



DEPARTMENT OF THE NAVY

TRAINING AIR WING FOUR
245 FIFTH ST SUITE 105
CORPUS CHRISTI TX 78419-5242

COMTRAWINGFOURINST 3750.6B
N00X

20 NOV 2008

COMTRAWINGFOUR INSTRUCTION 3750.6B

Subj: PRE-MISHAP PLAN

- Ref: (a) OPNAVINST 3750.6R (Naval Aviation Safety Program)
(b) OPNAVINST 3100.6H (Special Incident Reporting Procedures)
(c) NAVAIR 00-80T-116-1, 2, 3, 4 (Safety Investigation Technical Manual, Volume I-IV)
(d) OPNAVINST 4790.2J (Naval Aviation Maintenance Program)
(e) CNATRAININST 3750.23L (Naval Air Training Command Aircraft Mishap and Hazard Reporting)
(f) CNATRAININST 5720.20F Series (Public Affair Aspects of Accidents and Incidents)
(g) SECNAV 4950.4A (Joint Security Assistance Training)
(h) JAGINST 5800.7E (JAG Manual)
(i) SECNAVINST 5720.44B (Public Affairs Policy and Regulations)
(j) OPNAVINST 5102.1D (Navy and Marine Corps Mishap and Safety Investigation Reporting and Record Keeping Manual)
(k) CNATRAININST 1500.4G (Student Naval Aviator Training and Administration Manual)
(l) OPNAVINST 3750.16C (Participation in a Military or Civil Aircraft Accident Safety Investigation)

Encl: (1) Training Air Wing FOUR Pre-Mishap Plan

1. Purpose. This instruction provides a standardized guide for initial reporting, investigation procedures, and subsequent action required for the first 24 hours in the event of an aviation mishap under the cognizance of Commander, Training Air Wing FOUR. This instruction has been extensively revised to reflect current safety programs and mishap reporting requirements. This instruction shall be the primary pre-mishap instruction for all Training Air Wing FOUR (TRAWING FOUR) squadrons.

2. Cancellation. COMTRAWINGFOURINST 3750.6B (draft) dated 12 July 2006.

3. Background. References (a) through (l) set forth the requirements, conditions, and general procedures to follow in the submission of reports, conduct of investigations, and promulgation of other administrative correspondence associated with aircraft mishaps.

4. Action

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a. This plan will promote timely, accurate, and uniform reporting of mishaps. Corpus Christi based TRAWING FOUR staff, commands and detachments need not generate their own, subordinate pre-mishap plans. Detachments to Las Cruces NM, NAS Oceana, NAS North Island or other locations, shall make appropriate preparations to activate this pre-mishap plan from the detachment site.

b. The following training items, checklists, message formats, and tabs have been designed to serve as guides for all TRAWING FOUR staff, commands and detachments. There may be selected procedures, personnel and organizations cited for action or notification that would be applicable to the TRAWING FOUR staff, a command, or detachment but not necessarily to another.

c. The Senior Member of the Aviation Mishap Board (AMB), squadron Safety Officer and Senior Watch Officer shall review the pre-mishap plan contents upon a change in the detachment location or operating environment. He/she shall delineate those specific items that may be disregarded, but not deleted, from the pre-mishap plan.

d. Even though the TRAWING commander is assigned as the aircraft Reporting Custodian for all TRAWING aircraft, the individual squadron assumes the responsibility for reporting and investigating when a mishap occurs to an aircraft signed for by a CNATRA Staff, TRAWING FOUR Staff, or squadron pilot when on a squadron scheduled mission.

e. TRAWING FOUR assumes the responsibility for reporting and investigating aircraft mishaps under the following conditions:

(1) When the event appears on the TRAWING FOUR flight schedule.

(2) Aircraft signed for by a CNATRA Staff, TRAWING FOUR Staff, Contract Maintenance Pilot or squadron pilot when on a maintenance flight, regardless of the flight schedule on which the event appears.

(3) For aircraft involved in a ground mishap when the aircraft has not yet been assigned to a squadron, (i.e., "A-sheet" signed).

f. The Officers-in-Charge of training and/or combined detachments, such as Las Cruces training detachments, CORTRAMID and PROTRAMID midshipmen detachments, shall be responsible for submitting the initial Mishap Data Report and making the initial telephone reports. They shall have a standing AMB for the purpose of performing initial investigation responsibilities until relieved by an appointed AMB.

g. For purposes of mishap identification and Aviation Mishap Board appointment responsibility on a Combined Detachment, an aircraft involved in a mishap which is flown by a pilot from a TRAWING/squadron different from the TRAWING assigned as the aircraft Reporting

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Custodian will be considered to have been transferred to the unit to which the pilot is assigned.

h. Commanding Officers, Officers-in-Charge, and Department Heads shall ensure that concerned personnel are familiar with enclosure (1) and that all individuals within the command comply with the following procedures.

(1) General. Any person who has knowledge of a mishap involving injury to personnel or damage to government property shall immediately report the facts to the nearest squadron, Command Duty Officer, or NAS ODO/CDO, as appropriate. Except as outlined in this instruction, personnel shall not divulge information, either officially or unofficially, to any other party.

(2) Specific. Nothing in this instruction shall preclude logical and warranted actions. In the event of a mishap, the respective duty officer (SDO, ODO, CDO) is responsible for immediate implementation of enclosure (1) and retains responsibility until relieved by proper authority. The duty officer should delegate authority to NAS/squadron members to satisfy necessary reporting and administrative requirements in the most timely and efficient manner possible. In the event of a death or serious injury, personnel shall not discuss the matter with sources outside the command until information has been released by proper authority. Any injured or deceased individual's name shall not be released, except to authorized naval authorities, without the express permission of the respective Commanding Officer.

(3) Reference (h) provides guidelines to determine if a JAG Manual investigation of an aircraft mishap is necessary. If a JAG Manual investigation is required it must be conducted separately from the AMB investigation. No individual shall be assigned to both investigations. Both investigations shall have access to all non-privileged evidence but may not share privileged witness statements or deliberations. The privileged character of the AMB investigation must be protected.

(4) The Concept of Privilege. Use of privileged information is critical to timely and complete investigation of aircraft mishaps. The protection of privileged information is essential to ensure complete and candid responses in witness statements and AMB deliberations. Commanding Officers, Officers-in-Charge, and Department Heads shall ensure that all individuals within the command are familiar with the use and restrictions of privileged information as specified in reference (a).

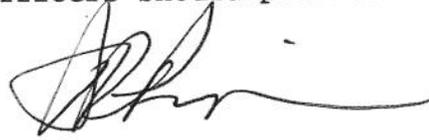
5. Aviation Safety Officer (ASO) Responsibilities. The ASO of each unit utilizing this instruction shall:

a. Review this instruction and references to ensure compliance with all directives and recommend changes as required.

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- b. Provide training to all watch standers on the execution of this instruction.
- c. Conduct pre-planned and spontaneous pre-mishap drills at least quarterly.
- d. Ensure all recall bills are current and accurate.

6. Changes. Proposed changes or updates to this instruction shall be forwarded to the TRAWING FOUR Safety Officer via e-mail or phone at x3588. The TRAWING FOUR Safety Officer shall review the proposed change and distribute the requested change to squadron safety officers and aviation safety officers for review and comment. Squadron safety officers and aviation safety officers should provide feedback within five work days.



D. R. PRICE

Distribution:

COMTRAWINGFOURINST 5216.1L

List I and III

Electronically via NMCI TW4 Shared Drive;

"W:\TW4HQ\N1-N4-N8\Admin Shared\Directives\CTW4 Instructions"

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**TRAINING AIR WING FOUR
PRE-MISHAP PLAN**

**COMTRAWINGFOUR
INSTRUCTION 3750.6B**

22 APR 2009

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COMTRAWINGFOURINST 3750.6B ADMIN INFORMATION

UTILIZING THIS PRE-MISHAP PLAN

1. The enclosed instruction contains basic information for the completion of all required reports and procedures in the first 24 hours following a mishap. Utilize the reference list found on the cover letter for amplifying information.
2. Each individual tab contains required reports for the respective mishap severity, but will occasionally require reference to other tabs (e.g., recall bills, OPREP-3 serialization).
3. Material presented on message or required call templates in **BOLD** shall be copied or repeated verbatim.
4. Enclosed flowcharts provide quick reference for items such as category/severity determination. Certain information (action checklists, category/severity determination) is included in tabular form for timeline maintenance or to provide amplification. **UTILIZE TAB FLOWCHARTS AND CHECKLIST TO ENSURE COMPLETION OF ALL TAB REQUIREMENTS.**
5. The Mishap Data Report (MDR) is required four hours following a Class ALPHA or BRAVO mishap and should be completed by the ASO or Safety Officer. In the unlikely case safety personnel are not available, detailed instructions for the completion of the report and a link to the Safety School's MDR generator are provided in this instruction.
6. Electronic templates for all required messages are included with this instruction. Detailed message release procedures have also been included. Individual squadrons are authorized to modify or replace these procedures as required. Message release has caused difficulty in the past. Recall of admin personnel should be immediately initiated to aid in meeting required timelines. Utilization of the Common Message Processor (CMP) program is encouraged.
7. Watch standers shall review the following Mishap Action Checklist each time the watch is assumed. They shall also be familiar with the location and contents of the mishap investigation kit.

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<p style="text-align: center;">COMTRAWINGFOURINST 3750.6B ASSUMING THE WATCH REVIEW</p>

KEY INFORMATION

1. Incidents involving naval aircraft in any manner will be reported as Flight Mishaps, Flight Related Mishaps, or Aircraft Ground Mishaps utilizing OPNAVINST 3750 procedures. (Example: Maintainer falls off aircraft while performing maintenance and is killed. Category is Aircraft Ground Mishap, severity is Class ALPHA.)

2. Mishaps not involving naval aircraft will be reported as non-aviation mishaps utilizing OPNAVINST 5102.1 procedures. (Example: GS worker is killed by truck when entering flight line. Category is Ground Mishap, severity is Class ALPHA.) Refer to COMTRAWINGFOURINST 5102.1.

