



CRM Instructional Model Manager Assist Visit Checklist

Curriculum Program Manager _____ Unit _____
IMM Team Member(s) _____ Date _____

1. Does the Program Manager have all current applicable instructions on hand?
(OPNAVINST 1542.7C, 3710.7S, and MCO P3500.14 [NOTAL])

Yes No N/A

Comments: _____

2. Is the Program Manager a graduate of the IMM's CRM Instructors Course?
Ref: OPNAVINST 1542.7C.

Yes No N/A

Comments: _____

3. Is the Program Manager designated in writing by the FRS Commanding Officer?
Ref: OPNAVINST 1542.7C, encl (1), para 7.; OPNAVINST 3710.7S.

Yes No N/A

Comments: _____

4. Has the Program Manager submitted a Program Management Plan via the CRM
website to their respective Controlling Custodian, CNO (N889F3),
NAVAIRSYSCOM (PMA-205), and the CRM IMM? Is the annual plan
submitted no later than 31 July for the next fiscal year?
Ref: OPNAVINST 1542.7C, para 8.g.

Yes No N/A

Comments: _____

5. Does the Program Management Plan include all the required information?
Ref: OPNAVINST 1542.7C, para 8.g.(1).

Yes No N/A

Comments: _____

6. Does the Program Manager ensure that the curriculum is reviewed and updated
as necessary?

Yes No N/A

Ref: OPNAVINST 1542.7C, para 8.g(2).
Comments: _____

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|-----|---|-----|----|-----|
| 7. | Does the Program Manager maintain and disseminate a standardized CRM training program for their T/M units?
Ref: OPNAVINST 1542.7C, para 8.f.(2).
Comments: _____

_____ | Yes | No | N/A |
| 8. | Has the Program Manager participated in contractor development of the T/M specific integrated CRM program?
Ref: OPNAVINST 1542.7C, para 8.f.(1).
Comments: _____

_____ | Yes | No | N/A |
| 9. | Has the Program Manager requested via the Controlling Custodian an standardization assist visit from the CRM IMM within the last 18 months.
Ref: OPNAVINST 1542.7C, para 8.f..
Comments: _____

_____ | Yes | No | N/A |
| 10. | Does the Program Manager maintain an adequate number of designated CRM instructors to provide for qualification of CRM facilitators and to perform CRM curriculum model manager functions?
Ref: OPNAVINST 1542.7C, para 8.f.(5); encl. (2).
Comments: _____

_____ | Yes | No | N/A |
| 11. | Does the Program Manager provide CRM facilitator training to fleet squadrons and contract instructors as applicable?
Ref: OPNAVINST 1542.7C, para 8.f.(3)
Comments: _____

_____ | Yes | No | N/A |
| 12. | Does the Program Manager provide CRM materials to the IMM for review?
Ref: OPNAVINST 1542.7C, para 8.g.(3)
Comments: _____

_____ | Yes | No | N/A |
| 13. | Have all CRM Instructors successfully completed the IMM's CRM Instructors Course, CRM Facilitators Course, and are they designated by the Commanding Officer?
Ref: OPNAVINST 1542.7C, encl (1), para 8.; OPNAVINST 3710.7S.
Comments: _____

_____ | Yes | No | N/A |

14. Are all CRM Instructors NATOPS qualified 0-3/E-5 or above? Yes No N/A
 Ref: OPNAVINST 1542.7C, encl (1), para 8.
 Comments: _____

15. Has the Commanding Officer established minimum experience levels for CRM Facilitators? Do all CRM Facilitators meet these requirements? Yes No N/A
 Ref: OPNAVINST 1542.7C, encl (1), para 9.
 Comments: _____

16. Have all CRM Facilitators successfully completed the CRM Facilitators Course provided by an CRM Instructor for the applicable T/M aircraft? Yes No N/A
 Ref: OPNAVINST 1542.7C, para 7.g., encl (1), para 9.
 Comments: _____

