DEPARTMENT OF THE NAVY
TRAINING SQUADRON NINE
101 FULLER ROAD SUITE 221
MERIDIAN MS 39309-5404

TRARONNINEINST 3750.6D
N7
11 Oct 12

TRARON NINE INSTRUCTION 3750.6D

From: Commanding Officer, Training Squadron NINE

Subj: SQUADRON PRE-MISHAP PLAN

Ref: (a) OPNAVINST 3750.6R (Naval Aviation Safety Program)
(b) OPNAVINST 4790.2J (Naval Aviation Maintenance Program)
(c) OPNAVINST 3100.6J (Special Incident Reporting Procedures)
(d) OPNAVINST 3750.16C (Participation in a Military or Civil Aircraft Safety Investigation)
(e) NAVAIR 00-80T-116-1, 2, 3, 4 (Safety Investigation Technical Manual, Vol. I-IV)
(f) CNATRAINST 3750.23M (Naval Air Training Command Aircraft Mishap and Hazard Reporting)
(g) CNATRAINST 5720.20G (Public Affairs Aspect of Accidents and Incidents)
(h) JAGINST 5800.7E (JAG Manual)
(i) NASMERINST 3750.7B (Pre-Mishap Plan)

Encl: (1) VT-9 Aviation Pre-Mishap Plan (ODO/SDO Immediate Action Checklist)

1. Purpose. To establish a procedural method for the reporting of aircraft mishaps involving Training Squadron NINE (VT-9) aircraft, personnel, and equipment.

2. Cancellation. TRARONNINEINST 3750.6C

3. Discussion. References (a) through (i) set forth the requirements and submission procedures for various types of reports concerning aircraft mishaps.

4. Action. This pre-mishap plan shall serve as a guide for initiating the reporting procedures in the event of a mishap within the command. All personnel shall ensure that they are aware of the following actions to be taken in the event of a mishap:

a. General. Any person having knowledge of a mishap involving damage to government property or injury to personnel shall report such facts to the Squadron Duty Officer immediately. Squadron personnel shall not divulge any information, either officially or unofficially, to any party except as provided for in this order.

b. Specific. Action officers will utilize Enclosure (1) in the accomplishment of their responsibilities in the event of a mishap. Enclosure (1) incorporated into the VT-9 Aviation Pre-Mishap Plan (Immediate Action Checklist) binder located at the duty desk. Nothing in this instruction shall preclude logical additional action, should the situation

warrant. All personnel assigned responsibilities herein shall familiarize themselves thoroughly with this order and with their post mishap duties. In the event of death or serious injury, personnel shall not discuss the matter with sources outside the command until proper authorities have released the information. INDIVIDUAL NAMES SHALL NOT BE RELEASED without the expressed permission of the Commanding Officer.

c. Squadron Aviation Safety Officer. The Aviation Safety Officer shall periodically brief all squadron officers on the assigned responsibilities of the squadron pre-mishap plan. He/She shall ensure that this instruction is maintained in a current status, and reflects particular responsibilities assigned by the Commanding Officer. He/She shall also be responsible for conducting periodic briefings and training for all assigned members of the Aircraft Mishap Board. The Aviation Safety Officer shall execute a Pre-Mishap drill quarterly and Operations Duty Officer training monthly. The training shall be documented on Tab 19 of the Pre-Mishap Plan.

G. V. KRAUSE

Distribution:
TRARONNINEINST 5216.1F
List 1

TRARONNINEINST 3750.6D
11 Oct 12

VT-9
AVIATION PRE-MISHAP PLAN

(ODO/SDO IMMEDIATE ACTION CHECKLIST)

Version: Sep 2012

Enclosure (1)

VT-9 PRE-MISHAP PLAN/IMMEDIATE ACTION CHECKLIST

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-2. AMB Senior Member
-3. Aviation Safety Officer
-4. Commanding Officer
-5. Executive Officer
-6. Flight Surgeon
-7. Maintenance Officer
-8. Operations Officer
-9. Required Reports Summary
-10. Safety Officer
-11. Standardization Officer

Amplifying information and Instructions

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OPERATING INSTRUCTIONS FOR THE ODO WATCH STANDER

1. **General.** The Operations Duty Officer (ODO) will, in most cases, be the focal point for handling a mishap involving VT-9 aircraft. For this reason, it is imperative that all watch standers have a thorough understanding of this Pre-mishap Plan. **Regard all information as classified until directed otherwise.**

2. **Immediate Action Checklist.** The Immediate Action Checklist is a step-by-step guide designed to aid the ODO in gathering all pertinent information relating to a mishap as well as meeting the reporting requirements of the applicable references within the first four hours following a mishap. Upon notification of a squadron mishap, the ODO shall remove and follow the Immediate Action Checklist and attempt to comply with the following time line:

5 minutes	- OPREP 3 Determination/Voice Report sent
60 minutes	- OPREP 3 Message sent via NREMS (Requires Admin Personnel. Advance Notice Reqd)
1 hour	- Naval Safety center Telephone Voice Report - CNAF/CNATRA/CTW-1 Telephone Voice Reports
4 hours	- Class A or B Naval Safety Center WAHMRS Initial Notification.
24 hours	- Class C Naval Safety Center WAHMRS Initial Notification and first amended Initial Notification's for Class A or B, if necessary.

3. **Mishap Information.** Mishap information is limited access information. It is imperative that you control the distribution of all information relating to a squadron mishap in accordance with the directives of this order. UNDER NO CIRCUMSTANCES WILL THE NAMES OF ANY PERSONNEL INVOLVED OR MISHAP INFORMATION BE GIVEN OUT OVER THE PHONE EXCEPT TO THE COMMANDING OFFICER AND THE EXECUTIVE OFFICER OR UNLESS SPECIFICALLY DIRECTED IN THIS ORDER. Respond to inquiries regarding the mishap with: ***"I am unable to give out any information at this time and suggest you contact the Public Affairs Office for NAS Meridian at 679-2318/2602/2809 or DSN 637-2318/2602/2809 to answer your questions."***

4. **Next-of-kin notification.** Next-of-kin notification is the responsibility of the Commanding Officer. Word may reach the next-of-kin back home via the news or other means prior to the official notification. If this occurs, realize that you, the ODO, may be the one receiving the phone call from the next-of kin. If the next-of-kin should call to request any information prior to the official notification, respond with: ***"We do not have any definite information right now; as soon as we know something we will contact you. Where are you and at what number can you reached?"***

5. **ODO Mishap Communications and Control.** The ODO will become the center for communications and control between the mishap scene, squadron, airfield operations, and other personnel/commands. It is essential that a phone line be left open for this purpose. Redirect phone calls as necessary to keep the ODO's primary phone line open. You may use Operations' lines, the DSS lines, or other lines to accommodate a large number of calls. See the phone roster on the following page for suitable alternatives.

6. **ODO Mishap Coordination.** As the ODO, you will be coordinating the squadron's efforts to handle a mishap. Utilize all available aircrew to assist you in accomplishing the tasks set forth in this order. Delegating tasks to available aircrew will free the ODO to focus on tasks that require his/her specific attention. If more information is needed for a special situation or clarification, consult OPNAVINST 3750.6R located in the Safety Office. If you have any suggestions, which could simplify or clarify this guide, please give your suggestions to the Safety Department. Thank you.

VT-9 Mishap Immediate Action Checklist

1. Your primary responsibility is to maintain a secure Ready Room and a rigid phone watch. See the following page, "Operating Instructions for the ODO Watch Stander", for amplifying information and instructions on the release of information.

2. If there is not an aircraft involved, please see the VT-9 Ground Mishap Binder located at the VT-9 Duty Desk.

3. Time of verification of mishap will begin the clock at 0+00. Strive to meet the time table listed below, however, this checklist does not take precendence over sound judgement. The safety of all personnel takes precedence over all else. Remove this page from the binder to assist with meeting the timelines and following the proper steps to minimize confusion.

Deadline	ACTION				Who	Tab	TIME
--	Initial notification					1	
ASAP	Initiate/Verify SAR Effort and Crash Alarm				ODO	2	
ASAP	Initiate Chrological Log of Mishap				Any Aircrew	3	
ASAP	Initiate Squadron Recall/AMB				SDO	4	
ASAP	Establish initial Mishap Category and Class □ Flight Mishap □ Flight-Related Mishap □ Aviation Ground Mishap □ Class A: Fatality, permanent disability, lost aircraft, $2M damage. □ Class B: Partial disability, $500K damage. □ Class C: $50K damage, 5 lost work days.				ODO ASO IP	5	
For Aviation Mishaps		CLASS A	CLASS B	CLASS C			
5-min	OPREP-3 Voice Report (Class A/B only) □ Pinnacle □ Navy Blue	√	√	N/A	ODO	6	
ASAP	Commodore notification	√	√	√	CO/ODO		
60-min	OPREP-3 PINNACLE/NAVY BLUE MSG	√	√	N/A	ODO/ Admin O	7	
60-min	OPREP-3 UNIT SITREP (If Reqd)	N/A	N/A	√			
ASAP	Collect Mishap related records	√	√	√	Any Aircrew	8	
60-min	COMNAVSAFECEN Phone Report	√	N/A	N/A	ODO/SDO	9	
60-min	CNATRA/COMNAVAIRFOR Phone Report	√	√	N/A	ODO/SDO	10	
ASAP	PAO preliminary press release	√	√	N/A	PAO		
4-hrs	Initial WAHMRS Message (Class A/B)	√	√	N/A	ASO	11	
ASAP	Remove Internet Flight Schedule(s)	√	√		ODO/SDO	11B	
4-hrs	USMC/Foreign National parent service notification	√	√	√	ODO/ Admin O	12	
4-hrs	FAA Telephone Report (if needed)				ODO/ASO	13	
24-hrs	Initial WAHMRS Message (Class C)	N/A	N/A	√	ASO	11	
As Required	Miscellaneous Reports/Duties □ Fluid samples and 72 hour history □ PNOK/SNOK notification □ Imminent Death retirement □ X-ray/Equipment Loss Report	As Required			Flt Doc/ CACO/ Admin O		

TAB 1 - NOTIFICATION/VERIFICATION OF MISHAP

1. **CLEAR THE READY ROOM OF ALL UNNECESSARY PERSONNEL.**

2. **OBTAIN THE FOLLOWING INFORMATION: (Fill in the blanks. Don't depend on your memory!)**

3. **If the mishap occurs somewhere other than NAS Meridian, notification may come from another source besides the Base Ops or Tower. Ask the caller to remain on the phone while you prepare to take their information.**

****** Warn the caller not to endanger him/herself by entering a crash site. If the caller is on a cell phone, obtain an alternate number for future contact. (Battery might die)******

Date _____ Time _____

Caller's Name _____ Phone number _____

IS THE CALLER **MILITARY** OR **CIVILIAN?** *(Circle one)*

THEIR COMMAND IF MILITARY: _____

PHONE LOCATION: _____

HAS ANYONE ELSE BEEN NOTIFIED? (SAR/TOWER/BASE OPS/MEDICAL):

YES / NO

WHO? _____

WHEN? _____

IS THE SAR AIRBORNE? **YES / NO / DON'T KNOW**

TIME AND LOCATION OF MISHAP (ROADS, LANDMARKS, ETC.):

TIME: _____(Local)

LOCATION: _____

_____

CAN THE AIRCRAFT BE IDENTIFIED? (BY BUNO OR SIDE NO.) **YES / NO**

BUNO: _____ SIDE NO: _____

(A LIST OF BUNO/SIDE #'S IS LOCATED IN **TAB 14**)

If not a VT-9 aircraft, continue to handle mishap duties until the proper command can be notified.

