's service record and a copy maintained in the command's permanent files.

b. **Training Time Out (TTO).** In any training situation when a student or instructor expresses concern for personal safety or a need exists to clarify procedures or requirements, the student or instructor calls a TTO. When a student refuses to participate in training after additional instruction is provided, and the safety concern is resolved, or when excessive use of



0579L00561340

TTO occurs, he/she is removed from training for counseling or administrative processing, including removal from training if so indicated.

**c. Pre-Mishap Plan.** A pre-mishap plan is an emergency plan to be implemented in case of a mishap. Pre-mishap plans shall be developed for all high-risk training evolutions and shall include at a minimum: procedures for summoning medical and other appropriate emergency response teams; locations of first aid kits, fire extinguishers, and other on-site emergency equipment; procedures for emergency operation and/or shutdown of training equipment; and other data as appropriate. Pre-mishap plans are validated at least quarterly via procedural walk-throughs and annually by conducting realistic mishap simulations.

**d. Safety Review.** A safety review is a comprehensive review of high-risk training conducted by training, safety, and, as appropriate, medical personnel to ensure courses are being taught with minimum risk to students and instructors. Safety reviews include training near-miss and mishap data, curriculum and instructional techniques, and safety requirements incorporated into course curricula. Additionally, training records, student critiques, and instructor qualifications and evaluations are examined. Safety reviews are conducted at least annually by commanding officers and officers in charge of training activities and may be combined with other safety and training programs as long as all criteria are met.

## 6. Responsibilities

**a. Training Agents** (Commanders in Chief, Atlantic and Pacific Fleets (CINCLANTFLT and CINCPACFLT), Chief of Naval Education and Training (CNET), Commander, Naval Reserve Force (COMNAVRESFOR), Chief, Bureau of Medicine and Surgery (BUMED), and United States Naval Academy (USNA)) shall:

(1) Designate high-risk courses under their cognizance and submit a list of the courses by title and course identification number to the

Training Performance Evaluation Board (TPEB), Chief of Naval Education and Training, CNET, 250 Dallas Street, Pensacola, FL 32508-5220. Submit the original list within 30 days of receipt of this instruction. Submit updated lists as changes occur.

(2) Ensure subordinate training activities are conducting training following approved curricula unless waived in writing by the Curriculum Control Authority (CCA) (for CNET courses of instruction (COIs)) or type commanders (TYCOMs) (for non-CNET COIs).

(3) Ensure safety requirements of references (a) through (g), Personnel Qualifications Standards (PQS), Preventive Maintenance System (PMS), Technical Manuals, Naval Aviation Training and Operation Procedures Standardization (NATOPS) manuals, and other curricula source documentation are included in all high-risk courses conducted by subordinate commands.

(4) Ensure safety awareness training is incorporated into instructor training. Training shall include safety policy and directives, precautions in technical manuals and publications, and lessons learned from training related mishaps and injuries provided by the Naval Safety Center and other appropriate data sources.

(5) Develop and implement management oversight controls to ensure all training related recordable and reportable mishaps are analyzed and forwarded as specified in paragraph 6i(7).

(6) Determine training requirements for high-risk training safety officers at subordinate commands to include PQS, the High-Risk Safety Officer Course COI (J-493-3000), the Heat Stress Orientation COI (K-652-2202), and the Safety and Health Program Seminar (A-4A-0051).

(7) Review cognizant training facilities for possible implementation of heat stress programs.

b. BUMED shall:

(1) Maintain a databank of psychological testing results for use in screening prospective instructors. The primary personality test will be the NEO Personality Inventory.

(2) Direct an appropriate medical facility to manage the screening package consolidation, distribution, collection, review and archive. Naval Hospital (NAVHOSP) Pensacola has been designated as the inaugural facility for this program.

c. CNET shall:

(1) Fund procurement and maintenance of the stock of the screening packages.

(2) Develop and modify, as necessary, the Commanding Officer's Interview Guide for inclusion in the screening package.

d. Chief of Naval Personnel (BUPERS-4) shall:

(1) Conduct a review of the instructor nominee's record to ensure initial eligibility to include: conformance to physical fitness/body fat standards, no Non-Judicial Punishment (NJP) for the previous 36 months, and an overall performance evaluation of 3.6 or greater for 2 years.