17. Are all CRM Facilitators designated in writing by the unit Commanding Officer to conduct CRM initial and recurrency ground training, and flight evaluations? Yes No N/A
 Ref: OPNAVINST 1542.7C, para 8.i., encl (1), para 9; OPNAVINST 3710.7S, para 3.5.4
 Comments: _____

18. Does the Program Manager maintain a current POC listing of all Fleet and FRS Facilitators that includes: name, command, and current billet? Yes No N/A
 Ref: OPNAVINST 1542.7C, para 8.f.
 Comments: _____

19. Is there an adequate number of CRM Facilitators at the FRS and each Fleet unit? Yes No N/A
 Ref: OPNAVINST 1542.7C, para 8.f.
 Comments: _____

20. Is the CRM Facilitators Course conducted by a designated T/M CRM Instructor? Yes No N/A
 Ref: OPNAVINST 1542.7C, para 7.f.
 Comments: _____

21. Is the CRM Facilitators Course T/M specific and does it include: CRM history, seven critical skills, OPNAVINST 1542.7C, CRM program administration, CRM instruction and evaluation techniques? Yes No N/A
 Ref: OPNAVINST 1542.7C, para 8.g.
 Comments: _____

22. Is the CRM Facilitators Course offered on a regular basis to FRS instructors and Fleet units to support the Program Management Plan? Yes No N/A
 Ref: OPNAVINST 1542.7C, para 8.g.
 Comments: _____

23. Are all materials used in CRM training reviewed by the CRM Curriculum Model Manager? Yes No N/A
 Ref: OPNAVINST 1542.7C, para 8.f.(2).
 Comments: _____

24. Are materials that are distributed to facilitators for use during CRM training in a standardized format? Yes No N/A
 Ref: OPNAVINST 1542.7C, para 8.f.(2).
 Comments: _____

25. Are facilitators provided with adequate training materials to conduct initial and recurrency ground training, and flight evaluations? Yes No N/A
 Ref: OPNAVINST 1542.7C, para 7.f.
 Comments: _____

26. Do the CRM training materials developed by the Program Manager support the instructional strategies of information, demonstration, practice and feedback? Yes No N/A
 Ref: OPNAVINST 1542.7C, encl (1).
 Comments: _____

27. Is annual recurrency training T/M specific and does it include: CRM history, seven critical skills, OPNAVINST 1542.7C, a T/M specific case study or scenario, and a flight evaluation conducted by a CRM Instructor of Facilitator? Yes No N/A
 Ref: OPNAVINST 1542.7C, para 7.b.
 Comments: _____

28. Is CRM training documented correctly? Yes No N/A
 Ref: OPNAVINST 1542.7C, para 7.h.
 Comments: _____

29. Has initial CRM training been conducted during undergraduate training or FRS training leading to T/M designation? Yes No N/A
 Ref: OPNAVINST 1542.7C, para 7.b.
 Comments: _____

30. In those instances where formal FRS or equivalent training is not available, has initial CRM been conducted at the squadron? Yes No N/A
 Ref: OPNAVINST 1542.7C, para 7.b.
 Comments: _____

31. Is the expiration date of annual flight recurrency training the last day of the month the flight evaluation was completed plus one year? Yes No N/A
 Ref: OPNAVINST 1542.7C, para 7.c.
 Comments: _____

32. Has the ground training portion of the annual recurrency training been completed IAW OPNAVINST 1542.7C? (required training subjects, ground training current when flight evaluation is flown) Yes No N/A
 Ref: OPNAVINST 1542.7C, para 7.c.
 Comments: _____

33. Are extensions of the CRM expiration date that have been granted by the Commanding Officer within the 90 days after return from a deployment? Yes No N/A
 Are these extensions documented properly?
 Ref: OPNAVINST 1542.7C, para 7.i.(1); figure 1.
 Comments: _____

34. Have personnel who perform duties as an aircrew member in more than one T/M aircraft received initial CRM in each T/M aircraft? Has full annual recurrency training been conducted in at least one T/M aircraft and modified recurrency training conducted for all other T/M aircraft? Yes No N/A
 Ref: OPNAVINST 1542.7C, para 7.d.
 Comments: _____