DID THE CALLER SEE THE CONDITION OF THE AIRCRAFT BEFORE THE MISHAP?: **YES / NO**

DESCRIBE WHAT THEY SAW: _____

_____

_____

_____

CONDITION OF SCENE. IS THERE A FIRE? **YES / NO**

DESCRIBE THE SCENE: _____

_____

_____

_____

IS THE CALLER AWARE OF ANY SURVIVORS OR PARACHUTES SEEN?

YES / NO DESCRIBE: _____

WERE CIVILIANS INVOLVED?

YES / NO DESCRIBE: _____

FIRE DEPARTMENT AND/OR POLICE ON THE SCENE?

YES / NO Who? _____

EMERGENCY MEDICAL UNIT ON THE SCENE?

YES / NO Who? _____

IF NECESSARY, IS THE CALLER ABLE TO DIRECT EMERGENCY VEHICLES TO THE SCENE?

YES / NO

MEETING LOCATION?: _____

WHAT KIND OF WEATHER IS AT THE CRASH SITE?

CLOUD CEILING: _____

VISIBILITY: _____

WINDS: _____

RAIN, SNOW, ETC?: _____

CAN THE CALLER DESCRIBE THE PROPERTY DAMAGE?

MILITARY: _____

CIVILIAN: _____

IF MILITARY MEMBER, ASK IF AN OPREP-3 HAS OR WILL BE SENT?

YES / NO

WHEN? _____ BY WHOM? _____

IF "**YES**", WILL THEY ALSO RELEASE THE OPREP-3 MESSAGE?

YES / NO

WERE HAZARDOUS MATERIALS RELEASED INTO THE ENVIRONMENT VIA A FIRE/EXPLOSION/LEAKAGE/ETC? **YES / NO**

IS THERE ANY OTHER INFORMATION THE CALLER WOULD LIKE TO ADD?

_____

_____

_____

Tell the caller that you will call them back immediately at the number they gave you, and then end the call.

**** (VERIFY THE MISHAP)****

IF THE CALL IS NOT IMMEDIATELY RECOGNIZED AS GENUINE (FROM BASE OPS, CRASH PHONE, ETC.) THEN THE CALL WILL NEED TO BE VERIFIED. ATTEMPT TO DETERMINE IF THE CALL IS A PRANK OR HOAX. IF CLEARLY A PRANK, NOTIFY THE CO, XO, SO OR ASO FOR FURTHER GUIDANCE. IF IN DOUBT, START THE SAR/MISHAP PROCESS. ATTEMPT TO VERIFY THE CALL BY CALLING THE CALLER BACK IMMEDIATELY. IF A RECALL NUMBER IS ON FILE FOR THE CALLER, USE THAT NUMBER. IF THE CALL CANNOT BE VERIFIED WITHIN A REASONABLE AMOUNT OF TIME (5-10 MINUTES), CONTACT THE CO/XO/SO/ASO FOR FURTHER INSTRUCTIONS.

CALL RECEIVED AND VERIFIED BY:

YOUR NAME:_____ TIME:_____

****YOUR 5 AND 60 MINUTE CLOCKS DON'T START TICKING UNTIL VERIFICATION OCCURS****

TAB 2A - NAS MERIDIAN CRASH NET/SAR NOTIFICATION

1. NAS MERIDIAN NO LONGER HAS AN ORGANIC SAR ASSET. IF MISHAP WAS REPORTED OVER THE CRASH NET (RED PHONE) OR YOU WERE CALLED BY NAS MERIDIAN BASE OPERATIONS AND THE MISHAP OCCURRED ON STATION PROPERTY, IT MAY NOT BE NECESSARY TO INITIATE AN OUTSIDE SAR EFFORT.

2. IN THE EVENT THAT A MISHAP OCCURS ANYWHERE OTHER THAN MCCAIN FIELD, YOU MUST NOTIFY BASE OPS AND ALSO INITIATE THE SAR EFFORT.

3. IF MISHAP REPORT WAS NOT RECEIVED OVER THE CRASH NET OR BY PHONE CALL FROM MERIDIAN BASE OPERATIONS, THEN YOU MUST ACTIVATE THE LOCAL CRASH NET.

- PICK UP THE RED PHONE AT THE DUTY DESK AND WAIT FOR SOMEONE TO REPLY.
- THE PHONE WILL RING IN THE TOWER AND THE PERSON WHO ANSWERS WILL SAY, "ARE YOU DECLARING AN EMERGENCY?"

YOU RESPOND:

- "THIS IS THE VT-9 ODO. YES, I AM DECLARING AN EMERGENCY. A VT-9 SQUADRON AIRCRAFT HAS BEEN REPORTED CRASHED AT:

_____

_____

(Location)

"ACTIVATE THE CRASH NET. MY TELEPHONE NUMBER IS 2330."

3. FOR MISHAPS OUTSIDE STATION PROPERTY OR IF A HELO SAR EFFORT IS REQUIRED, CONTACT THE AIR FORCE RESCUE COORDINATION CENTER AT ONE OF THE FOLLOWING NUMBERS. THEY ARE LOCATED AT LANGLEY AFB, VA AND ARE RESPONSIBLE FOR COORDINATING INLAND SAR EFFORTS INCONUS. THEY ARE MANNED 24 HOURS AND YOU WILL BE SPEAKING DIRECTLY TO A SAR CONTROLLER. PASS ALL KNOWN INFORMATION AND GIVE THEM YOUR PHONE NUMBER. THEY WILL COORDINATE MULTI-AGENCY EFFORTS FROM THE CLOSEST POSSIBLE RESPONDERS TO THE MISHAP.

DSN 574-8112 OR COMM (757) 764-8112
TOLL FREE (800) 851-3051

4. FOR MISHAPS IN THE LOCAL MERIDIAN AREA OR EVEN WITHIN THE STATE OF MISSISSIPPI, YOU CAN ALSO CALL DIRECTLY TO THE MISSISSIPPI ARMY AVIATION OFFICE. THEY WILL SERVE AS THE PRIMARY HELO SAR ASSET IN OUR AREA. YOU MAY ONLY BE SPEAKING TO A DUTY OFFICER SO BE PATIENT AND BE SPECIFIC.

DURING BUSINESS HOURS: DSN 293-6262 OR COMM (601) 313-6262
AFTER HOURS (AGO DUTY OFFICER): COMM (601) 969-4208

5. IT MAY ALSO BE USEFUL TO CALL THE MISSISSIPPI EMERGENCY MANAGEMENT AGENCY HOTLINE, BUT THEY DO NOT POSSESS AIRBORNE RESCUE ASSETS:
TOLL FREE: (800) 222-6362

TAB 2B - NAF EL CENTRO CRASH NET/SAR NOTIFICATION

2. NAF EL CENTRO HAS NO ORGANIC SAR ASSET. IF MISHAP WAS REPORTED OVER THE ODO DUTY PHONE OR YOU WERE CALLED BY NAF EL CENTRO BASE OPERATIONS AND THE MISHAP OCCURRED ON STATION PROPERTY, IT MAY NOT BE NECESSARY TO INITIATE AN OUTSIDE SAR EFFORT.

2. IN THE EVENT THAT A MISHAP OCCURS ANYWHERE OTHER THAN NAF EL CENTRO, YOU MUST NOTIFY BASE OPS AND ALSO INITIATE THE SAR EFFORT.

3. IF MISHAP REPORT WAS NOT RECEIVED OVER BY PHONE CALL FROM EL CENTRO BASE OPERATIONS, THEN YOU MUST ACTIVATE THE LOCAL CRASH NET.

- PICK UP THE PHONE AT THE DUTY DESK AND CALL NAF EL CENTRO BASE OPS.
  COMM (760) 339-2507/2601 DSN 658-2507/2601
- YOU SHALL INFORM THE PERSON WHO ANSWERS WITH THE FOLLOWING STATEMENT:

"THIS IS THE VT-9 ODO. I AM DECLARING AND EMERGENCY. A VT-9 SQUADRON AIRCRAFT HAS BEEN REPORTED CRASHED AT:

_____

(Location)

"ACTIVATE THE CRASH NET. PLEASE NOTIFY THE EL CENTRO CDO. MY TELEPHONE NUMBER IS (DUTY PHONE NUMBER)."

THERE IS NO QUARTERDECK AT EL CENTRO, THE ONLY WAY TO CONTACT THE CDO IS BY PAGER. CDO PAGER COMM (760) 714-1423

3. FOR MISHAPS OUTSIDE STATION PROPERTY OR IF A HELO SAR EFFORT IS REQUIRED, CONTACT THE AIR FORCE RESCUE COORDINATION CENTER AT ONE OF THE FOLLOWING NUMBERS. THEY ARE LOCATED AT LANGLEY AFB, VA AND ARE RESPONSIBLE FOR COORDINATING INLAND SAR EFFORTS INCONUS. THEY ARE MANNED 24 HOURS AND YOU WILL BE SPEAKING DIRECTLY TO A SAR CONTROLLER. PASS ALL KNOWN INFORMATION AND GIVE THEM YOUR PHONE NUMBER. THEY WILL COORDINATE MULTI-AGENCY EFFORTS FROM THE CLOSEST POSSIBLE RESPONDERS TO THE MISHAP.

DSN 574-8112 OR COMM (757) 764-8112 TOLL FREE (800) 851-3051

4. FOR MISHAPS IN THE LOCAL EL CENTRO AREA OR EVEN WITHIN THE RANGE AREAS, YOU CAN ALSO CALL DIRECTLY TO THE MCAS YUMA BASE SAR UNIT. THEY WILL SERVE AS THE PRIMARY HELO SAR ASSET IN OUR AREA. YOU MUST CALL YUMA BASE OPS TO TASK THE SAR HELO AND WILL BE SPEAKING TO A DUTY OFFICER SO BE PATIENT AND BE SPECIFIC.

DURING ANY HOUR: DSN 269-2326 OR COMM (928) 269-2326
SAR READY ROOM: DSN 269-2300 COMM (928) 269-4208
SAR CALLSIGN "RESCUE 1" BASE OPS FREQ 337.9 TO TALK WITH RESCUE

5. IT MAY ALSO BE USEFUL TO CALL THE SAN DIEGO SHERIFF'S DEPARTMENT DISPATCHER FOR TASKING THE SAN DIEGO MOUNTAIN RESCUE TEAM OR OTHER AIRBORNE SAR ASSETS:
ANY TIME: (858) 565-5030/5025

TAB 3 - CHRONOLOGICAL LOG

DESIGNATE ONE PERSON TO BE THE LOG KEEPER. RECORD ALL OF THE ACTIONS THAT OCCUR WITHIN THE DUTY OFFICE DURING THIS MISHAP TO INCLUDE TASK DELEGATION, PHONE CALLS MADE OR RECEIVED, AND THE COMPLETION OF TASKS.