(2) Notify the nominee's commanding officer, via naval message, that the nominee is being considered for high-risk instructor duty. Direct the commanding officer to administer the NEO Personality Inventory test and conduct a screening interview using the Commanding Officer's Interview Guide included in the NEO package.

(3) Include NAVHOSP Pensacola (Code 581) as action addressee on commanding officer's notification message. Upon receipt of this message, NAVHOSP Pensacola will forward a screening package containing the NEO

Personality Inventory and a Commanding Officer's Interview Guide to the nominee's command. The screening package will contain procedures for safeguarding the NEO Personality Inventory test results.

e. Naval Safety Center shall:

(1) Develop search/sort capability to allow retrieval of training related mishap cause data for use in trend analysis by training activities.

(2) Provide training activities with training related mishap data when requested.

(3) Provide a survey team to evaluate compliance with this directive and those set forth by the appropriate chain of command in the area of high-risk training. Additionally, provide a survey of the safe operation and maintenance of training equipment and facilities conducting high-risk training.

f. Commanding officers and officers in charge of naval activities shall:

(1) Ensure student candidate physical fitness and other prerequisites as prescribed in the CANTRAC for high-risk training courses.

(2) Send only volunteers to high-risk training courses that are designated as voluntary training in the CANTRAC.

(3) Ensure that members nominated for high-risk training instructor duty meet suitability qualifications per Article 10 of reference (b).

(4) Ensure that members nominated for high-risk training instructor duty are screened using the NEO Personality Inventory test received from NAVHOSP Pensacola. The test shall be administered and scored by onboard or local medical personnel following the instructions included in the package. Return the completed NEO Personality Inventory to NAVHOSP Pensacola via first class mail.

(5) Conduct a screening of nominees consisting of a review of personnel and medical records and an interview by the commanding officer or executive officer to help verify emotional stability and good judgment of potential instructors. A Commanding Officer's Interview Guide will be included in the psychological interview package. The commanding officer's interview will be the primary factor in determining the nominee's eligibility for high-risk instructor duty. The Commanding Officer's Interview Guide shall be disposed of locally.

(6) Inform BUPERS, via naval message (info BUMED and NAVHOSP Pensacola), of the commanding officer's recommendation.

g. CCA (CNET COIs) or TYCOMS (non-CNET COIs) shall:

(1) Ensure safety requirements of references (a) through (g), PQS, PMS, Technical Manuals, NATOPS Manuals, and other curricula source documentation are incorporated into curricula.

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

(3) Serve as approving authority for curricula waivers when standardized training is not feasible because of training site differences.

(4) Recommend changes to the CANTRAC when high-risk courses are developed, discontinued, or modified.

(5) Analyze training-related mishap data for all training courses and ensure courses with statistical irregularities and/or adverse trends are investigated.

h. Course Curriculum Model Manager (CCMM) (CNET COIs) or commanding officers of non-CNET training activities conducting high-risk training shall:

(1) Delete all high-risk training exercises determined to be nonessential for attainment of training objectives.

(2) Include DOR and TTO procedures in the curricula of high-risk courses.

(3) Include lessons learned and safety precautions as determined by applicable safety directives and mishap reports in curricula.

(4) Analyze training-related mishap data to determine if appropriate curricula or procedural modifications would reduce or eliminate mishap potential.

i. Commanding officers and officers in charge of training activities shall:

(1) Ensure that curricula safety requirements are in place and being strictly followed. Safety precautions may not be waived.

(2) Ensure training is conducted following only the approved curricula.

(3) Conduct safety reviews of all high-risk courses via quarterly procedural walk-throughs and a full exercise of pre-mishap plans annually.

(4) Include DOR provisions and TTO procedures in the curricula of high-risk courses, and ensure all students are briefed on TTO procedures and DOR provisions for **voluntary** high-risk training.

(5) Designate a qualified Naval Safety Officer as the High-Risk Training Safety Officer for oversight of high-risk courses. High-Risk Safety Officers should be qualified by experience and training, and satisfy the requirements of high-risk safety officer training as specified by the appropriate training agent. In activities where personnel manning does not include a full-time Safety Officer billet, a collateral duty High-Risk Course Safety Officer or Safety Petty Officer will be designated.

(6) Ensure all training-related first aid, medical treatment, and lost-time injury mishaps are investigated, recorded, and reported in accordance with reference (f). Send all training-related reportable mishaps (including lost time and termination of training) via Personnel Injury/Death (PID) or Material/Property Damage (MPD) report to the Naval Safety Center in accordance with reference (g). Send all training-related recordable mishaps (including training-related first aid and medical treatment) to the CCA, CCMM or TYCOM, as appropriate. All training-related recordable reports shall include applicable safety lessons. They may be consolidated and sent quarterly unless otherwise specified. Investigation of training-related mishaps shall take priority over other duties. Immediately notify the nearest Naval Investigative Service of any training death as required by reference (h).

(7) Establish a mishap analysis program to examine training near-miss and mishap data as well as student critique feedback on unsafe conditions and practices in high-risk training courses. Mishap analysis should be closely aligned with the training staff to enable new "lessons learned" to be expeditiously incorporated into the conduct of high-risk training.

(8) Ensure students meet Navy fitness standards and any other medical qualifications prescribed in the CANTRAC before beginning training. When high-risk training will be conducted and formal requirements are not yet specified, a risk factors screening required for the physical readiness test shall be conducted before a student may participate in training. Any student answering "yes" to a risk factor screening question shall receive medical evaluation and counseling before beginning training.

(9) Establish internal controls to ensure high-risk course instructors and supervisors are aware at all times of changes in their students' medical status that would limit or preclude participation in high-risk training. Students

medically evaluated as physically or psychologically unfit or unsuited for high-risk training shall be removed from training until medical clearance to return to duty is received. Instructors shall also be advised of students who may warrant close observation, such as students set back due to remediation, performance, or medical reasons.

(10) Ensure student critiques of high-risk training are designed to assist in identifying training and safety weaknesses. Critique forms shall be structured to solicit unbiased, specific assessments of safety and training conditions and practices, individual instructors, and nonclassroom instruction.

(11) Establish a quarterly evaluation program to assess high-risk course instructors in both the classroom and non-classroom setting to ensure instructors are conducting training properly and safely. Evaluations of lecture, laboratory, and field situations shall be directly proportional to instructor time devoted to each setting to ensure evaluations of instructors outside the classroom are representative of the time actually spent in nonclassroom training.

(12) Ensure high-risk course instructor candidates have completed all training requirements, including safety awareness training, before assuming instructor responsibilities. In addition, the psychological screening requirements outlined herein shall be completed.

(13) In the case of civilian high-risk instructors, the NEO Personality Inventory and commanding officer's interview shall be administered as part of the hiring process. Notify NAVHOSP Pensacola (Code 581) to obtain a screening package when required to interview civilian high-risk instructor candidates.

(14) Recommend that each command conducting high-risk training request that the Naval Safety Center Training Safety Programs Division perform a High-Risk Training Safety Survey once every 3 years.

j. High-Risk Training Safety Officers shall:

(1) Be familiar with high-risk curricula objectives, including approved training procedures, safety precautions, emergency procedures, and training facilities and equipment.

(2) Observe high-risk training evolutions, including instructor training, and assess compliance with approved training procedures, safety precautions, and emergency procedures.

(3) Investigate all training mishaps, near-misses, and injuries, and determine if inadequate training procedures, safety precautions, emergency procedures, facilities, or equipment contributed to the mishap/injury.

(4) Maintain a record of all mishaps and near-misses in accordance with reference (g).

(5) Keep the commanding officer advised of training mishap/injury investigation results and recommend corrective action.

R. K. U. KIHUNE  
Director Of Naval Training

**Distribution:**  
**SNDL Parts 1 and 2**

**Chief of Naval Operations**  
**(Code N09B34)**  
**Navy Department**  
**Washington, DC 20350-2000 (240 copies)**

**SECNAV/OPNAV Directives Control Office**  
**901 M Street SE, Building 200**  
**Washington, DC 20374-5074 (60 copies)**

**Stocked:**  
**Naval Aviation Supply Office**  
**Physical Distribution Division, Code 103**  
**5801 Tabor Avenue**  
**Philadelphia, PA 19120-5099 (500 copies)**