



CRM Instructional Model Manager
Assessment Checklist

**CREW RESOURCE
MANAGEMENT**
*"Supporting Mission Effectiveness
Through Enhanced Aircrew Performance"*

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

Qualified (Q) – Item is recognized in compliance with the CNAFINST 1542.7E.
Conditionally Qualified (CQ) – One or more areas need improvement before it can be considered standard per the CNAFINST 1542.7E.
Unsatisfactory (U) – Item does not meet requirements of the CNAFINST 1542.7E.
Not Applicable (NA) – Item is not required by current instruction/not applicable to program

PROGRAM MANAGEMENT

Program Manager (PM)

1. **Does the PM have all current applicable instructions on hand to include CNAFINST 1542.7 (series) and a T/M/S-specific CRM SOP?** Q CQ U

Ref: CNAFINST 1542.7E, para 8.g (1)

Comments: _____

Q – The PM has the current CNAF instruction and has developed and disseminated their own T/M/S-specific CRM SOP.

CQ – The PM has a T/M/S-specific SOP, but is outdated or incomplete.

U – The PM does not have the CNAF and/or T/M/S-specific SOP instructions.

2. **Is the PM a graduate of the CRM Instructor Course?** Q CQ U

Ref: CNAFINST 1542.7E, para 7.f, 8.f (1)

Comments: _____

Q – The PM has attended the CRMI Course and the certificate is documented in NATOPS jacket.

CQ – The PM is either missing documentation in NATOPS jacket or is unable to produce their certificate. IMM is able to verify attendance via a class roster.

U – PM has not attended CRMI Course or no proof of attending the CRMI course exists.

CRM Instructional Model Manager
Assessment Checklist

3. **Is the PM designated in writing by the CMM?** Q CQ U

Ref: CNAFINST 1542.7E, para 8.f (1)

Comments: _____

Q – PM designation and any APM designations are easily referenced. Date of designation is prior to PM acting in the capacity of PM.

CQ – Incomplete/incorrect designation letter.

U – PM does not have a designation letter, or cannot find their designation letter.

4. **Does the PM maintain the required number of designated CRMIs as per Encl (4)?** Q CQ U

Ref: CNAFINST 1542.7E, para 8.g (4); Encl. (4)

Comments: _____

Q – PM has the required number of CRMIs and has proper designation of all CRMIs.

CQ – Incomplete or needs improvement. Errors in designation paperwork.

U – PM does not have the required number of CRMIs.

5. **Does the PM maintain a current POC listing of all T/M/S CRM ULMs, T/M/S CRMIs, and their unit T/M/S CRMFs including: name, command, phone number, email, and PRD/PCS?** Q CQ U

Ref: CNAFINST 1542.7E, para 8.g (8)

Comments: _____

Q – PM maintains current POC listing and makes regular contact with ULMs and APMs (as required).

CQ – The PM has a POC listing but it is either incomplete or has not been updated.

U – PM does not have a POC listing.

CRM Instructional Model Manager

Assessment Checklist

6. **Does the CMM/PM conduct required assessments for ULM CRM programs, not to exceed an 18-month cycle?** Q CQ U

Ref: CNAFINST 1542.7E, para 8.g (6)

Comments: _____

Q – Assessments occur at least every 18 months (typically concurrent with unit NATOPS evaluation), a standardized checklist is used, and results are debriefed with unit CO. Previous ULM assessment results are easily referenced. If assessment timeline is extended to 24 months, a waiver has been signed by CNAF N455.

CQ – Incomplete or needs improvement.

U – One or more of the CNAF requirements are not met.

7. **Does the PM coordinate with the T/M/S NATOPS model manager to integrate CRM behaviors into NATOPS publications?** Q CQ U

Ref: CNAFINST 1542.7E, para 8.g (5)

Comments: _____

Q – Thorough and current CRM integration exists in community CRM/NATOPS procedures and publications. If able, PM attends NATOPS conferences and provides inputs related to CRM.

CQ – Incomplete or needs improvement.

U – PM and NATOPS model manager do not coordinate. CRM has not been integrated into NATOPS publications.

8. **Does CMM/PM maintain copies of previous IMM assessments?** Yes No

While not instructionally required, copies of previous assessment reports and IMM completed checklists are easily referenced. Recommended to maintain previous 3 assessments.

Comments: _____

CRM Instructional Model Manager
Assessment Checklist

CRM Instructor (CRMI)

9. **Are all CRMIs NATOPS qualified, graduates of the CRMI Course, previously designated as a CRMF in T/M/S, and designated as CRMI in T/M/S by the CMM?** Q CQ U

Ref: CNAFINST 1542.7E, para 7.f , 8.f

Comments: _____

Q – All CRMIs have course completion certificate, CMM signed designation letter, and CRMI course date logged in NATOPS jacket. PM maintains copies of all CRMI designations and are easily referenced. CRMIs were properly designated as CRMF in T/M/S prior to becoming a CRMI.

CQ – Incomplete documentation or item needs improvement.