3. When notified of a mishap, immediately obtain assistance in execution of the procedures contained herein. Immediately utilize as many senior/qualified personnel as required, recommended assistants at a minimum are: phone talker (answer phones and initiate recall), log keeper (logs all actions and events), runner (collect required mishap materials and data).

4. When notified of a mishap, the first priority is the initiation of SAR and welfare of the crew.

5. Attempt to obtain CO/XO approval prior to releasing any messages or making mishap related phone calls, but meet timelines if approval can not be obtained.

6. Do not delay reporting to obtain additional information. Meet all reporting timelines. If information is unavailable state "TBD" and update later.

7. DO NOT RELEASE NAMES OF PERSONNEL INVOLVED IN ANY OF THE REQUIRED REPORTS OR WHEN COMPLETING RECALL LISTS UNTIL GIVEN COMMAND APPROVAL.

8. When conducting AMB/Squadron recall simply state that your command is implementing the pre-mishap plan and request the member report to work as soon as possible.

9. If unsure of damage costs/injury severity, err on the side of the higher classification. Mishap severity can always be downgraded.

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**COMTRAWINGFOURINST 3750.6B
ASSUMING THE WATCH REVIEW**

10. OPREP-3 five minute voice reports are required for all Class ALPHA and Class BRAVO Aviation Mishaps. The five minute phone report is not required for Class CHARLIE aviation mishaps.
11. A PAO press release is required anytime an OPREP-3 PINNACLE or NAVY BLUE report is made.
12. Mishap Data Reports (MDRs) are non-privileged. Do not include privileged information in the text.
13. There are no immediate safety reports required for Class CHARLIE mishaps. However, the CO may elect to send an immediate NAVY UNIT SITREP which, if required, should be released within 60 minutes of the mishap. An MDR is required 24 hours after a Class CHARLIE aviation mishap.

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**COMTRAWINGFOURINST 3750.6B
ASSUMING THE WATCH REVIEW**

MISHAP TIMELINE MILESTONES QUICK REFERENCE

1. FIVE (5) MINUTES - OPREP-3 voice report (Class ALPHA and BRAVO)
2. ASAP/CONCURRENT - Squadron/AMB recall
3. ASAP - CNATRA, CTW-4 notification
4. ASAP - PAO preliminary press release
5. 60 MINUTES - OPREP-3 message (Class ALPHA and BRAVO)
6. 60 MINUTES - Safety Center phone report (Class ALPHA)
7. 60 MINUTES - COMNAVAIRFOR phone report (Class ALPHA and BRAVO)
8. FOUR HOURS - MDR message (Class ALPHA and BRAVO)
9. 24 HOURS - MDR message (Class CHARLIE)

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MISHAP ACTION CHECKLIST REVIEW

GENERAL INFORMATION

1. REVIEW THIS CHECKLIST PRIOR TO ASSUMING EVERY WATCH.

DEADLINE	ACTION	CLASS			TIME
-	Initial Notification				
ASAP	Initiate/Verify SAR Launched/Crash Alarm				
ASAP	Determine Mishap Category/Class <u>Aviation Mishap Category</u> <u>Class</u> <input type="checkbox"/> Flight Mishap <input type="checkbox"/> Class A <input type="checkbox"/> Flight-Related Mishap <input type="checkbox"/> Class B <input type="checkbox"/> Aircraft Ground Mishap <input type="checkbox"/> Class C				
	For Aviation Mishaps	CLASS			
		A	B	C	
5-MIN	OPREP-3 Voice Report (Class A&B) <input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue	√	√	NA	
ASAP	Initiate Squadron/AMB Recall	√	√	√	
ASAP	Commodore & CNATRA Phone Reports	√	√	√	
60-MIN	OPREP-3 PINNACLE or NAVY BLUE MSG	√	√	NA	
60-MIN	OPREP-3 NAVY UNIT SITREP (If RQD)	NA	NA	√	
ASAP	Collect mishap related records	√	√	√	
60-MIN	COMNAVSAFECEN Phone Report	√	NA	NA	
60-MIN	COMNAVAIRFOR Phone Report	√	√	√	
ASAP	PAO Preliminary Press Release	√	√	NA	
4-HR	Initial MDR Message - Class A & B	√	√	NA	
4-HR	USAF, USMC, USCG, Foreign National Parent Service Notification	√	√	√	
As Required	Miscellaneous Reports/Duties <ul style="list-style-type: none"> • Fluid Samples & 72 hr history • PNOK/SNOK Notification • Imminent Death Retirement • X-ray/Equipment Loss Report 	As Required			
24-HR	Initial MDR Message - Class C	NA	NA	√	

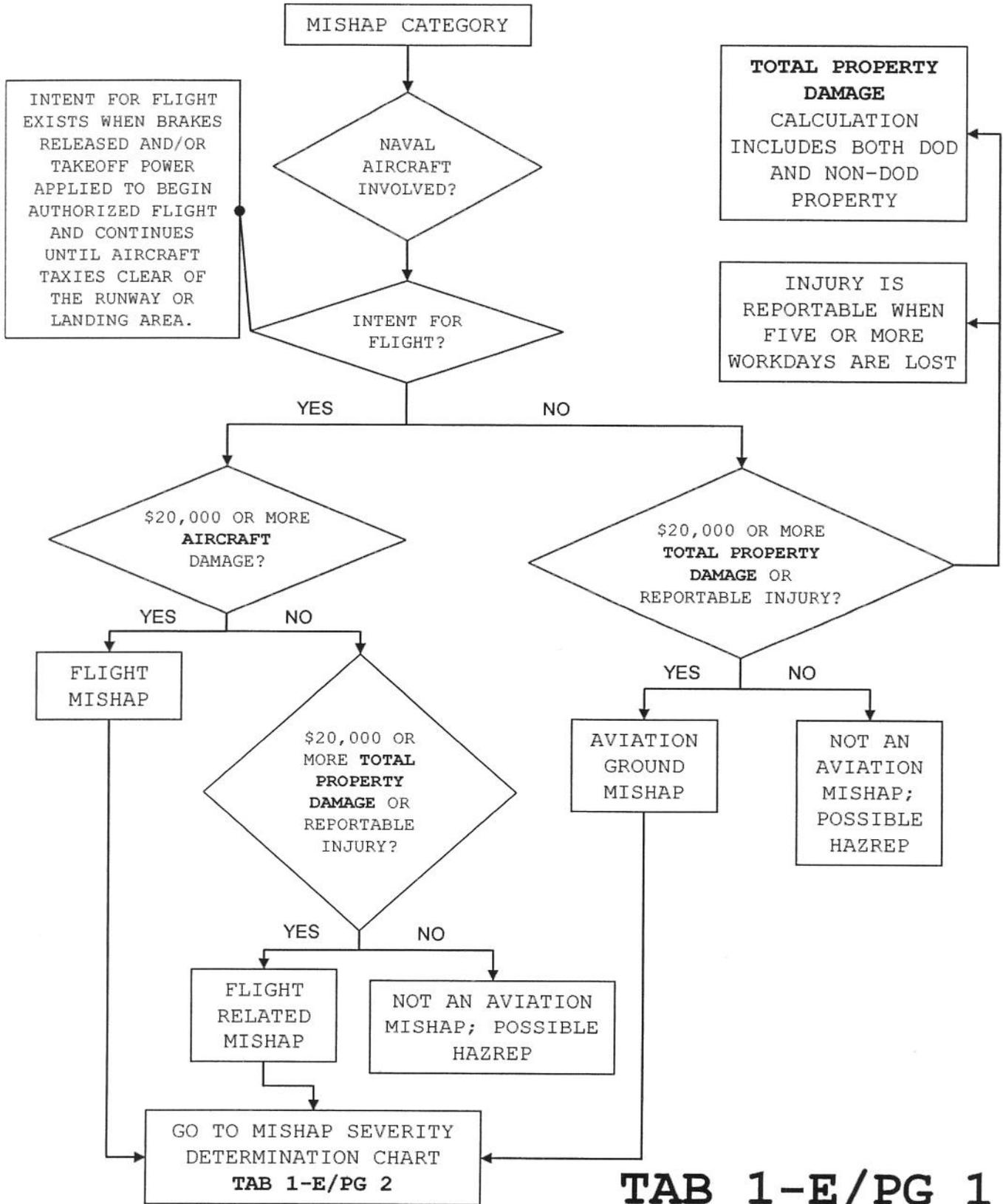
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OVERDUE AIRCRAFT/SAR INITIATION (CONT)

2. If directed, recall TRAWING 4 aircraft by calling NASCC Base Operations, Corpus Christi Approach, and/or Corpus Christi ATC Supervisor. NOTE: This step is to provide a positive account of all aircraft and ensure a SAR efforts will not be hampered by conflicting traffic. Use your best judgment in executing a recall depending on the location and type of mishap that occurred. In other words, if the accident isn't in the local area, a general recall is likely not warranted.
3. Contact CNATRA DET OIC (COMM: [361]961-3518, CELL: [361]533-2489) to initiate recovery of local mishap aircraft and handle all HAZMAT issues. Request CNATRA DET OIC initiate their mishap checklist.

