

# ***Headquarters U.S. Air Force Safety***

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*Safeguard Airmen/Guardians - Protect Resources - Enable Mission Success*

## **DoD HFACS 8.0 AFSAS How-To**



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# Overview

- **Summary of Changes**
- **Entering HFACS codes into AFSAS**
- **Incorporating HFACS into the Factor text.**



# Summary of Changes

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- **DoD HFACS 8.0 is now live in AFSAS**
  
- **HFACS 8.0 codes will be entered on the Factors page in AFSAS (HFACS page removed)**
  - **Supporting information from the investigation that led to selection of specific HFACS codes should be included in the factor narrative.**
  - **HFACS 8.0 codes (such as AE107) do not need to be directly stated in the Factor narrative text.**
  - **On the printed report, HFACS 8.0 codes will be shown immediately following the Factor narrative and determination.**



# HFACS 8.0 Transition

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- DoD HFACS 8.0 is now live in AFSAS
  - Reports with event date before 1 Apr 2023 will use HFACS 7.0
  - Reports with event date after 1 Apr 2023 will use HFACS 8.0
- The DoD HFACS 8.0 guide and additional documents/presentations with information on the HFACS 8.0 transition can be found at:  
<https://www.safety.af.mil/Divisions/Human-Performance-Division/HFACS/>



# ***HFACS 8.0 In Written Report***

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- **Consistent with SIB SIO Go Package guidance:**
  - **Do not include HFACS codes in the factor narrative. Instead, enter applicable factor and causal factor HFACS codes in AFSAS direct code entry fields.**
  - **Do not enter HFACS codes for NFWODs in AFSAS.**
  - **When applicable, human factors terminology should be used in the factor narrative to help explain human actions. (For instance, do not write the code PC101 Inattention. Rather, provide supportive statements in the text that describe how inattention contributed)**
  
- **Subsequent slides describe changes to how DoD HFACS 8.0 codes are entered in AFSAS.**



# *Entering HFACS 8.0 Codes*

- **The following slides contain step-by-step instructions for entering HFACS codes with the changes incorporated for DoD HFACS 8.0.**
  - **Screenshots are from the AFSAS Simulator.**
  
- **Under HFACS 8.0, codes will be entered on the Factors page in AFSAS.**
  - **This presentation does not include guidance on generating Factors. Please see the Factors support document in the SIB Go Package for additional information on writing Factors.**



# Entering HFACS 8.0 Codes

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- Go to the Factors homepage from the left menu and select Modify Factor for the factor to which you intend to apply HFACS codes.

Qualifications	0	0	0	0	<input type="checkbox"/> Not Applicable
Quality Assurance	1	0	0	1	<input checked="" type="checkbox"/> Addressed
Risk Management	0	0	0	0	<input type="checkbox"/> Not Applicable
Supervision / Management	0	0	0	0	<input type="checkbox"/> Not Applicable
Training	0	1	0	1	<input checked="" type="checkbox"/> Addressed
Other	0	0	0	0	<input type="checkbox"/> Not Applicable

  

ACTION	NUMBER	FACTOR TITLE	CATEGORY	FAC COUNT	INVESTIGATIVE AREA	DETERMINATION	ASSOCIATED FINDINGS	NARRATIVE
	1	Spatial Disorientation	Human	5	Physiological	Causal Factor	--	
	2	Training	Human	1	Training	Factor	--	
	3	Supervision	Human	1	Quality Assurance	Causal Factor	--	

EXPORT TO:



# Entering HFACS 8.0 Codes

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- In the Factor Information, select Human in the factor category section (see notes for details).

The screenshot displays the HFACS 8.0 web application interface. On the left is a navigation menu with categories like TRAINING, HFACS, and RECOMMENDATIONS. The main content area shows event details for EVENT ID: 170916, MISHAP CLASS: A, and EVENT DATE: 02 APR 2023. Below this, there are sections for FACTOR HEADER and FACTOR INFORMATION. In the FACTOR INFORMATION section, the 'Factor #2' details are visible, including a 'Title' field with 'Training', a 'Category' dropdown menu set to 'Human', and an 'Investigative Area' dropdown menu set to 'Training'. A blue arrow points to the 'Category' dropdown menu. At the bottom, there is a 'Domain' dropdown menu set to 'Operations' and an 'Investigation & Analysis Narrative' field with the text 'Training was a factor...'. A 'Spell Check' button and a 'Detailed Instructions' link are also present.





# Entering HFACS 8.0 Codes

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- On the page for the selected factor at the bottom select to add a Human Factor. Then, select whether or not an Act was identified.

SHORT LINKS: [Event](#) • [Messages](#) • [Data Viewer](#) • [Worksheet](#)

**FACTOR HEADER**

FACTOR #2: Training      CATEGORY: Human  
DETERMINATION: Factor      INVESTIGATIVE AREA: Training

**ACT INFORMATION**

Is an HFAC 8.0 act applicable to this factor? \*  Yes  No

Act: \*

Rating: \*

**PRECONDITION INFORMATION**

There are no "Preconditions" entered.

[Add Precondition](#)



# ***Entering HFACS 8.0 Codes***

- **If an Act was identified, input the Act code that you identified by typing any portion of the code or title into the entry box, and select whether the code was causal or contributory to the mishap. If there are multiple Acts associated with this mishap factor, enter the first now. Additional Acts can be added at a later time.**
- **If an Act was not identified for that Factor, input any higher level codes (Preconditions, Supervisory, Organizational) that were identified within that Factor using methods below.**



# Entering HFACS 8.0 Codes

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- Then, select the Precondition, Supervisory, and Organization codes that were associated with that particular Act (I.E. identify the Precondition, Supervisory and Organizational failures that led to the Act) by pressing “Add Precondition” or similar button.

The screenshot displays the HFACS 8.0 data entry interface. On the left is a navigation menu with categories like TRAINING, HFACS, and RECOMMENDATIONS. The main content area is titled 'DETERMINATION Factor' and 'Investigative Area: Training'. It is divided into four sections:

- ACT INFORMATION:** Contains a question 'Is an HFAC 8.0 act applicable to this factor?' with radio buttons for 'Yes' (selected) and 'No'. Below it, 'Act:' is set to '00107 - Rushed or Delayed a Necessary Action' and 'Rating:' is set to 'Contributory'.
- PRECONDITION INFORMATION:** Shows 'There are no "Precondition" entered.' with a green 'Add Precondition' button. A blue arrow points to this button.
- SUPERVISORY INFORMATION:** Shows 'There are no "Supervisory" entered.' with a green 'Add Supervisory' button. A blue arrow points to this button.
- ORGANIZATIONAL INFORMATION:** Shows 'There are no "Organizational" entered.' with a green 'Add Organizational' button. A blue arrow points to this button.



# Entering HFACS 8.0 Codes

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- Note that DoD HFACS 8.0 requires that a precondition code be associated with every selected Act given that Human Factors principles indicate that Acts do not occur in isolation.
- More than one code can be added to each of these three levels by selecting “Save & Add Another”

FACTORS (3)

- HOME PAGE
- FACTOR #1 (HUMAN)
- FACTOR #2 (HUMAN)
  - TRAINING
    - HFACS
      - HFAC #1
- FACTOR #3 (HUMAN)

RECOMMENDATIONS (1)

- EXHIBITS
- WAIVERS
- APPOINTMENT ORDERS
- REPORT AUTHENTICATION
- PREVIEW MESSAGE
- MESSAGES
- VALIDATION
- HISTORY LOG

DATA VIEWER

MY "TO-DO" LIST

MY CALENDAR

ANALYTICS

**FACTOR HEADER**

FACTOR #2: Training      CATEGORY: Human  
DETERMINATION: Factor      INVESTIGATIVE AREA: Training

**PRECONDITION INFORMATION**

Human Factor Information  
Act: AE107 - Rushed or Delayed a Necessary Action  
Rating: Contributory  
Precondition: 0  
Supervisory: 0  
Organizational: 0  
Associated Persons: 0

Precondition: \* PC185 - Task Saturation

Rating: \* Contributory

Save   Save & Add Another   Cancel



# Entering HFACS 8.0 Codes

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- Select “Save” when you have completed adding HFACS codes associated with the act to return back to the individual factor page. At the bottom of the factor page, a table will list the selected Act, and the other codes associated with that act.
- In the table, select the icon to associate the Act with an individual.

The screenshot shows a web application interface with a sidebar on the left containing navigation options like 'HISTORY LOG', 'DATA VIEWER', 'TO-DO LIST', 'CALENDAR', 'ANALYTICS', 'INVESTIGATIONS', 'HAZARD MANAGEMENT', and 'OCCUPATIONAL HEALTH'. The main content area is titled 'HUMAN FACTORS 8.0 INFORMATION' and contains a table with the following data:

Action #	Act	Precondition	Supervisory	Organizational	Associated Persons
1	AE107 - Rushed or Delayed a Necessary Action	PC103	-	OT001	required

Below the table is a green 'Add Incident' button, which is highlighted by a blue arrow.

- Then, on the subsequent page, select the appropriate individual and select “Save.”



# Entering HFACS 8.0 Codes

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- If additional HFACS codes have been identified for the factor that were not associated with the initial set of HFACS codes, select “Add Human Factor” below the HFACS table.

The screenshot shows the "HUMAN FACTORS 8.0 INFORMATION" interface. On the left is a navigation menu with options: MESSAGE, VALIDATION, HISTORY LOG, DATA VIEWER, MY 'TO-DO' LIST, MY CALENDAR, and ANALYTICS. The main content area displays a table with the following columns: Action, Precondition, Supervisory, ORGANIZATIONAL, and ASSOCIATED PERSONS. A single row is visible with the following data: Action: AC107 - Required or Delayed a Necessary Action; Precondition: FC1E3; Supervisory: --; ORGANIZATIONAL: OT801; ASSOCIATED PERSONS: Person 1. Below the table is a green button labeled "ADD HUMAN FACTOR". A blue arrow points to this button.

- This may include another Act associated with the same individual, an Act associated with a different mishap person, or additional higher-level codes.
- Use the process above to add the additional HFACS codes related with the factor.



# Entering HFACS 8.0 Codes

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- When all HFACS codes have been entered, at the bottom of the individual factor page, select “Save.”

Determination: Factor

### HUMAN FACTORS 8.0 INFORMATION

ACTION #	ACT	PRECONDITION	SUPERVISORY	ORGANIZATIONAL	ASSOCIATED PERSONS
	AE107 - Rushed or Delayed a Necessary Action	PC103	--	OT001	Person 1
	AE102 - Procedure or Checklist Not Followed Correctly	PC104	SI003, SI006	--	Person 1

[Add Human Factor](#)

### SUPPORTING PHOTOS & DIAGRAMS

[Save](#) [Save & Preview Factor](#) [Cancel](#)

- Repeat the above process for all other mishap factors for which HFACS codes are assigned.



- **Should I enter an HFACS code more than once if it is discussed in multiple factors?**
  - **If the same act is discussed in multiple factors, only enter the code in AFSAS once for the factor that best supports that act. This is the same for preconditions and other codes.**
  - **However, when two distinct acts written in separate factors warrant coding of the same Act code, those Act codes should be entered twice in AFSAS.\***
  - **Similarly, Acts and associated higher level codes can be associated with multiple people; however, if the chain of HFACS codes differs between mishap individuals (e.g. different Preconditions), enter the chains of codes separately and associate each with the appropriate person.**
  - **Mishap level codes (Organizational Influences and Supervision / Leadership) should also only be inserted more than once if there are multiple examples of that HFACS code.**
  - **In the end, determine which codes apply after completing the investigation. Then, place those codes in the factor in which they are best supported.**





- **Should I insert the HFACS code and title in the text of each factor?**
  - **Do not include HFACS codes in the factor narrative. Instead, enter applicable factor and causal factor HFACS codes in the HFAC section of AFSAS. Do not enter HFACS codes for NFWODs in AFSAS. When applicable, human factors terminology should be used in the factor narrative to help explain human actions.**



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# Questions

- Direct questions to:
  - Your local Safety office
  - Your MAJCOM Safety office
  - Or, AFSEC Aviation or Human Performance Divisions - [AFSEC.HP.Workflow@us.af.mil](mailto:AFSEC.HP.Workflow@us.af.mil)