DATE:_____ Page ____ of ____

TIME	EVENTS, MSGS, PHONE CALLS, PROBLEMS	CALLER/PHONE#

TAB 4 - COMMAND NOTIFICATION

CURRENT IAW VT-9 RECALL BILL AS OF 09 Oct 12

1. DO NOT ATTEMPT TO CONTACT ANYONE WHO IS KNOWN TO HAVE BEEN INVOLVED IN THE MISHAP.

2. DURING BUSINESS HOURS ATTEMPT TO CONTACT FIRST AT THE OFFICE NUMBERS PROVIDED. IF AFTER HOURS OR OBVIOUSLY NOT IN THEIR OFFICE, ATTEMPT THE HOME AND CELL PHONE NUMBERS.

3. IF YOU ARE UNABLE TO CONTACT ANY OF THE PERSONNEL ON THE FOLLOWING PAGES, MAKE NOTE OF IT AND CONTINUE WITH THE REST OF THE RECALL.

4. DURING RECALL OF SQUADRON PERSONNEL, DO NOT LEAVE ANY INFORMATION ON ANSWERING MACHINES OTHER THAN FOR THE PERSON TO CALL THE DUTY OFFICER IMMEDIATELY. IF ANOTHER PERSON ANSWERS THE PHONE OTHER THAN THE INDIVIDUAL YOU ARE TRYING TO REACH, DO NOT MAKE MENTION OF A MISHAP, SIMPLY LEAVE A MESSAGE FOR THEM TO CALL THE READY ROOM.

5. RE-ATTEMPT CONTACT WITH ANYONE WHO COULD NOT BE REACHED DIRECTLY ONCE THE RECALL LIST IS COMPLETED.

Use The Following Voice Template:

****

"SIR/MA'AM, THERE HAS BEEN A MISHAP.

YOU ARE NEEDED IN THE VT-9 READY ROOM AT ONCE."

****

Say Only What Is In This Template

DO NOT RELEASE THE NAMES OF THE CREW OVER THE PHONE TO ANYONE OTHER THAN THE CO OR XO. IF AN INDIVIDUAL CALLS IDENTIFYING THEMSELVES AS THE CO OR XO AND YOU CANNOT POSITIVELY IDENTIFY THEIR VOICE, RESPOND WITH THE FOLLOWING: "SIR, I'M SORRY BUT I CANNOT RELEASE ANY NAMES TO YOU UNLESS I CALL YOU BACK AT YOUR RECALL NUMBER."

GO TO NEXT PAGE FOR RECALL

6. RECALL THE FOLLOWING PERSONNEL:	CONTACTED?
1. Commanding Officer: CDR Garrett Krause Office: 679-2300/2863 Home: 601-621-4417 Cell: 361-443-3653	Y/N
2. Executive Officer: CDR Charles Paquin Office: 679-2300/2863 Home: Cell: 559-904-4391	Y/N
3. Safety Officer: LCDR Chris Rapin Office: 679-3768 Home: N/A Cell: 831-402-6109	Y/N
4. Aviation Safety Officer: Capt Eric Nichols Office: 679-3767 Home: N/A Cell: 904-607-8921	Y/N
5. Ground Safety Officer: Capt Charles Enderlin Office: 679-3767 Home: (601) 453-4045 Cell: 501-960-0907	Y/N
6. Flight Surgeons: Clinic: 679-3968/2208 LCDR Howard Cusick Home: Cell: 724-674-0497 LT Nicole Cassler Home: N/A Cell: 607-725-3663	Y/N
7. VT-9 Maintenance Rep: LCDR Dan Chiafair Office: 679-2330 Home: Cell: 407-687-6291	Y/N
8. Operations Officer: LCDR Rhett Hood Office: 679-2937 Home: Cell: 601-616-3603	Y/N
9. T-45 Maintenance Control: 679-2159 CNATRA Maintenance DET OIC: LCDR Jeff Roney Office: 679-2399 Home: N/A Cell: 601-604-6245	Y/N
10.CACO Coordinators: Capt Michael Regan Office: 679-2330 Home: 601-679-8713 Cell: 504-339-3498	Y/N
11. Chaplain (If fatality) LCDR Doran Kelvington Office: 679-3635/2139 Cell:	Y/N

12. Administrative Officer: LT James Missler **Y/N**
Office: 679-2842/3275 Home:
Cell: 580-747-1617

13. VT-9 Public Affairs Officer: LTJG Tom Zimmerman **Y/N**
Office: 679-3275 Home:
Cell: 410-790-2566

14. Admin Officer (Go down list in order, need only one)
VT-9 Civilian Supervisor: Mr. Richard Wesley **Y/N**
Cell: 601-513-1349 Home: 601-696-6722

VT-9 Admin Clerk: Mr. Ken Ransbottom **Y/N**
Cell: 601-490-0692

Wing Admin Officer: Mr. Sid Harris
Office: 2800/2801 Home: 601-626-7983
Cell: 901-487-6676

15. CTW-1 SAFETY OFFICER: LCDR Chris Rapin **Y/N**
Office: 679-2090 Home: N/A
Cell: 831-402-6109

16. CTW-1 RCC (Reservist involved):
CDR William Angermann **Y/N**
Office: 679-3693 Home: 601-679-8001
Cell: 757-560-4498

17. CTW-1 Reserve Support Officer
LCDR Colin McLean **Y/N**
Office: 679-2499 Home:
Cell: 205-441-7213

6. **If the Aviation Safety Officer is not available contact any one of the following ASO school graduates listed below to assist you.**

NAME	RANK	WORK#	HOME#	CELL#
Jeff Millar	LCDR	X2330	760-301-4936	760-608-0327
Robert Bradley	Maj	X2772	601-350-0050	617-671-5339
Nicholas Keller	Maj	X3367	601-616-3200	361-816-4368

7. REPORT TO ODO WHEN THE RECALL IS COMPLETE. Time: ____

VT-9 TIGERS

11 Oct 12

All numbers 601-679-XXXX (DSN 637-XXXX)

COMMANDING OFFICER	**2300/2862**
EXECUTIVE OFFICER	**2300/2863**
CO/XO SECRETARY	**2300**
SENIOR MARINE	**2373**
ODO DESK	**2872**
SDO DUTY DESK	**2330**
CO/XO FAX	**3447**

ADMINISTRATION

ADMIN OFFICER	3275/2872/2868
LEGAL	3175
1ST LT	2936
MWR OFFICER	3175
PAO	3175
FAX	2860

OPERATIONS

OPERATIONS OFFICER	2937
ASST OPS OFFICER	2937
READY ROOM	2330/2872
SCHEDULES	3367/2854
STUDENT CONTROL OFFICER	2365
ASSISTANT STUCON OFFICER	2843
OPS ADMIN	2820/3070/3143

SAFETY

SAFETY OFFICER	2869
AVIATION SAFETY	2772
NATOPS	2689
GROUND SAFETY	2772
SAFETY CLERK	2820

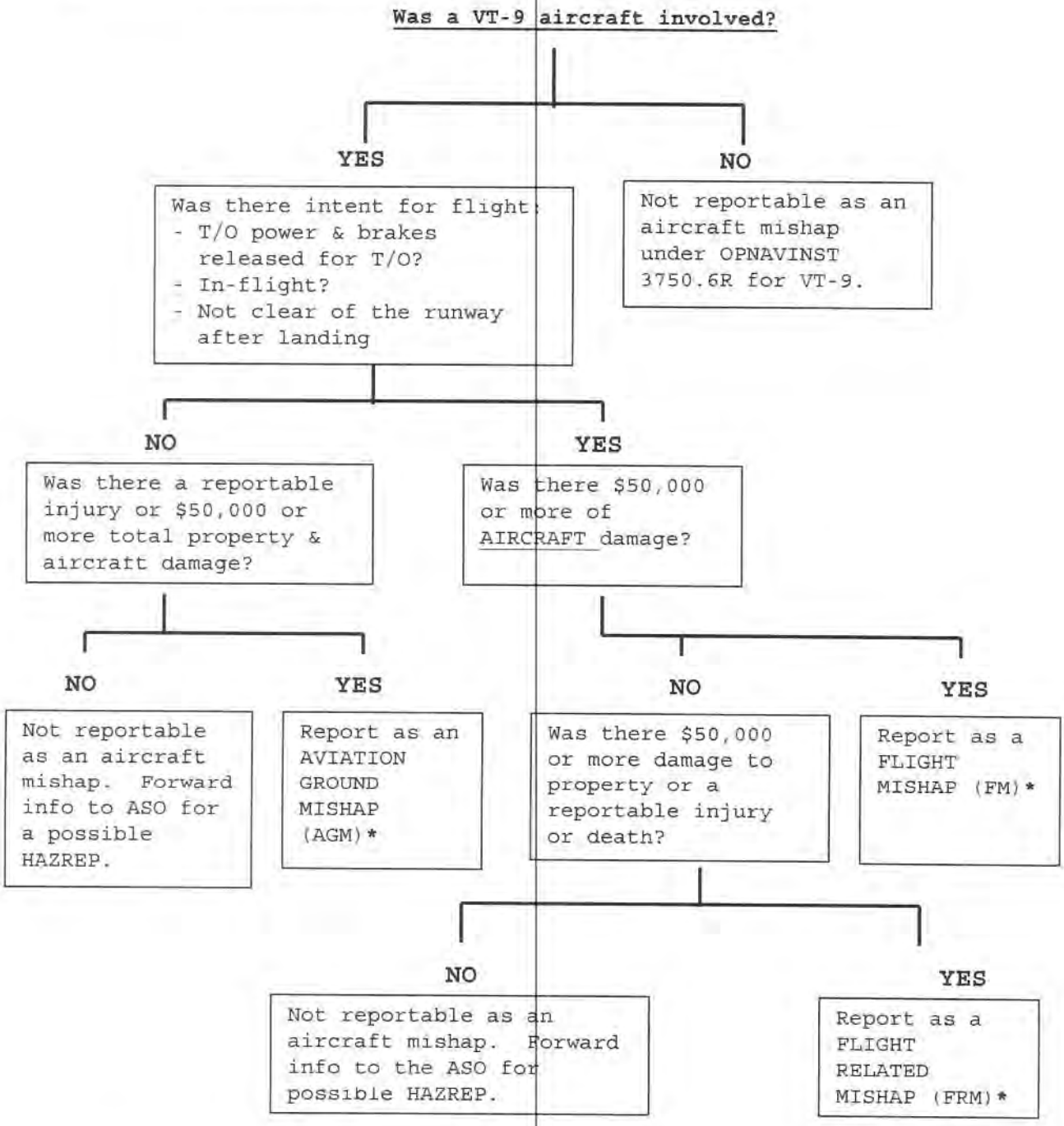
STANDARDIZATION

STANDARDIZATION OFFICER	3765
ASST STAN OFFICER	2490
IUT STAN	2490
STAN ADMIN	2820

SQUADRON AUGMENTATION UNIT (SAU)-NINE

RESERVE COMPONENT COMMANDER	3693
SAU-9 COMMANDING OFFICER	3694
SAU-9 EXECUTIVE OFFICER	2070
SAU-9 OIC	2499
SAU-9 ADMIN	3698
RESERVE DEPARTMENT HEAD	2864

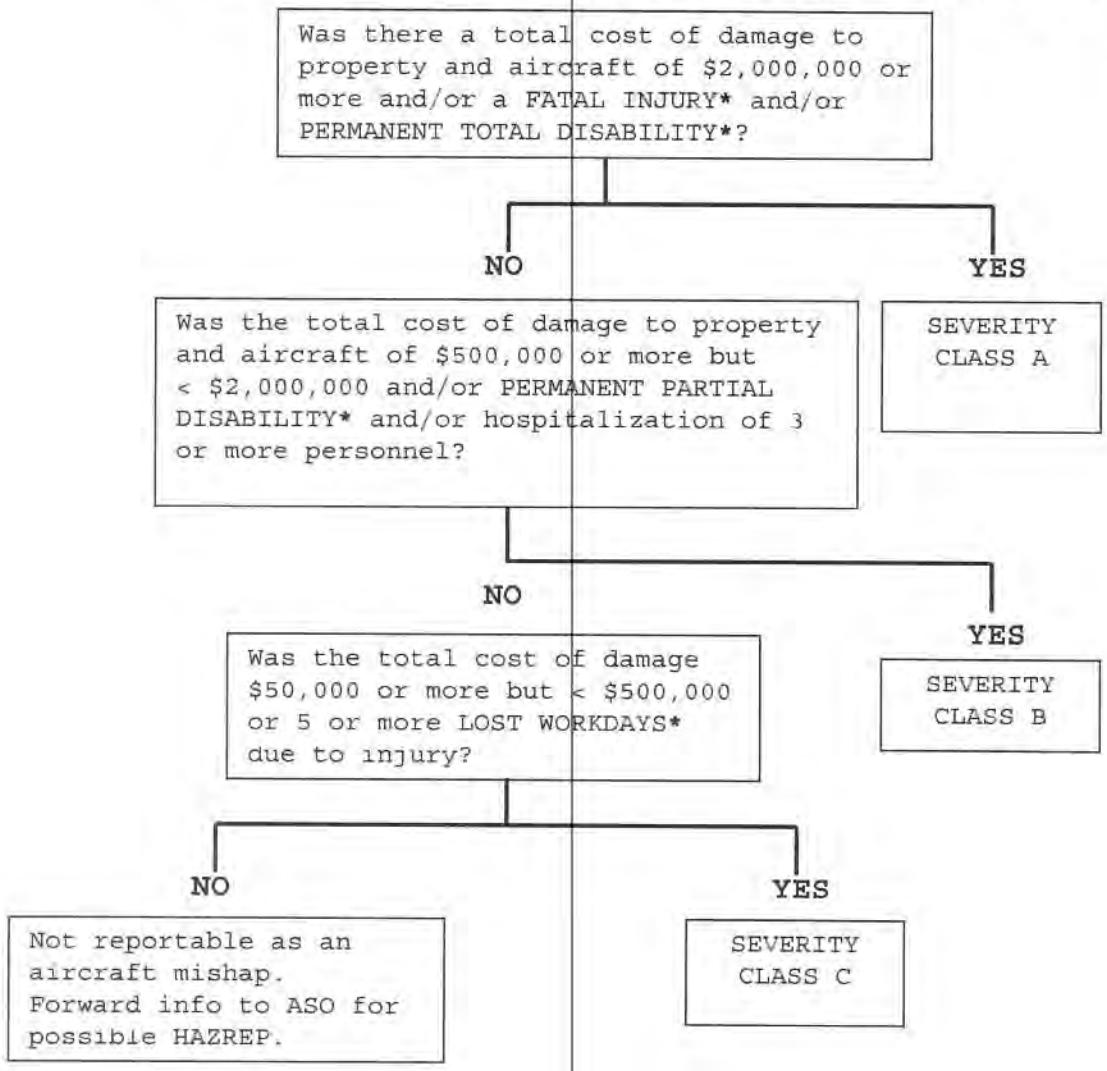
TAB 5A - AIRCRAFT MISHAP CATEGORY DETERMINATION



***IF YOU HAVE ARRIVED AT EITHER AN AVIATION GROUND, FLIGHT, OR FLIGHT RELATED MISHAP, GO TO TAB 5B TO DETERMINE SEVERITY.**

TAB 5B - AIRCRAFT MISHAP SEVERITY DETERMINATION

-Aviation Ground, Flight, or Flight Related Mishap-



* **Fatal Injury** - an injury resulting in death from a mishap or complications arising there from, regardless of the time between the mishap and the death. (OPNAVINST 3750.6R PARA 311)

* **Permanent Total Disability** - an injury which, in the opinion of a competent medical authority, permanently incapacitates someone to the extent they cannot pursue gainful employment. (i.e. the amputation of, or loss of use, of both hands, both feet, or blindness in both eyes to include any combination of these injuries.)

* **Permanent Partial Disability** - an injury, which in the opinion of a competent medical authority, results in permanent impairment or loss of any part of the body. (i.e. the loss of the great toe, the thumb, or an un-repairable inguinal hernia, with the following exceptions: teeth, smaller toes, parts of fingers, repairable hernia, hair, skin, or nails).

* **Lost Workday Injury** - an injury that does not include any of the above but does result in 5 or more consecutive lost workdays.

TAB 6A - OPREP-3 DETERMINATION/TELEPHONE VOICE REPORT

*****If the initial notification was from a military installation and an OPREP-3 voice report has already been made, do not make another.*****

1. Ascertain the seriousness of the incident and decide which of the following reports are appropriate. An OPREP-3 voice report is required if the mishap is likely to generate national interest. The three categories are:

   a. OPREP-3 PINNACLE (National Level Interest)
   Did the mishap or is it likely to:
   - Cause serious personal injury or death of civilians
   - Cause widespread civilian damage
   - Generate national news inquiries of high intensity.
   - Result in U.S. SAR efforts in a foreign country **(not CSAR)**

   b. OPREP-3 NAVY BLUE (High Navy/Marine Corps Interest)
   Did the mishap or is it likely to:
   - Cause significant damage to civilian property
   - Cause a mid-air or near mid-air with a civilian aircraft
   - Involve a loss at sea of High Technology Equipment (i.e. pod)
   - Kill or critically injure the Commanding Officer
   - Involve a spill of hazardous materials (most crashes will result in this)
   - Result in a **Class A or B Mishap**
   - Cause a fire that may impair the operational readiness of the squadron
   - Involve a TFOA that may result in property damage or casualties
   - Acts or attempts to willfully destroy USN/USMC property

   c. UNIT SITREP
   - Other incidents of high USN/USMC interest not covered by a Navy Blue or Pinnacle report, such as bomb threats evaluated as a hoax, violent crimes, sexual assaults, armed robbery, spouse or child abuse, and incidents of suicide or attempted suicide.

2. Remove appropriate voice report format from **TAB 6B** and complete. Enter "TBD" for any unknowns. **No voice report is required for a UNIT SITREP.**

3. Use the phone numbers contained in **TAB 6C** to inform the appropriate Command Center via voice report within **5 minutes.** Note the DTG (i.e. the time you make the voice report) so you have an accurate time to base submission of the OPREP-3 message.

4. Follow with the appropriate OPREP-3 message within **60 minutes.**

TAB 6B - TELEPHONE VOICE REPORT TEMPLATE

*****IF THE INITIAL NOTIFICATION WAS FROM A MILITARY INSTALLATION, AND AN OPREP-3 VOICE REPORT HAS ALREADY BEEN MADE, DO NOT SEND ANOTHER. *****

Remove this template and fill in the blanks. Use **TAB 6A** to determine the type of OPREP message that you should use. Once complete, go to **TAB 6C** for phone numbers and further instructions. Do not delay this call! Use **TBD** for any unknowns. Record the time of the call and save this template for the ASO.

****** DO NOT RELEASE THE NAMES OF THE CREW******

YOU: "MARITIME OPERATIONS CENTER, THIS IS TRAINING SQUADRON NINE OPERATIONS DUTY OFFICER WITH AN OPREP-3 _____ (PINNACLE or NAVY BLUE) VOICE REPORT."

THEM: "TRAINING SQUADRON NINE, THIS IS THE NAVY COMMAND CENTER, SEND OPREP-3 _____ (PINNACLE or NAVY BLUE) VOICE REPORT."

YOU: **"PRECEDENCE: _____" (FLASH or IMMEDIATE)** USE "FLASH" FOR PINNACLE AND "IMMEDIATE" FOR NAVY BLUE

"CLASSIFICATION: UNCLASSIFIED FOUO" (FOR OFFICIAL USE ONLY)

"OPREP THREE _____." (PINNACLE or NAVY BLUE)

(LINE ONE, SERIAL NUMBER - NOT USED FOR NAVY ONLY VOICE REPORTS, BEGIN WITH LINE TWO)

"LINE TWO, INCIDENT: _____

_____

_____"

(TYPE OF INCIDENT, LOCATION, AND TIME OF OCCURRENCE) EXAMPLE: "AIRCRAFT MISHAP, NAS MERIDIAN, MISSISSIPPI, AT TIME 1345Z."

"LINE THREE, NARRATIVE: _____

_____

_____

_____"

(BRIEF DESCRIPTION OF WHAT YOU KNOW - **DO NOT SPECULATE**)
EXAMPLE: "T-45C AIRCRAFT CRASHED AFTER TAKEOFF FROM NAS MERIDIAN, MISSISSIPPI. AIRCRAFT CRASHED IN A POPULATED AREA. AIRCREW EJECTED SUCCESSFULLY. INJURIES UNKNOWN. CRASH, FIRE, RESCUE IS ON THE SCENE."

(LINE 4, TIME: AND LINE FIVE, AUTHENTICATION: ARE NOT REQUIRED FOR OUR CLASSIFICATION OF REPORTS. HOWEVER, MAKE NOTE THE ACTUAL TIME OF THE PHONE CALL AS IT WILL BE USED TO CALCULATE THE DTG FOR THE OPREP-3 MESSAGE.)

Ensure that the message has been received correctly and end the phone call.

TAB 6C - OPREP-3 PINNACLE/NAVY BLUE TELEPHONE VOICE REPORT

1. WITH THE VOICE TEMPLATE COMPLETE, MAKE THE OPREP-3 CALL TO:

- THE COMMANDER PACIFIC FLEET (COMPACFLT) MARITIME OPERATIONS CENTER (MOC):

  DSN 315-471-3201/5201

  COMM 1-808-471-3201

  EMAIL CPF.ODO@NAVY.MIL

- IF UNABLE TO CONTACT THE MOC, ATTEMPT TO CALL THE NAVY OPERATIONS CENTER (NOC):

  DSN 223-2006

  COMM 1-703-693-2006

- IF UNABLE TO CONTACT THE NOC, ATTEMPT TO CALL NATIONAL MILITARY COMMAND CENTER (NMCC):

  DSN 227-6340

  COMM 1-703-697-6340

  NMCC Washington Switchboard
  1-703-697-1201
  Exts: 1048/1049/1050/1051/1052

NOTE: OPNAVINST 3100.6 series amplifies how to send this voice report. A copy of this report is available in the ASO office.

TAB 7A - OPREP-3 MESSAGE

Only Use NREMS computer in ADMIN to SEND MSG

1. **THIS MESSAGE IS DUE BY:**

   (LOCAL TIME CALL WAS VERIFIED FROM **TAB 1**) **+ 60 MINUTES =** _____

   EVERY ATTEMPT SHOULD BE MADE TO MEET THIS GOAL BUT IT IS EQUALLY IMPORTANT THAT THE MESSAGE GO OUT CORRECTLY. BE DELIBERATE AND GET IT RIGHT.

2. ENSURE THAT THE INITIAL OPREP-3 VOICE REPORT HAS BEEN MADE (**TAB 6**).

3. IF THE INITIAL NOTIFICATION OF THE MISHAP CAME FROM THE NAS MERIDIAN BASE OPS OR ANOTHER MILITARY INSTALLATION, AND THEY HAVE ALREADY MADE THE INITIAL OPREP-3 VOICE REPORT, ENSURE THAT THEY ARE ALSO GOING TO RELEASE THE OPREP-3 MESSAGE. IF THE INITIAL NOTIFICATION DID NOT COME FROM BASE OPS OR ANOTHER MILITARY INSTALLATION, OR IF FOR SOME REASON BASE OPS OR THAT MILITARY FACILITY IS NOT GOING TO RELEASE THE OPREP-3 MESSAGE, THEN CONTINUE WITH THIS TAB. THIS SHOULD HAVE BEEN DETERMINED DURING THE MISHAP NOTIFICATION, **TAB 1**.

4. THE DTG FOR THE OPREP-3 MESSAGE SHOULD BE **60 MINUTES** AFTER THE TIME THAT THE VERIFICATION OF INCIDENT WAS MADE.

5. FILL IN THE APPROPRIATE OPREP-3 MESSAGE FORMAT FOR RELEASE. **FOR PINNACLE USE PAGE 7B, FOR NAVY BLUE USE PAGE 7C, FOR UNIT SITREP USE PAGE 7D.** THIS WILL BE YOUR DRAFT FOR TYPING THE SMOOTH MESSAGE.

6. IN THE INSIDE COVER OF THIS BINDER THERE IS A MESSAGE DISK. THIS DISK CONTAINS A TEMPLATE FOR THE OPREP-3 AND UNIT SITREP MESSAGES. REMOVE THE DISK AND CREATE A SMOOTH VERSION OF THE MESSAGE. TEMPLATE CAN ALSO BE FOUND INSIDE THE VT-9 DUTY DESK FOLDER AT: S:\MRDN\CTW1\VT-9DEPTS\9 DUTY DESK, "OPREP-3 MESSAGE TEMPLATE AND TAB-7B-D (9OCT12)." SAVE THE SMOOTH VERSION AS A SEPARATE FILE ON THE DESKTOP.

7. ONCE THE MESSAGE IS COMPLETE, VERIFY THAT IT LOOKS IDENTICAL (WITH CERTAIN EXCEPTIONS) TO THE SAMPLE ON THE FOLLOWING PAGES. IF INFORMATION FOR A PARTICULAR BLOCK IN UNAVAILABLE ENTER "TBD".

8. OPREP-3 AND UNIT SITREP MESSAGES MUST BE REVIEWED BY EITHER CO, XO, OPS, OR MEMBER OF THE SAFETY DEPARTMENT PRIOR TO RELEASE IF AT ALL POSSIBLE.

9. GOVERNMENT EMPLOYEES IN ADMIN ARE RESPONSIBLE FOR SENDING SQUADRON MESSAGES, YOU WILL BE UNABLE TO SEND THIS MESSAGE YOURSELF, FOLLOW THE TEMPLATE AND COMPLETE IT AS SOON AS POSSIBLE. SO YOU WILL NEED TO GET THEM IN AS QUICKLY AS POSSIBLE. THE APPROPRIATE PHONE NUMBERS ARE WITH THE WING ADMINO NUMBER IN TAB 4, COMMAND NOTIFICATION.

TAB 7B - OPREP-3 PINNACLE (NATL LEVEL INTEREST)

For PINNACLE:

The blue lettering will need to change for each message - it is the info you need to insert.
The red lettering is notes which will be removed prior to release.
Initial reports are not required to be complete reports; the emphasis of the report is on immediacy rather that complete content.

Put in the subject line:

OPREP-3 PINNACLE

Put in the to line:

TO JOINT STAFF WASHINGTON DC//J3 NMCC//
USSTRATCOM OFFUTT AFB NE//J3/J31/J38//
CNO WASHINGTON DC/N3/N5/N41/N8/N09//
COMUSFLTFORCOM NORFOLK VA//N3/N5/BWC/N41//
COMPACFLT PEARL HARBOR HI//MOC//
COMNAVAIRPAC SAN DIEGO CA
CNATRA CORPUS CHRISTI TX
COMTRAWING ONE MERIDIAN MS

Put in the CC line:

CHINFO WASHINGTON DC//00//
CNIC WASHINGTON DC
ONI WASHINGTON DC
COMNAVSAFECEN NORFOLK VA
HQ USNORTHCOM
DIRNAVCRIMINVSERV WASHINGTON
NAVY JAG WASHINGTON DC
COMNAVAIRSYSCOM PATUXENT RIVER MD
COMNAVPERSCOM MILLINGTON TN (If death or serious injury occurred)
BUMED WASHINGTON DC
CMC WASHINGTON DC (USMC personnel involved)
CG TECOM QUANTICO VA (USMC personnel involved)
MATSG-21 (USMC personnel involved)
19 AF (Air Force personnel involved)
HQ AETC (Air Force personnel involved)
AFPC RANDOLPH AFB TX (Air Force personnel involved)
NAVY IPO WASHINGTON DC (International personnel involved)
NETSAFA PENSACOLA FL (International personnel involved)
COMNAVREG SE JACKSONVILLE FL
NAS MERIDIAN MS
COMDT COGARD WASHINGTON DC (If USCG involved or overwater SAR)
COMLANTAREA COGARD PORTSMOUTH VA (If USCG involved or overwater SAR)
CCGDEIGHT NEW ORLEANS LA (If USCG involved or overwater SAR)
TRARON 9

Cut and paste into the message body:

UNCLAS
MSGID/OPREP-3P,USMTF,2012/TRARON 9/001// (001, 002, etc. Is the sequential serial number from the last OPREP. If a follow up message, then 001A, 002A, etc.)
REF/A/DESC: INITIAL VOICE REPORT/-/DDTIMEZMAR2011//
FLAGWORD/PINNACLE/-//
TIMELOC/DDTIMEZSEP2012/NAS MERIDIAN MS/INIT// (DTG/location of incident)
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/
1. INCIDENT: AIRCRAFT CRASHED SHORT OF RUNWAY (short statement)
2. DATE OF INCIDENT: 04SEP2011
3. TIME OF INCIDENT: 1514L
4. LOCATION OF INCIDENT: NAS MERIDIAN, MS
5. INCIDENT: (Clearly identify the incident being reported within the first two sentences. Provide known details. Convey the who, what, why, where and when if known. For aircraft accidents, include:
Aircraft model, BuNo, Aircrew's ranks, service (i.e. LT USN, 1LT USMC, etc.), and injuries (if known) Number of other persons on board and their injuries.
Mission (i.e CROSS COUNTRY TRAINING FLIGHT or LOCAL TRAINING LIGHT, etc. Use terms non aviators will understand. Do not use terms like Contact, FCLP, etc)
Phase of flight (i.e. TAXI, TAKEOFF, FINAL APPROACH, LANDING, etc.)
SAR status,
Aircraft damage. Provide an account of the personnel and/or unit losses or damages which were incurred as a result of the incident; report unknowns.
Example for this paragraph: T-45C AIRCRAFT, BUNO 165XXX, CRASHED AT 1514 CDT WHILE ON FINAL APPROACH TO NAS MERIDIAN, MS. CRASH SITE IS APPROXIMATELY FIVE MILES NORTHWEST OF NAS MERIDIAN IN HEAVILY WOODED TERRAIN. AIRCRAFT DESTROYED. VT-9 INSTRUCTOR PILOT (LT USN) SUFFERED FATAL INJURIES. VT-9 STUDENT PILOT (1STLT USMC) EJECTED SUFFERING SEVERE INQUIRES. LOCAL FIRE DEPARTMENT AND SHERIFF ON SCENE. AIRCRAFT HAD BEEN CONDUCTING A ROUTINE INSTRUMENT TRAINING MISSION.

6. REPORTING CUSTODIAN: COMTRAWING ONE, NAS MERIDIAN, MS

7. MEDIA INTEREST ANTICIPATED

8. COMMANDING OFFICER'S ESTIMATE: (Ability of the unit to operate. i.e. ABLE TO CONTINUE PRESENT MISSION. or TRAWING ONE HAS STOOD DOWN FROM ALL T-45 OPERATIONS. etc.)

9. FINAL REPORT THIS INCIDENT (If applicable. If anticipating a follow up OPREP, delete that statement). MISHAP REPORT TO FOLLOW.

10. POC: CAPT E. D. NICHOLS. DSN 637-2330, COMM 601-679-2330. (Phone number given should be manned 24/7)//

TAB 7C - OPREP-3 NAVY BLUE (HIGH NAVY/MARINE CORPS INTEREST)

For NAVY BLUE: A/B Mishaps not meeting Pinnacle criteria

The blue lettering **will need to change for each message - it is the info you need to insert.**
The red lettering **is notes which will be removed prior to release.**
Initial reports are not required to be complete reports; the emphasis of the report is on immediacy rather that complete content.