U – CRMI tracking, qualification and designation is not sufficient. Individuals have been acting in the capacity of a CRMI without proper qualification or documentation.

CRM Facilitator (CRMF)

10. **Have all CRMFs completed T/M/S CRMF syllabus and been designated by the unit level Commanding Officer to conduct CRM ground training and flight evaluations?** Q CQ U

Ref: CNAFINST 1542.7E, para 7.e

Comments: _____

Q – PM maintains a T/M/S specific CRMF syllabus. All CRMF ground training, flight training, and designations are logged properly and easily referenced in the individual’s NATOPS jacket.

CQ – Incomplete documentation or item needs improvement.

U – One or more of CNAF requirements are not met. CRMF training syllabus or designation process is not sufficient.

CRM Instructional Model Manager
Assessment Checklist

CRM Unit Level Manager (ULM)

11. Are all CRM ULMs either a CRMI or CRMF and designated as the ULM by the unit level Commanding Officer? Does the PM maintain ULM designation letters? Q CQ U

Ref: CNAFINST 1542.7E, para 8.g (9), 8.h (1)

Comments: _____

Q – ULMs meet all requirements and designation is completed properly. PM maintains copies of all ULM designations and are easily referenced.

CQ – Incomplete or needs attention. PM is missing ULM designations, but ULM is properly qualified.

U – A unit does not have a ULM or a ULM does not meet the CNAF requirements.

Civilian Aircrew Members/Instructors

12. Are all civilian staff who conduct CRM ground training and/or flight evaluations qualified as a CRMI or CRMF? Q CQ U N/A

Ref: CNAFINST 1542.7E, para 7.e, 7.f, 7.i, 8.g (8)

Comments: _____

Q – Civilian staff are properly qualified. PM has copies of all of civilian CRMI or CRMF designation letters and are easily referenced.

CQ – Incomplete paperwork or tracking.

U – Civilians are not CRMF or CRMI qualified and are conducting CRM training. Civilians are not using CMM approved ground training material.

N/A – Civilian aircrew members/instructors do not conduct CRM training.

13. Are all civilians, in a flight status, who conduct flight training maintaining CRM qualifications as applicable? Q CQ U N/A

Ref: CNAFINST 1542.7E, para 7.d, 7.i, 7.l

Comments: _____

Q – PM has documentation of civilians in a flight status attending CRM initial and recurrent training. Civilians are maintaining currency in T/M/S or SBT. Documents are typically in a NATOPS jacket.

CQ – Incomplete or needs attention.

U – Civilian CRM qualifications are out of date or not present and they have been acting as aircrew.

N/A – Civilian instructors are not in a flight status.

CRM Instructional Model Manager
Assessment Checklist

17. **Are extensions (when applicable) documented correctly?** Q CQ U N/A

Ref: CNAFINST 1542.7E, para 7.k, 7.m, and Encl. (3)

Comments: _____

- Q** – Documentation is accurate with specific training plan for expired individuals.
- CQ** – Extension request was incomplete or incorrectly completed.
- U** – No extension exists for expired aviators or is not requalified within the 90 day time frame.
- N/A** – Extensions are not applicable/extensions are not required at this time.

TRAINING

Review all media and training materials used for Initial, Annual, and CRMF training.

1. **Have personnel who perform duties as aircrew in more than one T/M/S received initial CRM in each T/M/S? Has full annual currency training been conducted in at least one T/M/S and modified re-currency training been conducted for all other T/M/S?** Q CQ U N/A

Ref: CNAFINST 1542.7E, para 7.g, Encl. (3)

Comments: _____

- Q** – CMM approved initial CRM ground training for each T/M/S is conducted before flight and documented appropriately. Full annual CRM ground training is given in at least one T/M/S, in addition to an abbreviated recurrent ground training provided for additional aircraft series. Additional T/M/S training shall consist of a series-specific case study or scenario at a minimum.
- CQ** – Incomplete or needs attention.
- U** – One or more of the CNAF requirements are not met.
- N/A** – Unit maintains only one T/M/S.

2. **Does the PM maintain and disseminate a standardized CRM initial, annual, and facilitator ground training program for their T/M/S units?** Q CQ U

Ref: CNAFINST 1542.7E, para 8.g

Comments: _____

- Q** – PM disseminates regularly updated and customized T/M/S specific materials (Initial, Annual and CRMF) approved by CMM. PM takes feedback from ULMs to update the training material regularly.
- CQ** – Incomplete or needs attention.
- U** – PM does not provide or disseminate T/M/S specific training materials to units. ULMs/CRMIs/CRMFs are not using CMM approved CRM training.

CRM Instructional Model Manager

Assessment Checklist

3. **Do prospective CRMFs receive CRM ground training from a CRMI, facilitate a CRM ground training under the instruction of a CRMI, and conduct a CRM flight evaluation under the instruction of a CRMI?** Q CQ U

Ref: CNAFINST 1542.7E, para 7.e (2), 8.g (3), Encl (3)

Comments: _____

Q – Prospective CRMFs complete all applicable training in accordance with this instruction and local T/M/S CRM SOP and properly document on enclosure (3).