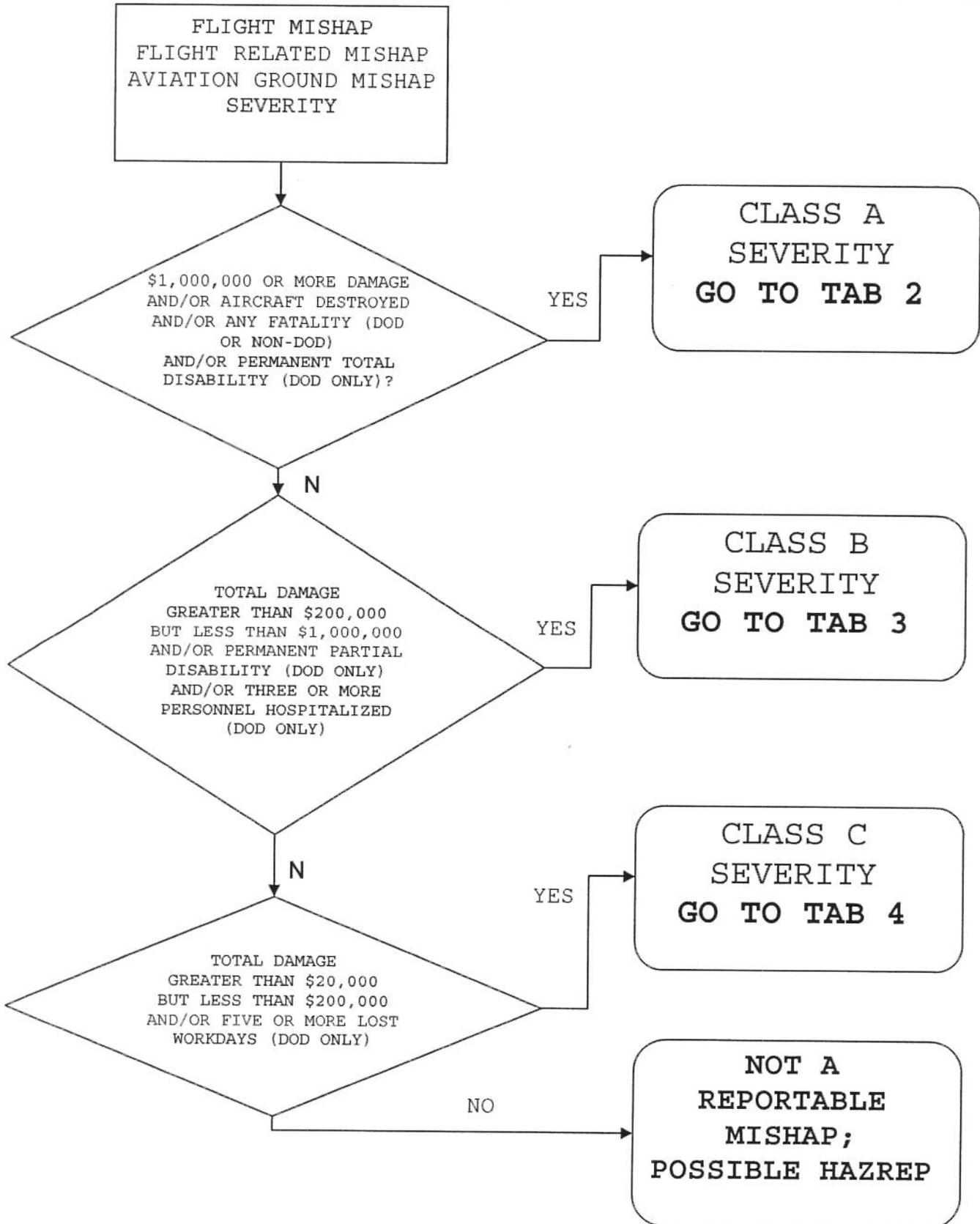
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MISHAP CATEGORY DETERMINATION



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MISHAP SEVERITY DETERMINATION



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MISHAP CATEGORY AND SEVERITY CLASSIFICATION
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REFERENCE: OPNAVINST 3750.6 SERIES CHAPTER 3

DETERMINE MISHAP CATEGORY AND SEVERITY

1. Utilize category flowchart (**TAB 1-E/PG 1**) then severity flowchart (**TAB 1-E/PG 2**) or table (**TAB 1-E/PG 4**) to classify the mishap. Table is provided for additional clarification if needed.

Mishap Category:

- Flight Mishap (FM)
- Flight-Related Mishap (FRM)
- Aircraft Ground Mishap (AGM)

Mishap Severity:

- Class A
- Class B
- Class C

2. If unsure of damage cost, err on the side of the higher classification under consideration! Mishap severity can always be downgraded later.

3. If incident is classified as a mishap, initiate appropriate recall bill and move to the appropriate mishap tab.

- | |
|--|
| <ul style="list-style-type: none"> a. TAB 2: CLASS ALPHA AIRCRAFT MISHAP b. TAB 3: CLASS BRAVO AIRCRAFT MISHAP c. TAB 4: CLASS CHARLIE AIRCRAFT MISHAP |
|--|

4. Utilize appropriate mishap action checklist to meet timelines and record completed actions.

AVIATION MISHAP CATEGORY AND SEVERITY CHART

Mishap Severity	
Mishap Category	Class
	Class A Class B Class C
<p>Flight Mishap (FM)</p> <ul style="list-style-type: none"> • Intent for flight existed. (Note 1) AND • Aircraft damage exceeds \$20,000. 	<ul style="list-style-type: none"> • Aircraft destroyed. AND/OR • Any fatality (DOD or Civ). AND/OR • Total damage cost is \$1,000,000 or more. AND/OR • Injury to DOD personnel resulted in permanent total disability.
<p>Flight-Related Mishap (FRM) (Note 2)</p> <ul style="list-style-type: none"> • Intent for flight existed. (Note 1) BUT • Aircraft damage was less than \$20,000. 	<ul style="list-style-type: none"> • Any fatality (DOD or Civ). AND/OR • Total damage cost is \$1,000,000 or more. AND/OR • Injury to DOD personnel resulted in permanent total disability.
<p>Aircraft Ground Mishap (AGM)</p> <ul style="list-style-type: none"> • Intent for flight did not exist. (Note 1) 	<ul style="list-style-type: none"> • Aircraft destroyed. AND/OR • Any fatality (DOD or Civ). AND/OR • Total damage cost is \$1,000,000 or more. AND/OR • Injury to DOD personnel resulted in permanent total disability.

Notes:

- (1) Intent for flight exists when
 - Brakes are released or takeoff power is applied to begin an authorized flight and continues until the aircraft taxis clear of the runway or landing area.
- (2) An example of a FRM would be a fastener falling off an airplane and killing a civilian on the ground.
- (3) For details on Mishap and Injury Classification, refer to OPNAVINST 3750.6R, CHAPTER 3.

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AMB/COMMAND RECALL**GENERAL INFORMATION**

1. Delegate this TAB to an assistant.
2. DO NOT RELEASE NAMES OF PERSONNEL INVOLVED OVER THE TELEPHONE TO ANYONE EXCEPT THE CO AND XO OR AS DIRECTED BY THE CO.
3. Do not discuss ANY aspects of the incident with wives or other non-squadron personnel.
4. Do not linger on the phone. Tell the member you are contacting that your command is *"implementing the Mishap Response Plan and that they are to report to work as soon as possible."*

INFORMATION FOR THE PHONE WATCH

1. If you receive a call from CNATRA, Commodore, etc., the following procedures shall be used:
 - a. Politely explain to the individual that you must verify their identity by calling them at their recall. Once verified, answer any questions that fall in the realm of "need to know".
 - b. If you receive a call from anyone else, politely explain that the requested information is not at hand and that it will require a reasonable amount of time to compile the information. Get his/her name and number and inform him/her that a person in the chain of command will return his/her call once all the information has been obtained.
 - c. Under no circumstances will you give out the names of fatally or critically injured squadron members without the express permission of the commanding officer.
2. Civilian Callers/Press Releases.
 - a. The Public Affairs Officer (PAO) is the only person authorized to release news concerning an aircraft mishap, which occurs in the local area, to any civilian or civilian news agency. In the case of a mishap away from the local area, all news releases will be handled by the nearest military unit with a staff PAO. The CNATRA PAO number is 961-3666/cell 533-0387 during regular working hours. After normal working hours, contact CNATRA Duty at 533-0494.
 - b. Professional news reporters know they must go through the PAO for statements regarding any accident, so don't be intimidated by any threats, real or implied.

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AMB/COMMAND/OTHER PERSONNEL RECALL MATRIX

1. Squadron ASO: fill in the table below with the names and phone numbers of the personnel in your squadron occupying the billets indicated.
2. In the event of a mishap, contact personnel as required per this matrix:

(NOTE: NUMBERS LISTED WITHOUT AREA CODE ARE ALL AREA CODE 361)

BILLET	AVIATION MISHAP		NAME	WORK	HOME	CELL
	CLASS A/B	CLASS C				
CO	✓	✓				
XO	✓	✓				
Safety O	✓	✓				
AMB:	✓	✓				
Ops Officer	✓	✓				
Maint Rep	✓	✓				
ASO	✓	✓				
Flt Surgeon	✓	✓				
Admin Officer	✓					
Command PAO	✓					
Base PAO	✓		Mr. Bob Torres	961-2674	937-3865	774-7104
CNATRA PAO	✓		LTJG Brett Dawson	961-3666	452-3587	438-7846
Chaplain	*		(24-hr Duty)	961-3751	N/A	533-1394
Command CACO	*					
TW-4 CDO	✓	✓	(24-hr Duty)	N/A	N/A	533-4714
TW-4 Safety O	✓	✓	Maj Brian Campbell	961-3588	N/A	533-4721

* = notify if fatality involved

3. Squadron ASO: Insert the most recent version of your command's 1301 notice, social roster and COMTRAWINGFOURNOTE 3751 behind this page.
4. To contact personnel not listed in the above matrix, refer to your command's 1301 notice, your command's social roster and COMTRAWINGFOURNOTE 3751.

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USEFUL PHONE NUMBERS

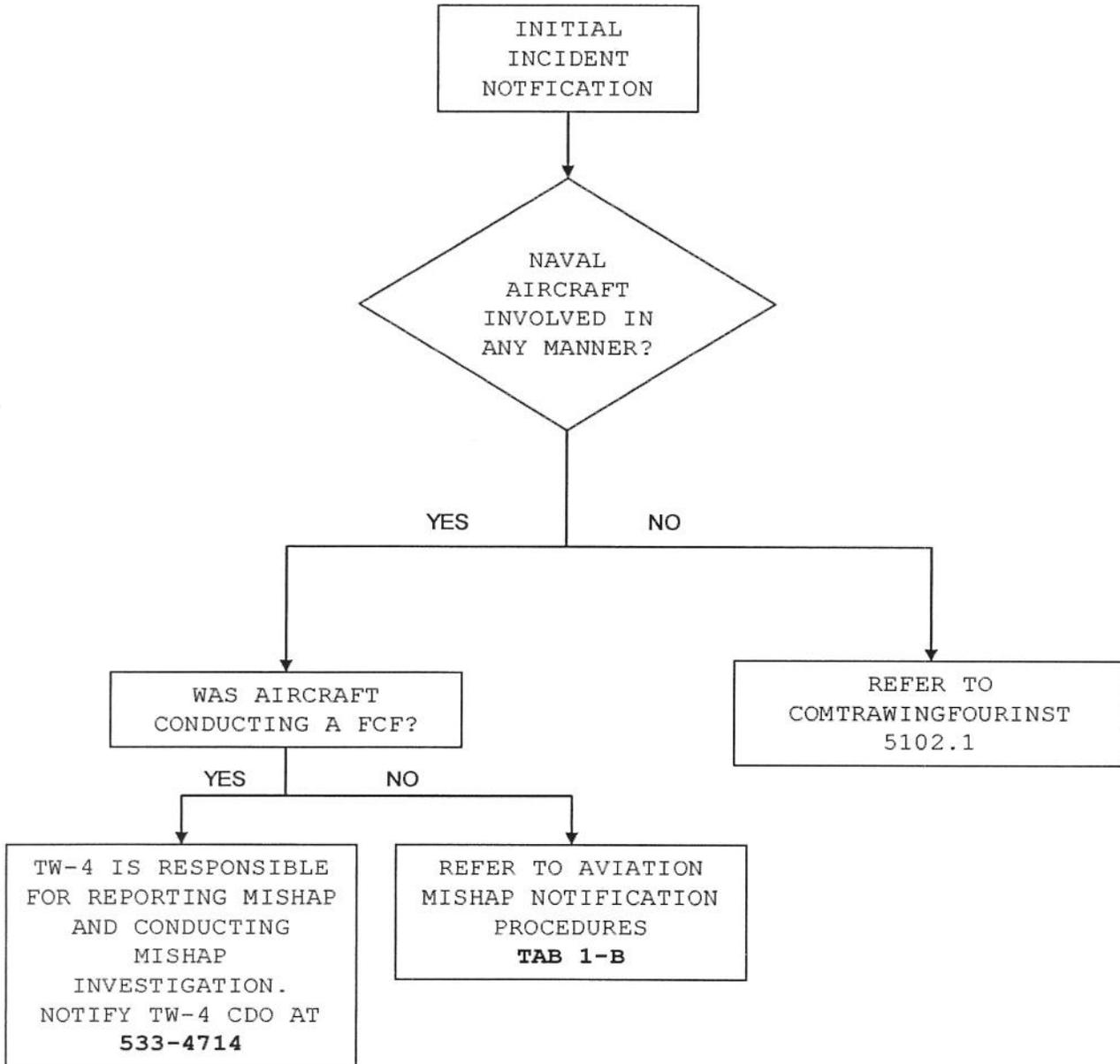
(NOTE: NUMBERS LISTED WITHOUT AREA CODE ARE ALL AREA CODE 361)

COMMAND	BILLET	NAME	WORK	CELL
CNATRA	Safety Officer	N/A	961-2221	438-7844
CNATRA	ASO	N/A	961-1748	533-0499
CNATRA Det	OIC	N/A	961-3518	533-5678
CNATRA Det	CDO	N/A	N/A	533-2489
NAS Corpus Christi	Emergency Operations Center (EOC)	Mr. Fred Thomas	961-1725	533-0164
NAS Corpus Christi	Emergency Services Dispatch (Bldg 7)	N/A	961-3491	N/A
NAS Corpus Christi	Installation and Environmental Program Mgr (Geographic Information System support)	Mr. Arlen Andrews	961-5353	947-1155
Training Air Wing FOUR	Command Duty Officer	N/A	N/A	533-4714
Training Air Wing FOUR	Wing Duty Officer	N/A	961-2945	N/A
Training Air Wing FOUR	TIMS Functional Administrator	Mr. Gordon Griggs	961-3699	533-0732
VT-27	Duty Desk	N/A	961-2181	N/A
VT-28	Duty Desk	N/A	961-3367	N/A
VT-31	Duty Desk	N/A	961-3350	N/A
VT-35	Duty Desk	N/A	961-5124	N/A

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INCIDENT NOTIFICATION

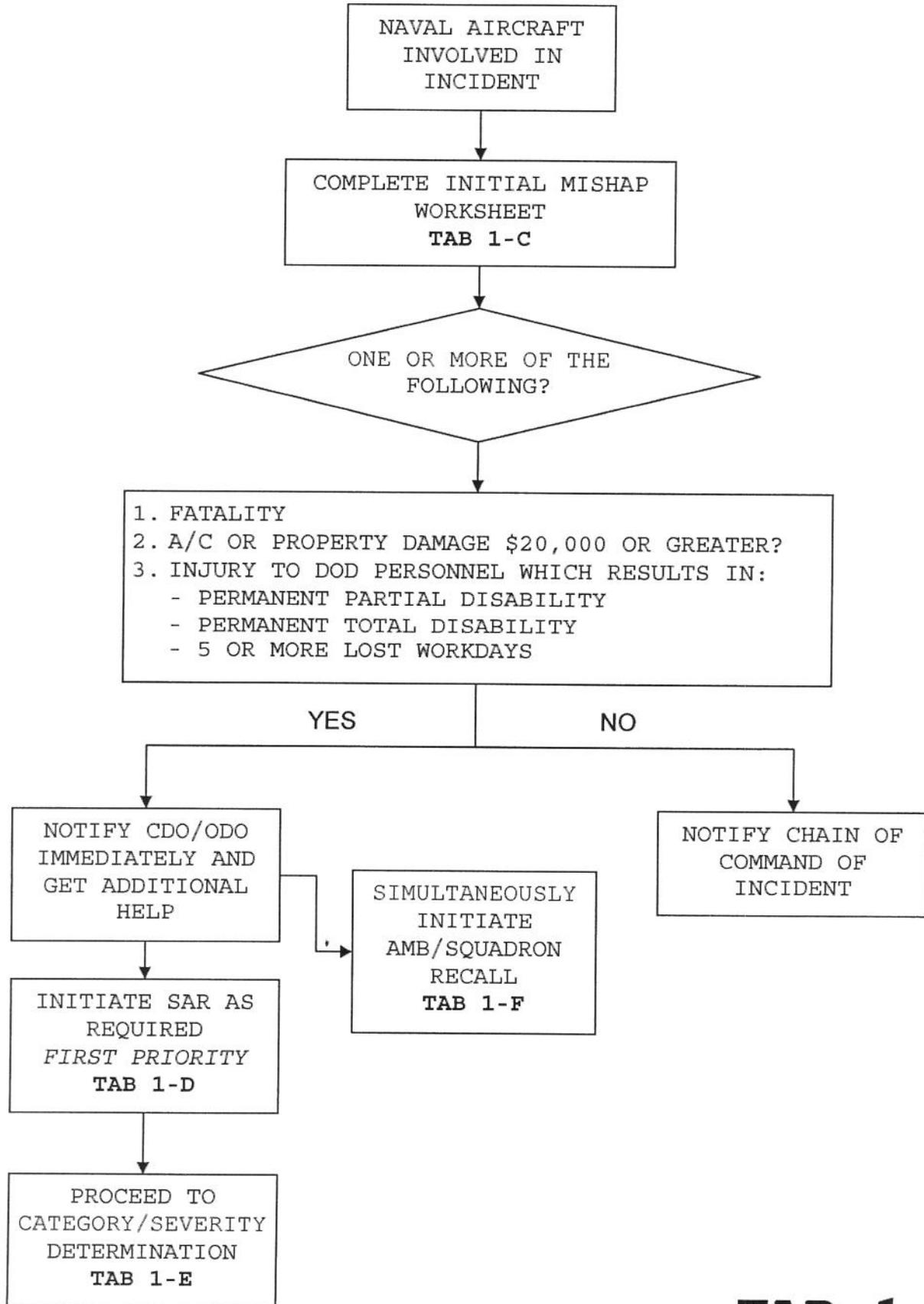
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TAB 1-A

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AVIATION MISHAP NOTIFICATION



TAB 1-B

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INITIAL AVIATION MISHAP NOTIFICATION**INITIAL NOTIFICATION**

1. Remove a blank Initial Notification Worksheet (**TAB 1-C/PG 2**) and record as much information as possible.
2. Notify your command Operations Duty Officer (ODO) (phone number = _____) or the Command Duty Officer (CDO) (phone number = _____) immediately and continue with as many of the following steps as possible until relieved by the ODO/CDO.
3. As a minimum, utilize three qualified officers and assign the following duties:
 - A. **PHONE TALKER:** Answer the phone and initiates the recall when tasked.
 - B. **LOG KEEPER:** Keep a log of all actions/events.
 - C. **RUNNER:** Collect required information and assist as needed.
4. Remove blank **Mishap Log Sheets** (**TAB 1-C/PG 4**) and ensure the LOG KEEPER records pertinent actions/events as they occur. When in doubt, write it down.
5. INITIATE SAR IF IT HAS NOT BEEN INITIATED AND IS REQUIRED. (**TAB 1-D**)
6. Determine Category and Severity Classification. (**TAB 1-E**)
7. Initiate recall as required. (**TAB 1-F**)

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INITIAL NOTIFICATION WORKSHEET

Time of Call: _____
Caller's Initial Description of Mishap: _____

Caller's Name: _____ (Rank): _____
Phone Number: _____ (Organization): _____
Time of mishap (Local): _____ (Zulu): _____
Location: (nearest crossroads, be as specific as possible) _____

Did caller witness mishap? YES NO

Do you know the type aircraft? _____

Did you see parachute(s)? YES NO UNKNOWN

How many? _____

Are there survivor(s)? YES NO UNKNOWN

Condition: _____

Were people injured on the ground? YES NO UNKNOWN

Condition: _____

Is/was there a fire/explosion? YES NO UNKNOWN

Description: _____

Are any of the following on scene/have they been contacted:

Police ONSCENE CONTACTED UNKNOWN

Fire Department ONSCENE CONTACTED UNKNOWN

An ambulance ONSCENE CONTACTED UNKNOWN

Is helo landing site available? YES NO UNKNOWN

Location: _____

Weather at scene: _____

Will caller remain on site? YES NO

If no, caller's destination: _____

Caller's home address: _____

Caller's home phone: _____

Were there any other witnesses? YES NO

Name _____
Address _____

Phone _____
Name _____

Address _____

Phone _____

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INITIAL NOTIFICATION WORKSHEET

ADVICE TO CALLER

- Ask caller if he/she can direct fire, police, or ambulance personnel to the mishap scene (if required).
- Advise the caller of potential explosive hazards and hazardous materials and of need to warn others.
- Ask caller to attempt to keep people out of the area.

***** VERIFY THE CALL BY HANGING UP AND MAKING A RETURN*****
CALL TO THE NUMBER GIVEN BY THE CALLER.

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OVERDUE AIRCRAFT/SAR INITIATION

IF A SAR EFFORT HAS NOT BEEN INITIATED, THIS IS YOUR FIRST PRIORITY.

1. OVERDUE AIRCRAFT LOCAL FLYING AREA:

- A. Contact NAS Corpus Christi Base Operations (x2505) and Corpus Approach, (361) 299-4308, to aid in locating the overdue aircraft.

2. SAR INITIATION LOCAL FLYING AREA:

- A. To initiate local SAR call the NASCC USCG Group Operations Center at (361) 939-6349/6393. They will launch the local SAR effort and coordinate with the AFRCC as required.
- B. The NAS Corpus Christi ODO (x2505) or, after hours, the CDO (x2383/4), will notify appropriate on-base support agencies of the mishap (numbers listed in **TAB 1-D/PG 2**) for reference). For follow-up purposes, regional agencies are also listed.
- 1) Ensure Base Operations has initiated the CRASH ALARM and are in the process of completing their mishap checklist.

3. OVERDUE AIRCRAFT OUTSIDE THE LOCAL FLYING AREA:

- A. Contact San Angelo Flight Service Station Supervisor, (915) 223-6041, and ask for an "information request" on your aircraft. They will contact all ARTCC and FSS within a 50 mile radius of overdue aircraft's flight plan.

4. SAR INITIATION OUTSIDE LOCAL FLYING AREA:

- A. All CONUS SAR efforts are coordinated out of Langley AFB. Contact the Air Force Rescue Control Center (AFRCC) at DSN: 574-8112 or COM: 800-851-3051. The AFRCC may have already been contacted by other agencies.
- B. Inform the NAS Corpus Christi ODO (x2505) or, after hours, the CDO (x2383/4), and USCG Group OPS Center, (361) 939-6349/6393, of the "out-of-area" mishap and that you have already called the AFRCC to initiate SAR.

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OVERDUE AIRCRAFT/SAR INITIATION (CONT)

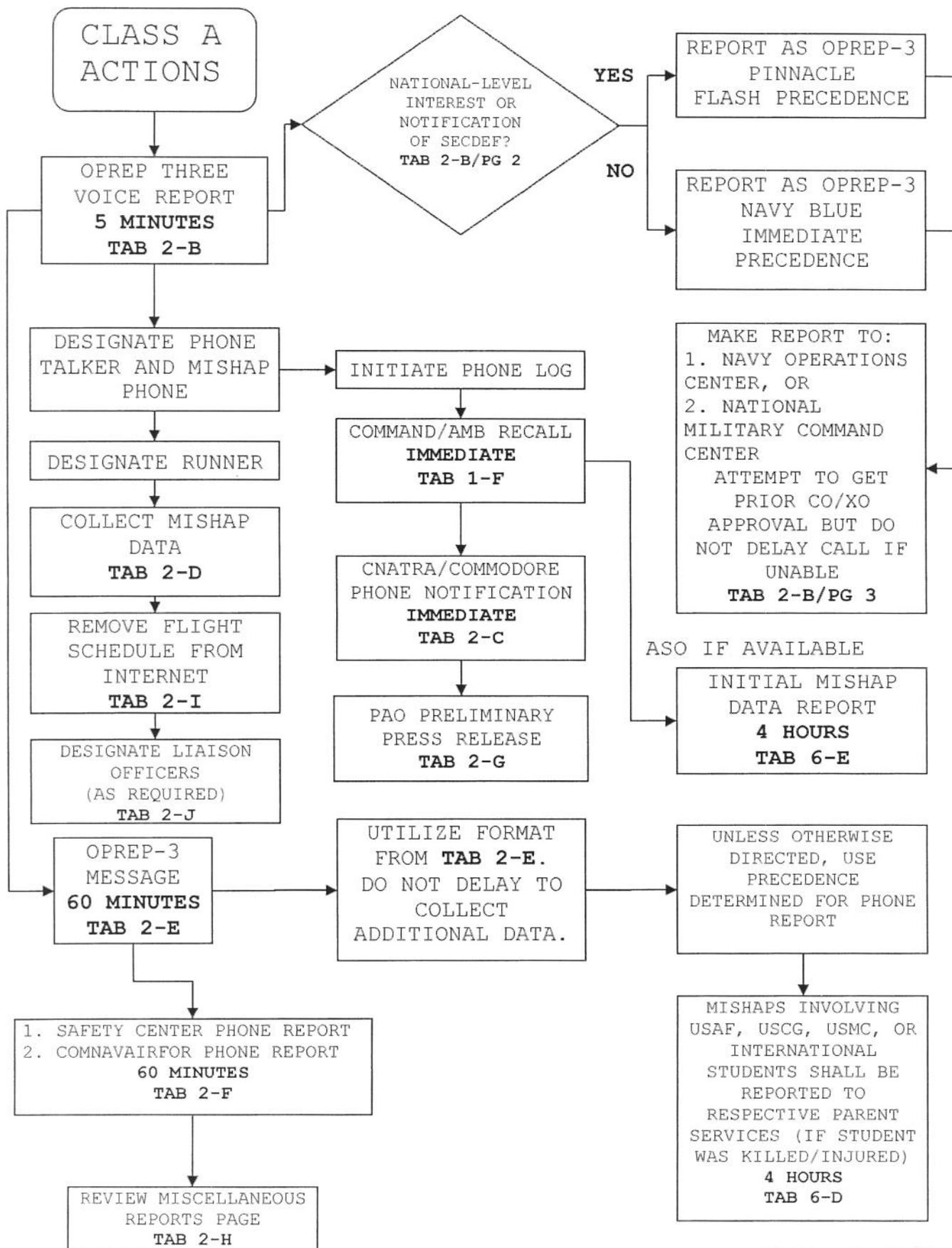
AGENCY	DSN	COMMERCIAL	CELL
NASCC CO	861-2331/2	(361) 961-2331/2	
CNATRA PAO	861-3666	(361) 961-3566	(361) 533-0387
Crash/Fire	861-3333	(361) 961-3333	
NASCC CDO Quarterdeck	861-2383	(361) 961-2383	
CNATRA DET OIC	861-3518	(361) 961-3518	(361) 533-5678
NAS Corpus Hospital 0645-2000L	861-2688	(361) 961-2688	
Medical Emergency (after hours)	N/A	9-911	
Photo Lab	861-3999	(361) 961-3999	
Weather Office	861-2124	(361) 961-2124	
NASCC Base OPS	861-2505/6/7	(361) 961-2505	
Corpus Christi Approach		(361) 299-4308	
Corpus Christi Approach Supervisor		(361) 961-2503	
NAS Kingsville Base OPS	876- 6108/6283	(361) 516- 6108/6283	
USCG Group OPS Center	N/A	(361) 939- 6349/6393	
CORTRAMID/PROTRAMID (Midshipmen Orientation Flights)			
NAS North Island Base OPS	735-8233/34	(619) 545-8233/34	
NAS Oceana Base OPS	433- 2162/2163	(757) 433-2162/63	

Quick Reference for Naval Station Facilities**ADDITIONAL GUIDANCE**

1. Once contacted, the Base ODO nearest the mishap site will normally provide the following:
 - A. Follow-up on a missing aircraft's flight plan.
 - B. SAR coordination
 - C. Initial on-site security
 - D. Transportation and medical requirements
 - E. Coordination with local FAA representatives (if required).
 - F. Once initial phone calls and messages are sent, the ODO will normally turn over coordination efforts to your command.

22 APR 2009

CLASS ALPHA MISHAP ACTIONS



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MISHAP ACTION CHECKLIST CLASS ALPHA
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GENERAL INFORMATION

1. ENSURE SAR LAUNCHED AND CRASH ALARM INITIATED. (TAB 1-D)
2. Utilize this checklist to maintain timelines and ensure completion of required actions.
3. Record time the action was completed and who completed it.

TAB	DEADLINE	ACTION	TIME
1	ASAP	Initial Notification/Worksheet	
1	ASAP	Initiate/Verify SAR Launched/Crash Alarm	
1	ASAP	Determine Mishap Category/Class <u>Aviation Mishap Category</u> <u>Class</u> <input type="checkbox"/> Flight Mishap <input type="checkbox"/> Class A <input type="checkbox"/> Flight-Related Mishap <input type="checkbox"/> Aircraft Ground Mishap	
TAB	For Aviation Mishaps		CLASS
			A
2-B	5-MIN	OPREP-3 Voice Report <input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue	√
1-F	ASAP	Initiate Squadron/AMB Recall	√
2-C	ASAP	Commodore & CNATRA Phone Reports	√
2-E	60-MIN	OPREP-3 PINNACLE or NAVY BLUE MSG	√
2-D	ASAP	Collect mishap related records	√
2-F	60-MIN	COMNAVSAFECEN Phone Report	√
2-F	60-MIN	COMNAVAIRFOR Phone Report	√
2-G	ASAP	PAO Preliminary Press Release	√
6-E	4-HR	Initial MDR Message - Class A & B	√
6-D	4-HR	USAF, USMC, USCG, International Student Parent Service Notification	√
2-H	As Required	Miscellaneous Reports/Duties <ul style="list-style-type: none"> • Fluid Samples & 72 hr history • PNOK/SNOK Notification • Imminent Death Retirement • X-ray/Equipment Loss Report 	As Required
2-I	ASAP	Remove flight schedule from Internet	√
2-J	ASAP	Liaison Officers	√

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OPREP-3 CLASSIFICATION/VOICE REPORT

REFERENCE: OPNAVINST 3100.6 SERIES

GENERAL INFORMATION

1. The main purpose of the OPREP-3 voice report is to provide immediate notification of a mishap to the highest levels of the Navy and/or DOD. This voice report is not intended to provide in-depth details. **Do not delay delivery of this message to obtain additional information.**

a. DUE WITHIN 5 MINUTES of notification of an OPREP-3 level incident.

b. Required for all Class ALPHA and BRAVO Aviation Mishaps.

c. Ensure a reasonable effort has been made to contact the CO, XO, or SO, prior to making this report. However, do not delay this report to obtain Command approval.

d. Incidents involving USAF, USMC, USCG or foreign national personnel which require reporting through USN channels via OPREP 3 procedures shall also be reported to respective parent services.

OPREP-3 CLASSIFICATION

1. Utilize the following chart (TAB 2-B/PG 2) to aid in OPREP-3 classification.

2. The OPREP-3 PINNACLE report is used to report any event or incident that could attract NATIONAL LEVEL INTEREST. A relevant example would be a TW-4 aircraft mishap which resulted in civilian deaths.

3. The OPREP-3 NAVY BLUE report is used to provide the CNO and other naval commanders with immediate notification of incidents of military, political or media interest that are of high Navy, vice national level, interest. **The vast majority of TW-4 Class ALPHA and BRAVO mishaps will fall into the NAVY BLUE classification.**

4. OPREP-3 NAVY UNIT SITREPS are used to provide the Immediate Superior in Command (ISIC) and appropriate higher authority with timely notification of any incident not meeting OPREP-3 PINNACLE or OPREP-3 NAVY BLUE special incident reporting criteria. An example would be a Class CHARLIE mishap.

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OPREP-3 CLASSIFICATION CHART

NATIONAL LEVEL INTEREST	HIGH LEVEL NAVY INTEREST	HIGHER NAVAL AUTHORITY INTEREST
OPREP-3 PINNACLE	OPREP-3 NAVY BLUE	OPREP-3 NAVY UNIT SITREP
<ul style="list-style-type: none"> • Major military, missile, or ordnance incidents (when nuclear warheads are not present). • Incidents involving reconnaissance activities. • Hijacking and related incidents. • US SAR operations in foreign countries and their territorial waters. • Grave breaches of International Law of Armed Conflict. • Loss of, or substantial damage to, civilian property caused by military equipment, such as aircraft or ships, when national-level interest is indicated. • Loss of or substantial damage to major military equipment such as aircraft or ships when national-level interest is indicated. • Any incidents involving the use of chemical or biological agents, to include anthrax. • If doubt exists as to whether an event or incident is or could possibly develop into a matter of White House, Department of Defense, Joint Service, or media interest, submit an OPREP-3 PINNACLE report. Any occurrence reported as an OPREP-3 should be considered for submission as an OPREP-3 PINNACLE unless a positive determination can be made to the contrary. 	<p style="text-align: center;">OPERATIONAL INCIDENTS</p> <ul style="list-style-type: none"> • Class A or B Aircraft Mishaps (if not reportable by an OPREP-3 PINNACLE). <i>Most TRAWING FOUR Class A and B mishaps will require an OPREP-3 NAVY BLUE vice an OPREP-3 PINNACLE report.</i> • Near or actual collisions of minor significance involving Navy ships or aircraft. • Aggressive actions by foreign entities towards USN ships or aircraft. • A SAR incident initial report to include SARs that are in the alert or uncertainty phase. (The OPREP-3 NAVY UNIT SITREP will be used to provide daily updates to the chain of command.) • Any discharge of a government weapon that causes a fatality or injury to personnel. • Acts or attempts to willfully destroy property of the Navy. <p style="text-align: center;">PERSONNEL INCIDENTS</p> <ul style="list-style-type: none"> • Death of, critical injury to, or missing Commanding Officers or senior officials (flag officer or equivalent). • Incidents involving death or injury to personnel embarked in Navy ships or aircraft. • Death or serious personal injury of a civilian; this includes civilian traffic accident deaths caused by a service member. 	<ul style="list-style-type: none"> • When considered appropriate by the reporting activity. • When directed. • To update incidents previously reported via OPREP-3 NAVY BLUE when the update information does not meet OPREP-3 NAVY BLUE criteria. • Operational incidents that do not attract media attention. • Fires or floods resulting in minor damage or does not cause significant personnel injury or loss of combat capability. • Minor liberty incidents in which a service member is arrested or held for a non-serious offense by local or foreign authorities. <p style="text-align: center;">PERSONNEL INCIDENTS</p> <p>If media interest is anticipated in any of the below misconduct incidents, it should be reported via an OPREP-3 NAVY BLUE. If media interest is not anticipated, an OPREP-3 NAVY UNIT SITREP will be used.</p> <ul style="list-style-type: none"> • Domestic violence • Domestic abuse • Child Abuse/Neglect • Child Sexual Abuse • Indecent Assault • Assault with intent to commit rape or sodomy • Sexual Harassment - formal complaint or report • Suicide and Suicide attempts • Suicidal gestures: report as an OPREP-3 NAVY UNIT SITREP • Equal Opportunity Incidents - formal complaint or report • Unlawful Discrimination • Hazing

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OPREP-3 CLASSIFICATION/VOICE REPORT
--

OPREP-3 PHONE REPORT PROCEDURES

1. CO Confirmation: Contact the CO/XO.

a. Notify them of your determination of mishap category/severity.

b. Confirm with them your determination of PINNACLE or NAVY BLUE.

c. Ask for their estimate of the impact of the mishap on the squadron's ability to operate (this will be used in the OPREP-3 60-minute message). Impact should be classified as: *none, minimal, moderate or severe.*

NOTE: Contact the XO if CO cannot be reached. Contact the CDO/ODO if CO/XO cannot be reached. If CO/XO/CDO CAN'T BE REACHED, make the determination using your best judgment.

2. Determine the **OPREP-3 Serial Number (TAB 2-B/PG 4)** from the OPREP-3 Serialization log sheet.

3. Fill in the details on the **OPREP-3 Voice Report Template (TAB 2-B/PG 5)**.

NOTE: Examples of OPREP-3 PINNACLE and NAVY BLUE Voice Reports follow the template (TAB 2-B/PG 6).

4. Contact the following agencies in order until someone is reached.

PRIORITY	(a) AGENCY	PHONE NUMBER
PRIMARY	NAVY OPERATIONS CENTER (NOC)	COMM: (703) 692-9284 / (703) 693-2006 DSN: 222-9284 / 223-2006 UNCLAS Email: bwc.ptgn@navy.mil or nocwo@navy.mil
SECONDARY	NATIONAL MILITARY COMMAND CENTER (NMCC)	COMM: (703) 693-8196 / (703) 697-6340 DSN: 223-8196 / 227-6340 UNCLAS Email: opssoo@js.pentagon.mil • Request they relay to NOC.

a. Read the filled-in OPREP-3 VOICE REPORT TEMPLATE (TAB 2-B/PG 5) EXACTLY AS WRITTEN and IN A CHALLENGE AND REPLY FORMAT.

b. DO NOT RELEASE NAMES OF PERSONNEL INVOLVED.

5. Write down the time of the call and any information/instructions from the contacted agency.

6. Write down the incident description and DTG for the receipt of this report in the OPREP-3 Serialization Log. (TAB 2-B/PG 4)

TAB 2-B/PG 3

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OPREP-3 SERIALIZATION LOG

GENERAL INFORMATION

1. Serialize each **incident** with its own 3-digit code, starting with 001 for the first incident each calendar year.
2. Serialize subsequent reports concerning the same incident with a letter suffix (i.e., 001, 001A, 001B, etc.).

Calendar Year 20 ____			
Serial Number	Incident Description	Date-Time-Group	Type Report
001			<input type="checkbox"/> PINNACLE <input type="checkbox"/> NAVY BLUE <input type="checkbox"/> NAVY UNIT SITREP
			<input type="checkbox"/> PINNACLE <input type="checkbox"/> NAVY BLUE <input type="checkbox"/> NAVY UNIT SITREP
			<input type="checkbox"/> PINNACLE <input type="checkbox"/> NAVY BLUE <input type="checkbox"/> NAVY UNIT SITREP
			<input type="checkbox"/> PINNACLE <input type="checkbox"/> NAVY BLUE <input type="checkbox"/> NAVY UNIT SITREP
			<input type="checkbox"/> PINNACLE <input type="checkbox"/> NAVY BLUE <input type="checkbox"/> NAVY UNIT SITREP

OPREP-3 PINNACLE/NAVY BLUE VOICE REPORT TEMPLATE

GENERAL INSTRUCTIONS

1. In each column, check the appropriate box.
2. Fill in any blanks.
3. Text in parentheses is for amplification and should not be read.
4. In each row, read text VERBATIM to include only checked boxes and filled in blanks.

OPREP-3 Voice Report Template				
You Say:	<input type="checkbox"/> "NAVY OPERATIONS CENTER NATIONAL MILITARY COMMAND CENTER" <input type="checkbox"/> "TRAINING AIR WING FOUR/TRAINING SQUADRON _____," <input type="checkbox"/> "NAVY OPERATIONS CENTER NATIONAL MILITARY COMMAND CENTER" <input type="checkbox"/> "NAVY OPERATIONS CENTER NATIONAL MILITARY COMMAND CENTER"	THIS IS TRAINING AIR WING FOUR/TRAINING SQUADRON _____, THIS IS <input type="checkbox"/> NAVY OPERATIONS CENTER <input type="checkbox"/> NATIONAL MILITARY COMMAND CENTER	OPREP-3, SEND OPREP-3	<input type="checkbox"/> PINNACLE <input type="checkbox"/> NAVY BLUE <input type="checkbox"/> PINNACLE <input type="checkbox"/> NAVY BLUE <input type="checkbox"/> UNCLASSIFIED (No crypto) <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET OPREP-3 <input type="checkbox"/> PINNACLE" <input type="checkbox"/> NAVY BLUE OVER."
They Respond:	<input type="checkbox"/> "NAVY OPERATIONS CENTER NATIONAL MILITARY COMMAND CENTER" <input type="checkbox"/> "TRAINING AIR WING FOUR/TRAINING SQUADRON _____," <input type="checkbox"/> "NAVY OPERATIONS CENTER NATIONAL MILITARY COMMAND CENTER"	THIS IS TRAINING AIR WING FOUR/TRAINING SQUADRON _____, THIS IS <input type="checkbox"/> NAVY OPERATIONS CENTER <input type="checkbox"/> NATIONAL MILITARY COMMAND CENTER	<input type="checkbox"/> FLASH (for PINNACLE) IMMEDIATE (for NAVY BLUE) (Type Incident) _____ (Location) _____ (Zulu Time) _____	<input type="checkbox"/> UNCLASSIFIED (No crypto) <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET OPREP-3 <input type="checkbox"/> PINNACLE" <input type="checkbox"/> NAVY BLUE OVER."
You Say:	"LINE ONE "LINE TWO	INCIDENT NARRATIVE	(Type Incident) _____ (Location) _____ (Zulu Time) _____ (Brief description of mishap. Do not speculate!) _____ _____ _____ _____	OVER."
You Say:	"MY NAME IS _____ (Rank, Name) "YOU CAN REACH MY UNIT AT _____ (Give Duty Office phone number.) "REQUEST THE DATE TIME GROUP FOR YOUR RECEIPT OF THIS REPORT _____ OVER."			

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OPREP-3 VOICE REPORT EXAMPLES**OPREP-3 PINNACLE EXAMPLE:**

"NAVY OPERATIONS CENTER, THIS IS TRAINING SQUADRON ONE TWO THREE, OPREP-3, PINNACLE, OVER."

"TRAINING SQUADRON ONE TWO THREE, THIS IS NAVY OPERATIONS CENTER, SEND OPREP-3, PINNACLE, OVER."

"NAVY OPERATIONS CENTER, THIS IS TRAINING SQUADRON ONE TWO THREE, FLASH, UNCLASSIFIED, OPREP-3, PINNACLE.

LINE ONE, INCIDENT, AIRCRAFT ACCIDENT, LAS VEGAS, NEVADA, ONE EIGHT ZERO ZERO ZULU.

LINE TWO, NARRATIVE, PILOT EJECTED FROM T-6 AIRCRAFT FOLLOWING INFLIGHT FIRE, PERIOD. AIRCRAFT CRASHED INTO CAESARS PALACE CASINO KILLING NUMEROUS CIVILIANS, PERIOD. EMERGENCY RESPONSE IN PROGRESS, PERIOD. OVER."

OPREP-3 NAVY BLUE EXAMPLE:

"NAVY OPERATIONS CENTER, THIS IS TRAINING SQUADRON ONE TWO THREE, OPREP-3, NAVY BLUE, OVER."

"TRAINING SQUADRON ONE TWO THREE, THIS IS NAVY OPERATIONS CENTER, SEND OPREP-3, NAVY BLUE, OVER."

"NAVY OPERATIONS CENTER, THIS IS TRAINING SQUADRON ONE TWO THREE, IMMEDIATE, UNCLASSIFIED, OPREP-3, NAVY BLUE.

LINE ONE, INCIDENT, AIRCRAFT ACCIDENT, WHISKEY 632, SOUTHERN TEXAS OPERATING AREA, ZERO TWO THREE ZERO ZULU.

LINE TWO, NARRATIVE, T-34 LOST DURING NIGHT TRAINING OFFSHORE, PERIOD. PILOT BAILED OUT AND AIRCRAFT LOST AT SEA, PERIOD. SAR IN PROGRESS, INJURIES UNKNOWN, PERIOD. OVER."

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COMMODORE/CNATRA PHONE REPORTS

GENERAL INFORMATION

1. Make these calls ASAP after the OPREP-3 5-minute voice report.
2. Delegate this task if able.
3. Squadron Commanding Officers, if available, may desire to make these calls.

COMPLETE THE TEMPLATE

1. Fill in the following template:

- "This is _____" (name, rank)
- "Calling from (Your command)
VT-27 / VT-28 / VT-31 / VT-35 / TRAWING FOUR
- "We have had a Class ALPHA
(Flight Mishap) (Flight Related Mishap) (Aircraft Ground Mishap)
(circle one)
- "...involving _____"
(# aircraft/# personnel)
- (Give a brief description of incident, including injury, aircraft damage, and SAR status. Do not speculate.)

Example: "Aircraft lost power over water at low altitude. Aircrew ditched and sustained minor injuries."

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

COMMODORE/WING NOTIFICATION

1. Contact all of the individuals listed in the table on the next page and read the filled in template. If someone cannot be reached, continue down the list. Following wing notification, notify CNATRA.
2. DO NOT RELEASE NAMES OF PERSONNEL INVOLVED OVER THE TELEPHONE.

22 APR 2009**COMMODORE/CNATRA PHONE REPORTS (CONT)**

PRIORITY	PERSON	PHONE NUMBER
CONTACT ALL INDIVIDUALS IN ORDER Between 0730 and 1630 CST Monday thru Friday After normal business hours, call the CELL number first.		
FIRST	COMMODORE	Comm: (361) 961-2935 DSN: 861-2935 CELL: (361) 533-6090
SECOND	CHIEF STAFF OFFICER (CSO)	Comm: (361) 961-2354 DSN: 861-2354 CELL: (361) 533-4716
THIRD	WING CDO/WDO	Comm: (361) 961-2945 DSN: 861-2945 CELL: (361) 533-4714
FOURTH	WING SAFETY	Comm: (361) 961-3588 DSN: 861-3588 CELL: (361) 533-4721
Numbers verified April 2009		

COMTRAWING FOUR Contact Numbers**CNATRA NOTIFICATION**

1. Call CNATRA Safety Office and/or Duty Officer as listed below and read the filled in template. The Commodore will likely call CNATRA directly once he is notified. If the Commodore has not been notified, inform CNATRA personnel and ask them to notify CNATRA.

2. DO NOT RELEASE THE NAMES OF PERSONNEL INVOLVED.

CNATRA SAFETY OFFICER

DSN: 861-2221/1748
 COMM: (361) 961-2221/1748
 CELL: (361) 438-7844
 (361) 533-0499

CNATRA QUARTER DECK/DUTY OFFICER

DSN: 861-2286/2284
 COMM: (361) 961-2286/2284
 CDO CELL: (361) 533-0494

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COLLECTION OF MISHAP RELATED RECORDS

GENERAL INFORMATION

1. Required for all defined aviation mishaps regardless of severity.
2. Delegate this to a qualified officer if available.
3. Hold records until a member of the AMB takes custody.

OPERATIONS

- Original Flight Schedule
(working copy with all annotated changes)
- Aircrew Logbook(s)
- Aircrew Training Record(s)
- MAC Flight Briefing Materials
 - Briefing Guides
 - Weather Brief (DD-175-1)
 - Flight Plan (DD-175)
 - Copy of relevant NOTAMS
- Copy of current SOP

WEATHER OFFICE

- Forecast Weather Conditions at the mishap site
- Actual Weather Conditions at the mishap site

MAINTENANCE

(CNATRA DET OIC: 961-3518
CELL: 533-2489)

- MA logbooks
- MA ADB
- Other pertinent maintenance records/documents

SAFETY

- Aircrew NATOPS Jacket(s)
- Current copies of NATOPS Manual & PCL
- Copy of NATOPS Performance Charts (if applicable)
- Current copy of OPNAVINST 3750.6R