IMMEDIATE precedence for all NAVY BLUE messages

Put in the subject line:

OPREP-3 NAVY BLUE

Put in the to line:

CNO WASHINGTON DC//N31/N4/N02/N09//
USSTRATCOM OFFUTT AFB NE//J3/J31/J38//
COMUSFLTFORCOM NORFOLK VA//N3/N5/BWC/N41//
COMPACFLT PEARL HARBOR HI//MOC//
COMNAVAIRPAC SAN DIEGO CA
CNATRA CORPUS CHRISTI TX
COMTRAWING ONE MERIDIAN MS

Put in the CC line:

CHINFO WASHINGTON DC//00//
CNIC WASHINGTON DC
ONI WASHINGTON DC
COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//
HQ USNORTHCOM//J3//
DIRNAVCRIMINVSERV WASHINGTON//02/21/22/23/24D/MTAC//
NAVY JAG WASHINGTON DC
COMNAVAIRSYSCOM PATUXENT RIVER MD//9F//
COMNAVPERSCOM MILLINGTON TN (If death or serious injury occurred)
BUMED WASHINGTON DC
CMC WASHINGTON DC (If USMC personnel involved)
CG TECOM QUANTICO VA (If USMC personnel involved)
MATSG-21 (USMC personnel involved)
19 AF (Air Force personnel involved)
HQ AETC (Air Force personnel involved)
AFPC RANDOLPH AFB TX (Air Force personnel involved)
NAVY IPO WASHINGTON DC (International personnel involved)
NETSAFA PENSACOLA FL (International personnel involved)
COMNAVREG SE JACKSONVILLE FL
NAS MERIDIAN MS
COMDT COGARD WASHINGTON DC (If USCG involved or overwater SAR)
COMLANTAREA COGARD PORTSMOUTH VA (If USCG involved or overwater SAR)
CCGDEIGHT NEW ORLEANS LA (If USCG involved or overwater SAR)
TRARON 9

Cut and paste into the message body:

UNCLAS
MSGID/OPREP-3NB,USMTF,2012/TRARON 9/001// (001, 002, etc. Is the sequential serial number from the last OPREP. If a follow up message, then 001A, 002A, etc.)
REF/A/DESC: INITIAL VOICE REPORT/-/DDTIMEZMAR2011//
FLAGWORD/NAVY BLUE/-//
TIMELOC/DDTIMEZSEP2012/NAS MERIDIAN MS/INIT// (DTG/location of incident)
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/
1. INCIDENT: AIRCRAFT CRASHED SHORT OF RUNWAY (short statement)
2. DATE OF INCIDENT: 04SEP2011
3. TIME OF INCIDENT: 1514L
4. LOCATION OF INCIDENT: NAS MERIDIAN, MS
5. INCIDENT: (Clearly identify the incident being reported within the first two sentences. Provide known details. Convey the who, what, why, where and when if known. For aircraft accidents, include:
Aircraft model, BuNo, Aircrew's ranks, service (i.e. LT USN, 1LT USMC, etc.), and injuries (if known) Number of other persons on board and their injuries.
Mission (i.e CROSS COUNTRY TRAINING FLIGHT or LOCAL TRAINING LIGHT, etc. Use terms non aviators will understand. Do not use terms like Contact, FCLP, etc)
Phase of flight (i.e. TAXI, TAKEOFF, FINAL APPROACH, LANDING, etc.)
SAR status,
Aircraft damage. Provide an account of the personnel and/or unit losses or damages which were incurred as a result of the incident; report unknowns.
Example for this paragraph: T-45C AIRCRAFT, BUNO 165XXX, CRASHED AT 1514 CDT WHILE ON FINAL APPROACH TO NAS MERIDIAN, MS. CRASH SITE IS APPROXIMATELY FIVE MILES NORTHWEST OF NAS MERIDIAN IN HEAVILY WOODED TERRAIN. AIRCRAFT DESTROYED. VT-9 INSTRUCTOR PILOT (LT USN) SUFFERED FATAL INJURIES. VT-9 STUDENT PILOT (1STLT USMC) EJECTED SUFFERING SEVERE INQUIRES. LOCAL FIRE DEPARTMENT AND SHERIFF ON SCENE. AIRCRAFT HAD BEEN CONDUCTING A ROUTINE INSTRUMENT TRAINING MISSION.

6. REPORTING CUSTODIAN: COMTRAWING ONE, NAS MERIDIAN, MS

7. MEDIA INTEREST ANTICIPATED

8. COMMANDING OFFICER'S ESTIMATE: (Ability of the unit to operate. i.e. ABLE TO CONTINUE PRESENT MISSION. or TRAWING ONE HAS STOOD DOWN FROM ALL T-45 OPERATIONS. etc.)

9. FINAL REPORT THIS INCIDENT (If applicable. If anticipating a follow up OPREP, delete that statement). MISHAP REPORT TO FOLLOW.

10. POC: CAPT E. D. NICHOLS. DSN 637-2330, COMM 601-679-2330. (Phone number given should be manned 24/7)//

TAB 7D - OPREP-3 NAVY UNIT SITREP MESSAGE

For UNIT SITREP: Mishaps/Incidents not meeting Pinnacle or Navy Blue criteria

The blue lettering will need to change for each message - it is the info you need to insert.
The red lettering is notes which will be removed prior to release.
Initial reports are not required to be complete reports; the emphasis of the report is on immediacy rather that complete content.

Put in the subject line:

OPREP-3 NAVY UNIT SITREP

Put in the to line:

COMPACFLT PEARL HARBOR HI
COMNAVAIRPAC SAN DIEGO CA
CNATRA CORPUS CHRISTI TX
COMTRAWING ONE MERIDIAN MS

Put in the CC line:

CHINFO WASHINGTON DC//00//
CNIC WASHINGTON DC
ONI WASHINGTON DC
COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//
HQ USNORTHCOM
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24
NAVY JAG WASHINGTON DC
COMNAVAIRSYSCOM PATUXENT RIVER MD (probably won't need, ask Safety Rep)
CG TECOM QUANTICO VA (USMC personnel involved)
MATSG-21 (USMC personnel involved)
NAVY IPO WASHINGTON DC (International personnel involved)
NETSAFA PENSACOLA FL (International personnel involved)
COMNAVREG SE JACKSONVILLE FL
NAS MERIDIAN MS
TRARON 9

Cut and paste into the message body:

UNCLAS
MSGID/OPREP-3NUS,USMTF,2012/TRARON 9/001// (001, 002, etc. Is the sequential serial number from the last OPREP. If a follow up message, then 001A, 002A, etc.)
REF/A/DESC: INITIAL VOICE REPORT/-/DDTIMEZMAR2011//
FLAGWORD/NAVY UNIT SITREP/-//
TIMELOC/DDTIMEZSEP2012/NAS MERIDIAN MS/INIT// (DTG/location of incident)
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/
1. INCIDENT: AIRCRAFT CRASHED SHORT OF RUNWAY (short statement)
2. DATE OF INCIDENT: 04SEP2011
3. TIME OF INCIDENT: 1514L
4. LOCATION OF INCIDENT: NAS MERIDIAN, MS

5. INCIDENT: (Clearly identify the incident being reported within the first two sentences. Provide known details. Convey the who, what, why, where and when if known. For aircraft accidents, include:
Aircraft model, BuNo, Aircrew's ranks, service (i.e. LT USN, 1LT USMC, etc.), and injuries (if known) Number of other persons on board and their injuries.
Mission (i.e CROSS COUNTRY TRAINING FLIGHT or LOCAL TRAINING LIGHT, etc. Use terms non aviators will understand. Do not use terms like Contact, FCLP, etc)
Phase of flight (i.e. TAXI, TAKEOFF, FINAL APPROACH, LANDING, etc.)
SAR status,
Aircraft damage. Provide an account of the personnel and/or unit losses or damages which were incurred as a result of the incident; report unknowns.
Example for this paragraph: T-45C AIRCRAFT, BUNO 165XXX, CRASHED AT 1514 CDT WHILE ON FINAL APPROACH TO NAS MERIDIAN, MS. CRASH SITE IS APPROXIMATELY FIVE MILES NORTHWEST OF NAS MERIDIAN IN HEAVILY WOODED TERRAIN. AIRCRAFT DESTROYED. VT-9 INSTRUCTOR PILOT (LT USN) SUFFERED FATAL INJURIES. VT-9 STUDENT PILOT (1STLT USMC) EJECTED SUFFERING SEVERE INQUIRES. LOCAL FIRE DEPARTMENT AND SHERIFF ON SCENE. AIRCRAFT HAD BEEN CONDUCTING A ROUTINE INSTRUMENT TRAINING MISSION.

6. REPORTING CUSTODIAN: COMTRAWING ONE, NAS MERIDIAN, MS

7. MEDIA INTEREST ANTICIPATED

8. COMMANDING OFFICER'S ESTIMATE: (Ability of the unit to operate. i.e. ABLE TO CONTINUE PRESENT MISSION. or TRAWING ONE HAS STOOD DOWN FROM ALL T-45 OPERATIONS. etc.)

9. FINAL REPORT THIS INCIDENT (If applicable. If anticipating a follow up OPREP, delete that statement). MISHAP REPORT TO FOLLOW or MISHAP REPORT NOT REQUIRED.

10. POC: CAPT E. D. NICHOLS. DSN 637-2330, COMM 601-679-2330. (Phone number given should be manned 24/7)//

TAB 8A - Secure Pertinent Records

1. IN THE EVENT OF A MISHAP INVOLVING A VT-9 AIRCRAFT, THERE ARE CERTAIN MATERIALS THAT MUST BE SECURED.

2. FROM THE MAINTENANCE DEPARTMENT:
   A. SEND A RUNNER, PREFERABLY AN IP, TO L3 MAINTENANCE AND INSTRUCT THEM TO LOCK "OOMA" AND "GOLD" (THE COMPUTER BASED MAINTENANCE TRACKING SYSTEMS).
   B. THE AIRCRAFT DATA BOOK (ADB) FOR THE AIRCRAFT INVOLVED IN THE MISHAP MUST BE REMOVED FROM MAINTENANCE CONTROL. DO NOT ALLOW ANYONE TO ADD, REMOVE, OR ALTER ANY INFORMATION IN THE BOOK.
   C. IF ANY MAINTENANCE GROUND PERSONNEL ARE INVOLVED IN THE MISHAP, THEIR MAINTENANCE-TRAINING JACKET, AND GSE LICENSING (IF APPROPRIATE) MUST BE SECURED FROM THEIR SHOP.
   D. IF ANY GROUND SUPPORT EQUIPMENT WAS INVOLVED IN THE MISHAP, THE MAINTENANCE RECORDS FOR THAT EQUIPMENT MUST BE SECURED, TO INCLUDE THE RECORDS FOR DAILY INSPECTIONS.
   E. RETURN THESE ITEMS TO THE ODO DESK.
   F. A CNATRA MAINTENANCE REPRESENTATIVE MAY BE ABLE TO ASSIST IN THIS IF ONE IS AVAILABLE.

3. FOR THE AIRCREW INVOLVED IN THE MISHAP, THE FOLLOWING ITEMS MUST BE SECURED:
   A. GO TO OPS ADMIN AND RETRIEVE THE STUDENT TRAINING JACKETS AND AIRCREW LOGBOOKS FROM THE FILING CABINET.
   B. GO TO THE NATOPS CLERK OFFICE (LOCATED IN THE SAFETY OFFICE) AND LOCATE THE NATOPS JACKETS FOR ANY AIRCREW INVOLVED. ALSO RETRIEVE THE INSTRUCTOR TRAINING JACKET FROM THE FILING CABINETS IN THE STAN CLERKS OFFICE. DO NOT ALLOW ANYONE TO ALTER ANYTHING IN ANY OF THE RECORDS.
   C. RETURN THESE ITEMS TO THE ODO DESK.

4. GATHER COPIES OF ANY PERTINENT FLIGHT PLANNING DATA AVAILABLE TO INCLUDE ANY FILED FLIGHT PLAN, TRAINING AREAS USED, AND TYPE OF TRAINING BEING CONDUCTED. YOU MAY ALSO REQUEST TAPES AND TRANSCRIPTS OF TOWER OR ATC TRANSMISSIONS TO THE MISHAP AIRCRAFT.

5. IF NECESSARY, CREATE A MAP WITH THE CRASH SITE HIGHLIGHTED, NOTING ANY SURROUNDING AIRFIELDS, AND OR ASSETS THAT MAY BE AVAILABLE TO SUPPORT THE RECOVERY.