CQ – Incomplete or needs attention.

U – One or more CNAF requirements are not met. CRMFs are not properly qualified.

4. **Does the PM review and update the CRM curriculum to reflect current missions, aircraft configuration, integration of CRM behavioral skills, and current relevant HAZREPS / SIRs?** Q CQ U

Ref: CNAFINST 1542.7E, para 8.g (2)

Comments: _____

Q – PM updates curriculum to reflect current missions, configurations, and trends.

CQ – Incomplete or needs attention.

U – CRM curriculum is not current or relevant. CRM issues and trends are not shared to units under the PM’s cognizance.

5. **Is CRM initial and annual ground training tailored toward various experience levels?** Q CQ U

Ref: CNAFINST 1542.7E, para 7.c, 7.d

Comments: _____

Q – Initial and Annual CRM curriculum meets all requirements and are tailored to different experience levels.

CQ – Incomplete or needs attention.

U – Initial or Annual CRM ground training does not meet CNAF requirements.

CRM Instructional Model Manager

Assessment Checklist

6. **Is the PM collecting CRM trends from the fleet?** Q CQ U

Ref: CNAFINST 1542.7E, para 7.c (1), 7.d (2) (4)

Comments: _____

Q – PM ensures flow of pertinent CRM and TEM issues to all units under their cognizance. PM has a mechanism for collecting and implementing fleet trends.

CQ – Incomplete or needs attention.

U – PM does not collect recent trends from the community.

7. **Observe a local command’s CRM training:** Q CQ U

Initial Annual CRMF

Conducted by CRMI/CRMF (*All*): Y N _____

Seven Critical Skills (*All*): Y N _____

TEM (*All*): Y N _____

T/M/S Specific Case Study (*All*): Y N _____

CRM History (*Initial/CRMF*): Y N N/A _____

CRM Barriers/Challenges (*Initial*): Y N N/A _____

CRM Integration/Aircraft Automation (*Initial/CRMF*): Y N N/A _____

Community CRM Trends (*Annual*): Y N N/A _____

Program Administration/Facilitation/Evaluation Techniques (*CRMF*): Y N N/A _____

Comments: _____

Q – Training in compliance with this instruction and T/M/S CRM SOP. Group participation was encouraged and CRMI/CRMF facilitated good CRM discussion. Curriculum was CMM approved, current and relevant.

CQ – Incomplete or needs attention.

U – Training does not meet CNAF requirements. CRMI/CRMF did not use approved curriculum.

8. **Observe CRM evaluation being conducted (sim/flight/brief) if available:**

Comments: _____

CRM Instructional Model Manager
Assessment Checklist
GRADING

Grading Scale: At this time, the IMM will tally the number of grades throughout the overall CRM Assessment Checklist. To receive an overall grade of Qualified (Q), there must be four or less Conditionally Qualified (CQ) items and no Unsatisfactory (U) items. Five to eight total CQ items or one U item will result in an overall grade of CQ. More than one U item; or more than eight CQ items; or one U and more than four CQ items will result in an overall grade of U.

Overall Grade of Conditionally Qualified (CQ): If a program receives an overall grade of Conditionally Qualified (CQ), Program Managers have 90 days from the completion of the assessment to correct any deficiencies, at which point the PM will coordinate with the IMM to evaluate the corrected items. Failure to correct any CQ or U items will result in the program maintaining a grade of CQ grade until the next assessment cycle.

Overall Grade of Unsatisfactory (U): If a program receives an overall grade of Unsatisfactory (U), Program Managers have 90 days from the completion of the assessment to correct any deficiencies. Depending on the nature of the deficiencies, the CRM DH and CNAF N455 will determine the required nature of the re-assessment (virtual, in person, etc.). If it is deemed that the re- assessment warrants an in-person visit, the unit being assessed will be responsible for funding IMM travel/expenses. Failure to correct any CQ or U items will result in the program maintaining a grade of U until the next assessment cycle.

CRM Assessment Checklist

Number of CQ	
Number of U	

0 – 4 items graded (CQ) = Qualified (Q)

1 item graded (U) = Conditionally Qualified (CQ)

5 – 8 items graded (CQ) = Conditionally Qualified (CQ)

>1 items graded (U) = Unsatisfactory (U)

>8 items graded (CQ) = Unsatisfactory (U)

1 item graded (U) & >4 items graded (CQ) = Unsatisfactory (U)

OVERALL:

QUALIFIED (Q) **CONDITIONALLY QUALIFIED (CQ)** **UNSATISFACTORY (U)**

Q – The CRM program in place is in compliance with CNAF requirements.

CQ – The CRM program in compliance pending correctable deviations. Once corrected, the IMM will change the program’s status to Q.

U – The CRM program is failing to meet CNAF requirements. Once deficiencies are corrected, IMM will re-assess CRM program.

CRM Instructional Model Manager
Assessment Checklist

Additional Notes/Comments: