

AIR SUPPORT DIVISION

ORDER NO. 1, 2018
16.1

February 13, 2018

TO: All Air Support Division Personnel

FROM: Commanding Officer, Air Support Division

SUBJECT: FATIGUE

BACKGROUND: Air Support Division's (ASD) safety program relies on all of its personnel to act as stakeholders to ensure the program is successful and continues to improve. The three primary factors that affect the safety of flight are: human, machine, and environment. The most variable and crucial of these is the human factor, that is, the crewmember. In order to enhance the crewmember's ability to operate safely and meet mission objectives, strategies to manage fatigue must be adopted to eliminate causes that could impair optimal performance.

Air Support Division, like most divisions in the Department, has personnel that work around the clock. This presents a significant flight safety risk as humans are designed to sleep during the night. Aircrews must ensure they obtain sufficient hours of sleep to perform at optimal levels, at any hour of the day.

The Federal Aviation Administration defines fatigue as follows: "*A condition characterized by increased discomfort with lessened capacity for work, reduced efficiency of accomplishment, loss of power or capacity to respond to stimulation and is usually accompanied by a feeling of weariness and tiredness.*" Less sleep translates to more rapid performance degradation.

The symptoms and signs of fatigue include:

- Erosion of complex decision making
- Impaired communication
- Crewmembers become less attentive
- Decreased vigilance
- Increased tolerance for error and risk
- Increased reaction time
- Risk of microsleep increases

PROCEDURE: In support of ASD's safety program, and consistent with the aviation safety culture, "controlled rest" is a valuable tool to ensure optimal performance is maintained at all times. The principle of controlled rest is to allow flight crewmembers to boost alertness and energy, and to mitigate the symptoms of fatigue. The purpose is to improve alertness levels during periods of high workload, such as a low altitude perimeter during early morning hours.

Controlled rest is an exception, not the rule, and must be narrowly applied to avoid misuse or abuse. It is intended as a response to unintended fatigue experienced during operations. It is not a substitute for proper pre-flight sleep, nor is it to be used as a part of normal crew procedures. It is a last-layer strategy intended as a countermeasure to fatigue to improve performance and prevent attention lapses and the critical microsleeps-periods of sleep that last only several seconds and often are not recognized.

Controlled rest must not exceed 30 minutes and must be completed 35 minutes prior to flight.

OFFICER RESPONSIBILITIES. Employees shall report to work fit for duty. Aircrews are ultimately responsible for ensuring they receive adequate sleep to mitigate or eliminate the negative consequences associated with fatigue. The pilot-in-command (PIC), along with the Tactical Flight Officer, must ensure he/she is not suffering the effects of fatigue that would impair one's capacity to perform his/her duties in flight. The PIC will make the final decision as to whether any crewmember, including the pilot, is suitable for flight.

If an employee is unfit for flight due to fatigue, it is the responsibility of that employee to immediately notify the watch commander to determine if controlled rest is reasonable and available.

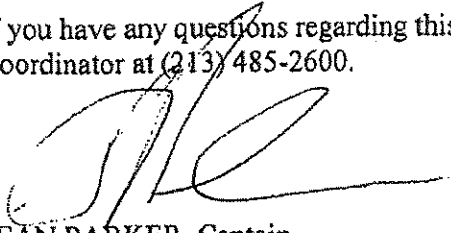
WATCH COMMANDER'S RESPONSIBILITIES. The watch commander must manage fatigue that would impair a crewmembers' ability to perform their duties at an optimal level. When the watch commander is made aware of crewmember fatigue, he/she may use controlled rest in an effort to reduce the risks of fatigue. When controlled rest is utilized, the watch commander must provide supporting rationale in the Watch Commander's Log and include the:

- Name of the concerned employee;
- Name and serial number of the supervisor approving the rest;
- Interval of time used during the event, ensuring no more than 30 minutes of rest; and
- Time that controlled rest was completed, ensuring the rest is completed 35 minutes prior to flight

Watch commanders are reminded that controlled rest must be narrowly applied and strictly used. In the event controlled rest proves ineffective, or is likely to be ineffective, and a crewmember is unable to perform the duties of flight, the watch commander may consider alternate administrative procedures, such as using sick time to place the employee off-duty.

Note: Watch commanders and supervisors are reminded that the use of controlled rest is an exception and must be proper and reasonable. Any misuse must be addressed using established Department processes to ensure employee accountability.

If you have any questions regarding this issue, please contact the Air Support Division's Safety Coordinator at (213) 485-2600.



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Commanding Officer
Air Support Division