6. ALL OF THESE RECORDS MUST BE PROPERLY SECURED. INITIALLY THESE ITEMS MAY BE KEPT BEHIND THE ODO DESK. REGARDLESS OF WHERE YOU SECURE THEM, ENSURE THAT NO ONE ELSE HAS ACCESS TO THEM WITH THE EXCEPTION OF THE **CO, XO, SO** OR **ASO**. IF ANY OF THESE INDIVIDUALS WERE PART OF THE MISHAP AIRCREW, THEN THEY NO LONGER HAVE ACCESS TO THE RECORDS.

7. CALL THE TIMS SUPPORT OFFICE AT 601-679-2368 DURING NORMAL WORKING HOURS (M-TH UNTIL 2300; F UNTIL 1800) TO GET THE FLIGHT SCHEDULE REMOVED FROM THE INTERNET. AFTER HOURS AND WEEKENDS, CONTACT THE TIMS FUNCTIONAL ADMINISTRATOR, LINDA WIGINTON, AT 601-737-4216. IF UNABLE TO REACH LINDA, CALL ENTERPRISE SUPPORT CENTER (MANNED 24/7) AT 361-961-5398 OR DSN 861-5398. IF IT IS A X-COUNTRY OR WEEKEND FLIGHT, HAVE ALL THE APPLICABLE FLIGHT SCHEDULES REMOVED (THUR, FRI, SAT, SUN, MON, ETC.)

8. OBTAIN CURRENT WEATHER INFORMATION FOR CRASH SITE, DEPARTURE, AND ARRIVAL AIRFIELD. USE THE FOLLOWING PAGE TO GUIDE YOU IN GETTING THE APPROPRIATE INFORMATION.

TAB 8B - CRASH SITE WEATHER

1. IT IS ESSENTIAL TO THE MISHAP INVESTIGATION THAT YOU OBTAIN THE ACTUAL WEATHER OBSERVATION AT THE MISHAP SITE AT THE TIME OF THE MISHAP. THIS INFORMATION WILL BE REQUIRED FOR THE MISHAP DATA REPORT WHICH IS DUE WITHIN 4 HOURS FOR A CLASS A OR B MISHAP AND 24 HOURS FOR A CLASS C MISHAP.

2. FOR LOCAL OPERATIONS, OBTAIN MISHAP SITE WEATHER FROM NAS MERIDIAN DUTY FORECASTER: 679-2445.

3. ASK IF THE MISHAP AIRCRAFT RECEIVED A DD 175-1 ("DASH ONE"). IF SO, HAVE THE FORECASTER MAKE A COPY FOR THE AMB. GO AND RETRIEVE THE COPY.

4. IF MISHAP IS OUT OF THE LOCAL AREA, ASK NAS FORECASTER TO OBTAIN WEATHER FROM NEAREST (A) MILITARY AIRFIELD OR (B) CIVILIAN WEATHER FACILITY. IF NAS FORECASTER IS NOT AVAILABLE, REFERENCE IFR SUPPLEMENT FOR NEAREST FACILITY. **AFTER HOURS OR ON WEEKEND CALL 1-800-PILOTWX**

5. SOME ITEMS MAY BE "UNKNOWN" (UNK) OR "NOT APPLICABLE" (NA).

DATE AND TIME OF REPORT: _____ (DAY/NIGHT)

BRIEFED BY: _____

WEATHER AS BRIEFED:

1. AIR TEMP:	_____	9. SKY COND:	_____
2. REL HUM:	_____	10. HORIZON:	_____
3. DEW PT:	_____	11. VISIBILITY:	_____
4. WATER TEMP:	_____	12. OBSTRUC:	_____
5. WIND DIR:	_____	13. ALTIMETER:	_____
6. WIND VEL:	_____	14. ICING:	_____
7. WIND GUSTS:	_____	15. PRECIP:	_____
8. CEILING:	_____	16. EXTREME WX:	_____

TEMPO: _____

ACCURACY OF BRIEF: _____

FORECAST WEATHER: _____

_____

VALID TIME OF FORECAST: _____

ACTUAL WEATHER:

1. AIR TEMP:	_____	9. SKY COND:	_____
2. REL HUM:	_____	10. HORIZON:	_____
3. DEW PT:	_____	11. VISIBILITY:	_____
4. WATER TEMP:	_____	12. OBSTRUC:	_____
5. WIND DIR:	_____	13. ALTIMETER:	_____
6. WIND VEL:	_____	14. ICING:	_____
7. WIND GUSTS:	_____	15. PRECIP:	_____
8. CEILING:	_____	16. EXTREME WX:	_____

FORECASTER'S NAME: _____ PHONE: _____

TAB 9 - NAVAL SAFETY CENTER TELEPHONE REPORT

****DO NOT GIVE OUT THE NAMES OF AIRCREW INVOLVED****

1. This telephone report is required **only for Class "A" mishaps**. It must be completed within 1 hour of mishap verification.

2. Remove this sheet and fill in the blanks. Use TBD for any unknowns.

MISHAP TELEPHONE REPORT WORKSHEET

1. Reporting custodian: **VT-9**

2. Aircraft Type: **T-45C** Bureau Number: _____ **(TAB 14)**

3. Mishap Location: Ship or Station _____

   Lat / Long _____

   Navaid / Radial / DME _____

4. Mishap Time: Local and Zulu _____

5. Brief Narrative: _____

_____

_____

_____

6. Damage: (Aircraft, DOD property, Civilian property)

_____

_____

7. Injuries / Fatalities: (Number of fatalities or nature of injuries if known, but do not give names)

_____

_____

8. Points of contact: (Give only one name, duty phone, and billet of ASO, XO, or CO, in that order)

Name: _____ Billet: _____ Phone Number: _____

When completed, call the Naval Safety Center at: DSN 564-3520
COMM 757-444-3520
FAX DSN 564-7049

NOTE: Collect calls are accepted at the Naval Safety Center.

If unable to contact the NSC at 757-444-3520 (DSN 564-3520), call the answering machine at 757-444-2929 (DSN 564-2929) and leave a message including all the above information. The duty officer will call you back. Follow-on phone calls are highly encouraged in order to update information.

TAB 10 - CTW-1/ CNATRA / CNAF VOICE REPORTS

1. **CHECK WITH CO FIRST IF AVAILABLE. HE MAY WANT TO MAKE THESE CALLS OR HAVE SPECIAL INSTRUCTIONS FOR YOU.**

2. **THE TIME REQUIREMENTS VARY FOR THESE PHONE CALLS. PLEASE ENSURE THESE PHONE CALLS ARE COMPLETED FIRST, HOWEVER, OPREP AND NAVAL SAFETY CENTER NOTIFICATION CAN BE STARTED CONCURRENTLY IF ASSISTANCE IS AVAILABLE TO YOU.**

3. **THE FORMAT OF THE CNET AND CNATRA PHONE CALLS SHOULD BE SIMILAR TO THE NAVAL SAFETY CENTER VOICE REPORT. ADDITIONAL INFORMATION MAY BE REQUESTED BY THE RECIPIENTS BUT DO NOT SPECULATE. USE "TBD" FOR ANY UNKNOWNS. (SEE TAB 11)**

4. **CONTACT THE FOLLOWING:**

   A. CONTACT THE FOLLOWING CTW-1 PERSONNEL FOR ALL MISHAPS. YOU SHOULD BEGIN BY SIMPLY INFORMING THEM THAT THEIR PRESENCE IS REQUESTED IN THE VT-9 READY ROOM BUT ADDITIONAL INFORMATION CAN BE GIVEN IF IT IS REQUESTED. TRY NOT TO GIVE TOO MUCH DETAIL OVER THE PHONE AND DO NOT SPECULATE. TIME REQUIREMENT FOR CTW-1: AS SOON AS POSSIBLE AFTER OPREP-3 VOICE REPORT.

   CTW-1 AVIATION SAFETY OFFICER: LCDR CHRIS RAPIN
   DURING WORKING HOURS: OFFICE X-2090/2869
   AFTER WORKING HOURS: (C) 831-402-6109

   CTW-1 CHIEF STAFF OFFICER: CDR DAN FAHEY
   DURING WORKING HOURS: OFFICE X-2193
   AFTER WORKING HOURS: (C) 360-929-3435

   CTW-1 COMMODORE: CAPT DAVID LOBDELL
   DURING WORKING HOURS: OFFICE X-2148
   AFTER WORKING HOURS: (C) 601-604-3424

   FOR INCIDENTS INVOLVING MARINE PERSONNEL,
   (1) CTW-1 MARINE LIAISON OFFICER: LtCol ROBERT KOCHANSKI
   DURING WORKING HOURS: OFFICE X-2308
   AFTER WORKING HOURS: (C) 601-513-7681
   (2) MATSG TWO ONE GDO: (850)452-5534

   B. CONTACT CNATRA SAFETY OFFICE FOR ALL MISHAPS.
   TIME REQUIREMENT: AFTER OPREP-3 REPORTING IS COMPLETE.

   DURING WORKING HOURS: DSN 861-2286 / 2284
   COMM (361) 961-2286 / 2284
   IF UNAVAILABLE CALL DUTY BLACKBERRY:
   (361) 533-0494

   C. CONTACT CNAF CDO FOR ALL CLASS A AND B AIRCRAFT MISHAPS.
   TIME REQUIREMENT: WITHIN ONE HOUR OF VERIFICATION

   CDO CELL: COMM (619) 666-4921

   QUARTERDECK: COMM (619) 545-2017
   DSN 735-2017

Use the following template:

- **"This is** _____" *(name, rank)*
- **"Calling from** *(Your command)*
  VT-7/VT-9/TW-1
- **"We have had a Class ALPHA aviation Mishap**
- **"…involving**_____"

(# vehicles/# personnel)

- *(Give a brief description of incident, including injury, damage, and rescue services notified. (Do not speculate.)*

  _____

  _____

  _____

  Example: *"Single T-45C has crashed in the vicinity of NAS Meridian, MS."*

- **"For further information, you may reach our squadron at** _____"
  (phone number)

DO NOT RELEASE NAMES OF PERSONNEL INVOLVED OVER THE TELEPHONE.

TAB 11A - NAVAL SAFETY CENTER WAHMRS INITIAL NOTIFICATION

1. THE WAHMRS INITIAL NOTIFICATION MESSAGE SHALL BE SUBMITTED IN ACCORDANCE WITH THE TIME LINE ESTABLISHED ON THE MISHAP SEVERITY DECISION TREE **(TAB 5)**. FOR CLASS A OR B MISHAP, 4 HOURS. FOR CLASS C MISHAP, 24 HOURS. THE ASO WILL BE RESPONSIBLE FOR THIS BUT IF AN ASO IS NOT AVAILABLE, YOU WILL BE REQUIRED TO PERFORM THIS TASK IN ORDER TO MEET THE TIME REQUIREMENTS. START THE FOLLOWING LIST IN ORDER UNTIL AN ASO HAS BEEN REACHED SO THAT WAHMRS CAN BE INITIATED.

2. THE FOLLOWING IS A LIST OF AVIATION SAFETY OFFICERS IN THE SQUADRON. ANY ASO WILL BE ABLE TO HELP YOU BUT USE THE CURRENT ASO IF AVAILABLE. YOU MAY TURN THIS TAB OVER TO THE ASO WHEN HE ARRIVES.

