

OPNAVINST 3710.7R
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3.6 AIRCREW COORDINATION

The objective of the Aircrew Coordination Training (ACT) Program is to integrate the instruction of specifically defined behavioral skills throughout Navy and Marine Corps aviation training, and to integrate the effective application of these behavioral skills into operational aviation procedures wherever appropriate. ACT will increase mission effectiveness, minimize crew preventable error, maximize aircrew coordination, and optimize risk management.

Commanders shall ensure that all personnel whose duties involve flying as an aircrew member in naval aircraft receive ACT. ACT shall be conducted annually in accordance with OPNAVINST 1542.7A, including an academic portion and a flight/simulator evaluation. Annual recurrency training shall be recorded in the NATOPS jacket on form OPNAV 3760/32 in Section III, Part A.

3.6.1. Critical Behavioral Skills

The critical behavioral skills which form the basis of act are:

- a. Decision Making — The ability to choose a course of action using logical and sound judgment based on available information. Effective decision-making requires:
 - (1) Assessing the situation
 - (2) Verifying information
 - (3) Identifying solutions
 - (4) Anticipating decision consequences
 - (5) Making the decision
 - (6) Telling others of the decision and rationale
 - (7) Evaluating the decision.

- b. Assertiveness — An individual's willingness to actively participate, state, and maintain a position, until convinced by the facts that other options are better. Assertiveness is respectful and professional, used to resolve problems appropriately, and to improve mission effectiveness and safety.

- c. Mission Analysis — The ability to develop short-term, long-term, and contingency plans and to coordinate, allocate, and monitor crew and aircraft resources. Effective planning leads to flight conduct that removes uncertainty, increases mission effectiveness, and enhances safety.

- d. Communication — The ability to clearly and accurately send and acknowledge information, instructions, or commands, and provide useful feedback. Effective communication is vital to ensure that all crewmembers understand aircraft and mission status.

- e. Leadership — The ability to direct and coordinate the activities of other crewmembers or wingmen, and to encourage the crew to work together as a team. There are two types of leadership:
 - (1) Designated Leadership — Leadership by authority, crew position, rank, or title. This is the normal mode of leadership.

 - (2) Functional Leadership — Leadership by knowledge or expertise, Functional leadership is temporary and allows the most qualified individual to take charge of the situation.

f. **Adaptability/Flexibility** — The ability to alter a course of action based on new information, maintain constructive behavior under pressure, and adapt to internal and external environmental changes. The success of a mission depends upon the the crews ability to alter behavior and dynamically manage crew resources to meet situational demands.

g. **Situational Awareness** — The degree of accuracy by which one's perception of the current environment mirrors reality. Maintaining a high level of situational awareness will better prepare crews to respond to unexpected situations.

3.6.2. Loss of Aircrew Coordination. The loss of aircrew coordination often results in one or more of the following manifestations:

- a. Fixation on one task to the detriment of others
- b. Confusion
- c. Violation of NATOPS/flight minimums
- d. Violation of SOP
- e. No one in charge
- f. No lookout doctrine
- g. Failure to meet mission/planning milestone
- h. Absence of communication.

3.6.3. Enhancing Aircrew Coordination. To enhance aircrew coordination awareness and standardization, ACT Curriculum model managers and NATOPS model managers shall coordinate to monitor the practice of ACT behaviors in all phases of flight.