NAME	RANK	WORK#	HOME#	CELL#
*Eric Nichols	Capt	3767		904-607-8921
Chris Rapin	LCDR	3769		831-402-6109
Jeff Millar	LCDR	2330	760-301-4936	760-608-0327
Robert Bradley	Maj	2772	601-350-0050	617-671-5339
Nicholas Keller	Maj	3367		601-616-3200

* DENOTES CURRENT ASO.

3. ENSURE THAT THE OPREP-3 MESSAGE HAS BEEN SENT BEFORE YOU START WORKING ON THIS MESSAGE.

TAB 11B - Internet Flight Schedule Removal Procedures

IN THE EVENT OF A SERIOUS AIRCRAFT MISHAP, THE FLIGHT SCHEDULE ON THE INTERNET NEEDS TO BE REMOVED TO KEEP THE GENERAL PUBLIC FROM BEING ABLE TO DETERMINE AIRCREW NAMES.

TO ACCOMPLISH THIS, SQUADRON OR WING PERSONNEL NEED TO CALL THE ENTERPRISE SUPPORT CENTER (MANNED 24/7) TO HAVE THE SCHEDULE REMOVED FROM THE INTERNET:

361-961-5398 OR DSN 861-5398

THE CALLER MUST STATE WHAT UNIT'S FLIGHT SCHEDULE NEEDS TO BE REMOVED FOR WHAT DAY(S).

DO NOT FORGET THAT CROSS COUNTRY FLIGHTS WILL BE ON TWO OR THREE DIFFERENT DAY'S FLIGHT SCHEDULES AND ALL MUST BE REMOVED.

TIMS WILL NOT BE TAKEN DOWN IN THE EVENT OF A MISHAP

TAB 12 International Student Notification

P 101500Z OCT 07 ZYB
FM TRARON NINE MERIDIAN MS
TO SECNAV WASHINGTON DC
CNO WASHINGTON DC
COMNAVAIRFOR SAN DIEGO CA
CNATRA CORPUS CHRISTI TX//N32//
NETSAFA PENSACOLA FL

INFO BUMED WASHINGTON DC
COMNAVPERSCOM MILLINGTON TN//PERS-621//
CHINFO WASHINGTON DC
NAVY IPO WASHINGTON DC
NAVAVSCOLSCOM PENSACOLA FL

BT
UNCLAS //N04950//
MSGID/GENADMIN,USMTF,CURRENT MONTH/VT-9//
SUBJ/IMS CASUALTY REPORT//
POC/NAME/RANK/VT-9/MERIDIAN MS/TEL:DSN PHONE NUMBER/EMAIL:E-MAIL ADDRESS//
GENTEXT/REMARKS/A. NAME IN FULL, COUNTRY, RANK OR RATING, FILE OR FIN, BRANCH OF SERVICE, ITO# AND DATE, WCN#
B. TYPE OF CASUALTY
C. DATE, LOCAL TIME OF INCIDENT, PLACE, CIRCUMSTANCES AND CAUSE. *(GIVE CONCISE BUT AMPLE EXPLANATION OF OCCURRENCE FOR IMMEDIATE EXPLANATION BY NETSAFA TO NAVAL ATTACHES AND MILTARY ASSISTANCE ADVISORY GROUPS [MAAGS])*. *(IF DEATH OR SERIOUS INJURY)*, STATE WHETHER SUSTAINED IN AUTOMOBILE ACCIDENT, AIRCRAFT ACCIDENT OR OTHER CAUSE. *(IF DEATH OR SERIOUS INJURY RESULTED FROM FLIGHT IN A NAVAL AIRCRAFT, INCLUDE THE FOLLOWING ITEMS:)* STATUS OF THE INDIVIDUAL [PILOT, CREWMEMBER, PASSENGER, ETC.], MODEL OF AIRCRAFT, FLIGHT PURPOSE.
D. (IF FATALITY INVOLVED) LOCATION AND DISPOSITION OF REMAINS. *GIVE COMPLETE NAME AND ADDRESS OF MORGUE OR FUNERAL ESTABLISHMENT WHERE REMAINES ARE LOCATED. IF REMAINS NOT RECOVERED, SO STATE AND ADVISE AS TO THE STATUS OF THE SEARCH. (IF REQUIRED)* REQUEST INSTRUCTIONS FOR THE DISPOSITION OF REMAINS. *IF REMAINS ARE TO BE TRANSFERRED TO ANOTHER ESTABLISHMENT, GIVE NAME AND ADDRESS OF SUCH ESTABLISHMENT, AND WHEN TRANSFER WILL BE MADE. (IF REQUIRED)* REQUEST PERMISSION TO PERFORM AUTOPSY.
E. NEXT OF KIN IDENTIFICATION, LOCATION (IF AVAILABLE).//
BT

TAB 13 - FAA TELEPHONE REPORT

****DO NOT GIVE OUT THE NAMES OF AIRCREW INVOLVED****

1. THIS TELEPHONE REPORT IS REQUIRED **ONLY IF AN FAA FUNCTION (IE. MEMPHIS CENTER) AND/OR CIVIL AIRCRAFT ARE INVOLVED IN THE MISHAP**. IT MUST BE COMPLETED WITHIN 4 HOURS OF NOTIFICATION.

2. FAA TELEPHONE REPORT WORKSHEET: REMOVE THIS SHEET AND FILL IN THE BLANKS. USE TBD FOR ANY UNKNOWNS.

1. DATE/LOCAL TIME/TIME ZONE OF MISHAP: _____

2. MISHAP LOCATION: SHIP OR STATION _____
   LAT / LONG _____ NAVAID / RADIAL / DME _____

3. AIRCRAFT TYPE: **T-45C** BUREAU NUMBER: _____ (SEE **TAB 14**)

4. SQUADRON: **VT-9**

5. LAST AIRFIELD OF DEPARTURE: _____

6. TYPE OF AIR TRAFFIC CONTROL CLEARANCE: **VFR / IFR** (PICK ONE)

7. AIRCRAFT DESTINATION: _____

8. LAST KNOWN POSITION AND/OR RADIO CONTACT WITH PILOT: _____
   _____

9. SECURITY CLASSIFICATION OF MISHAP: **UNCLASSIFIED**

10. RADIOACTIVE MATERIALS ONBOARD: **NO**

11. BRIEF NARRATIVE: **(DO NOT GIVE NAMES OF INDIVIDUALS INVOLVED)**
    _____
    _____

12. IDENTIFY FAA FUNCTIONS INVOLVED: (THE CONTROLLING AGENCY; IE. CENTER, TYPE OF CIVIL FLIGHT, ETC.)
    _____
    _____
    (INCLUDE STATEMENT THAT "FAA/NTSB INVOLVEMENT IN THE INVESTIGATION **IS NOT** REQUESTED")

13. STATE WHETHER OTHER INVESTIGATIONS WILL BE CONDUCTED: (NAVAL MISHAP INVESTIGATION, JAGMAN, ETC.)

14. POINT OF CONTACT: (GIVE ONLY ONE NAME, DUTY PHONE, AND BILLET OF ASO, XO, OR CO, IN THAT ORDER)

    Name _____ Billet _____ Phone Number _____

WHEN COMPLETED, CALL THE FAA. FOR LOCAL AREA OR SOUTHEASTERN UNITED STATES, CALL THE FAA REGIONAL OFFICE, ATLANTA GA (404) 526-7222 / 7541

FOR ANYWHERE ELSE CONUS OR IF UNABLE TO REACH FAA ATLANTA, CALL FAA WASHINGTON DC HQ (202) 426-3111 OR (202) 655-3111

NAME OF PERSON RECEIVING CALL: _____ TIME: _____

TAB-14 T-45 MODEX/BUNO

100 – 165472
101 - 165598
102 - 165081
103 - 165082
104 - 165083
105 - 165084
106 - 165085
107 – 165629
109 - 165088
110 - 165089
111 - 165090
112 - 165091
113 - 165092
114 - 165457
116 - 165459
117 - 165460
118 - 165461
119 - 165462
120 - 165463
121 - 165464
122 - 165465
123 - 165466
124 - 165467
125 - 165468
126 - 165469
127 - 165470
128 - 165471
130 - 165473
131 - 165474
132 - 165475

134 - 165477
135 - 165478
136 - 165479
137 - 165480
138 - 165481
139 - 165482
140 - 165483
141 - 165484
142 – 165485
145 - 165488
146 - 165489
147 - 165490
148 - 165491
149 - 165492
150 - 165493
151 - 165494
152 - 165495
153 - 165496
154 – 165497
155 - 165498
157 - 165599
158 - 165600
159 - 165601
160 - 165602
161 - 165603
162 - 165604
163 - 165605
164 - 165606
165 - 165607
166 - 165608

167 - 165609
168 - 165610
169 - 165611
170 - 165612
171 - 165613
172 - 165614
173 - 165615
174 - 165616
175 - 165617
176 - 165618
177 - 165619
178 - 165620
179 - 165621
180 - 165622
181 - 165623
182 - 165624
183 - 165625
184 - 165626
185 - 165627
186 - 165628
187 – 165086
188 - 165630
189 - 165631
190 - 165632

TOTAL: 84

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TAB 15 - CURRENT SQUADRON MESSAGE SERIAL NUMBERS

1. USE THE FOLLOWING SERIAL NUMBERS FOR THE CORRESPONDING MESSAGE TRAFFIC. THESE NUMBERS RESET BY THE FISCAL YEAR FOR MISHAPS AND HAZREPS. OPREP-3 AND UNIT SITREP MESSAGES USE CONSECUTIVE NUMBERS REGARDLESS OF FLAGWORD AND ARE RESET BY CALENDAR YEAR. FOR AMENDED OR AMPLIFYING OPREP-3 OR UNIT SITREP MESSAGES, ADD A SUFFIX TO ANNOTATE INFORMATION ABOUT THE SAME INCIDENT. (EX. SECOND MESSAGE FOR INCIDENT 004 WOULD APPEAR AS 004A, THIRD 004B, ETC.)

CLASS A: 01-13

CLASS B: 01-13

CLASS C: 01-13

HAZREP: See ASO/Safety Officer

OPREP-3 OR UNIT SITREP: 001

*CURRENT AS OF 09 OCT 12

TAB 16 - STAFF RECALL ROSTER

TAB 17 - SAFETY DEPARTMENT REVIEW

1. THIS MISHAP PLAN IS TO BE REVIEWED FOR CURRENCY QUARTERLY.
2. CHECK OPREP-3 FORMATS, RECALL PHONE NUMBERS, AND CONTACT PHONE NUMBERS.

	DAY/MONTH/YEAR	REVIEWED BY	SIGNATURE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

TAB 18 - RECORD OF PRE-MISHAP DRILLS

1. THIS MISHAP PLAN IS TO BE EXERCISED FOR CURRENCY THE SAFETY DEPARTMENT EACH QUARTER.

DATE	PERSONNEL DRILLED	FACILITATOR
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

TAB 19 - RECORD OF AIRCRAFT MISHAP BOARD TRAINING

1. QUARTERLY AMB TRAINING WILL BE CONDUCTED BY THE AVIATION SAFETY OFFICER AND LOGGED BELOW.

CY 2013

	DATE	AMB MEMBERS PRESENT	TOPICS
1ST QTR:			
2ND QTR:			
3RD QTR:			
4TH QTR:			