ADMIN

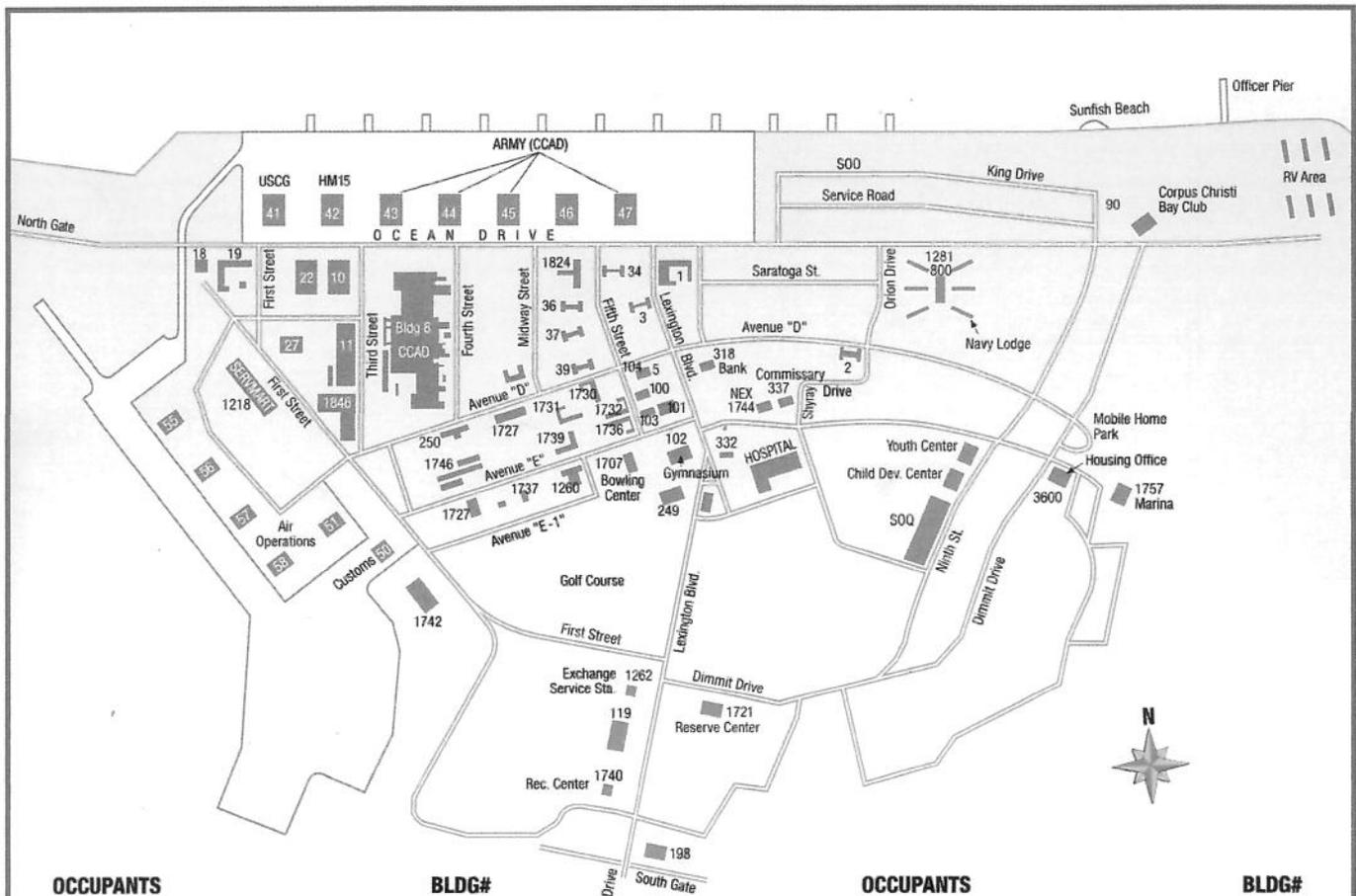
- Aircrew Emergency Data Form(s) to CO/CACO.

FLIGHT SURGEON

- Aircrew Health Record(s)

OTHERS

- CVRS Tapes, MU, Memory Cards
- ATC Tapes (radar, IFF, and/or voice)
- Other items deemed appropriate



OCCUPANTS

AIMD	51
Army Reserve Center	1721
BEQ	1739
Chapels	332
Civ. Personnel (Army)	1727
Civ. Personnel (NAF)	39
COMOMAG	36
Commander Mine Warfare Command	39
CSD HQ	39
Customs HQ	50
DRMO	22
Hospital	H100
Marina	1757
MATSG	1731
MSO	2
NAS Police	104
NATMSACT	1
NAVREST	1
Naval Reserve Center	1721
Navy Lodge	1281C
NETPMSAD	1731
NLSO Central	3
Print Shop (Navy)	34
PSA & PSD	1730
Raytheon Aerospace Support Services	57
Security (Pass & Tag)	198
Supply	10
TRAWING 4 HQ	1824
US Coast Guard	41
VT 27	56
VT	57

BLDG#

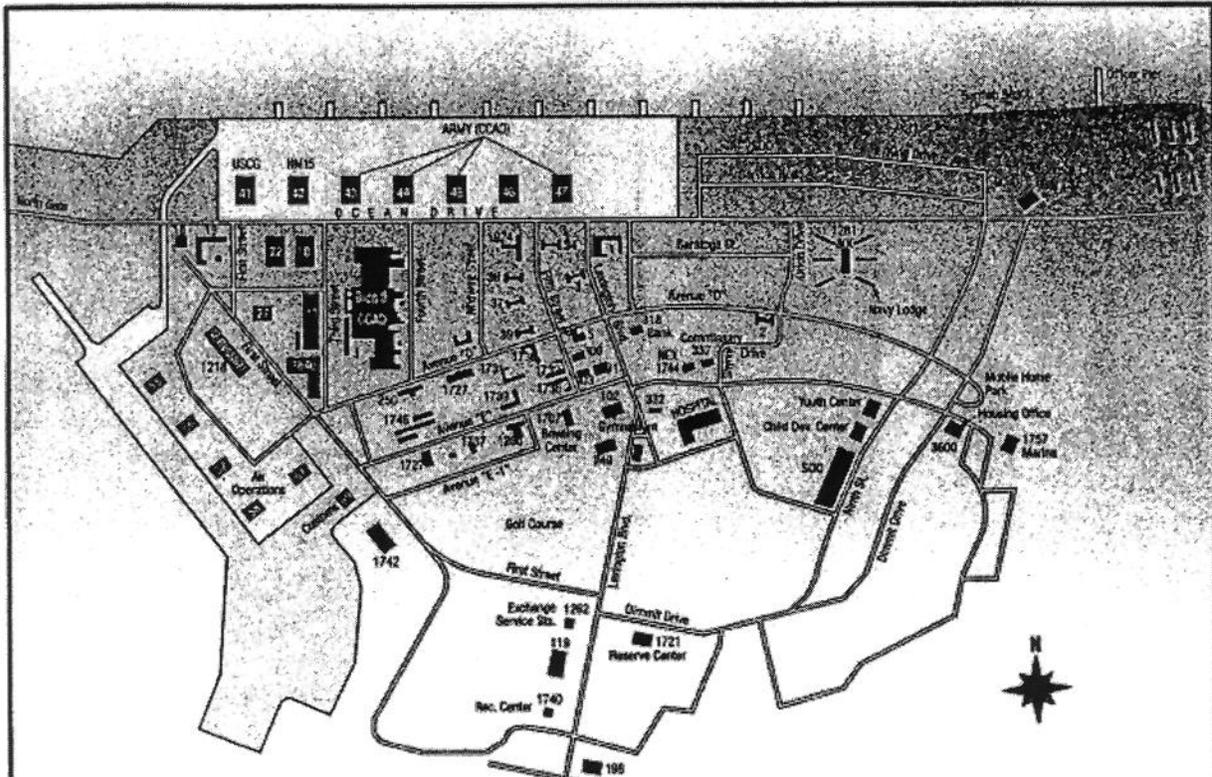
OCCUPANTS

Air Operations	58
BOQ	1281
CC Bay Club	90
CCAD Visual Information Center	1824
Chaplain Offices	5
Civ. Personnel (Navy)	1730
CMWRA	249
CNATRA HQ	1
Commander Mine Warfare Command	37
Commissary	337
DLA	1846
HM-15	42
Housing Office	3600
Marine Training Reserve Center	1721
MISD	149
NAS Admin - OOD	2
Navy Marine Corps Relief Society	5
Navy Army Federal Credit Union	1260
Navy Exchange	1744
NCIS	39
NTMOD	58
PAO	2
Public Works	19
ROICC SOTEX	19
Safety	1730
Servmart	1218
Theater	100
USO	3
US Post Office	101
VT28	57

BLDG#

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COLLECTION OF MISHAP RELATED RECORDS



OCCUPANTS

AIMD	51
Army Reserve Center	1721
BEQ	1739
Chapels	332
Civ. Personnel (Army)	1727
Civ. Personnel (NAF)	39
COMOMAG	36
Commander Mine Warfare Command	39
CSD HQ	39
Customs HQ	50
DRMO	22
Hospital	H1100
Marina	1757
MATSG	1731
MSO	2
NAS Police	104
NATMSACT	1
NAVREST	1
Naval Reserve Center	1721
Navy Lodge	1281C
NETPMSAD	1731
NLSO Central	3
Print Shop (Navy)	34
PSA & PSD	1730
Raytheon Aerospace Support Services	57
Security (Pass & Tag)	198
Supply	10
TRAWING 4 HQ	1824
US Coast Guard	41
VT 27	56
VT	57

BLDG#

OCCUPANTS

Air Operations	58
BOO	1281
CC Bay Club	90
CCAD Visual Information Center	1824
Chaplains Offices	5
Civ. Personnel (Navy)	1730
CMWRA	249
CNATRA HQ	1
Commander Mine Warfare Command	37
Commissary	337
DLA	1846
HM-15	42
Housing Office	3600
Marine Training Reserve Center	1721
MISD	149
NAS Admin - OOD	2
Navy Marine Corps Relief Society	5
Navy Army Federal Credit Union	1260
Navy Exchange	1744
NCIS	39
NTMOD	58
PAO	2
Public Works	19
ROICC SOTEX	19
Safety	1730
Servmart	1218
Theater	100
USO	3
US Post Office	101
VT28	57

BLDG#

22 APR 2009

OPREP-3 60 MINUTE MESSAGE

REFERENCE: OPNAVINST 3100.6 series

GENERAL INFORMATION

1. Required for Class A and Class B mishaps, not required for Class C mishaps. **ALMOST ALL DRAWING FOUR CLASS A AND B MISHAPS WILL BE CATEGORIZED AS NAVY BLUE.**
2. The purpose of the OPREP-3 message is to follow-up on the voice report already sent and inform a much larger audience.
3. Due within 60 minutes of notification of an OPREP-3 level incident. Do not delay release of this message to obtain additional information.
4. Obtain CO approval prior to release if possible.
5. Utilize classification/precedence determined for the 5 minute phone report unless additional information becomes available.
6. OPREP-3 message reports must be serialized, refer to (TAB 2-B/PG 4) for proper serialization.

MESSAGE GENERATION/RELEASE PROCEDURES

1. Refer to the "Message Drafting and Release Procedures" in TAB 6-B for step-by-step instructions.
2. Refer to the message templates, worksheets and examples that follow as required.
3. General guidance for drafting the OPREP-3 message:
 - a. DO NOT INCLUDE NAMES OF PERSONNEL INVOLVED.
 - b. Bold items in the template must be repeated exactly.
 - c. Not all addressees are required on most messages. Use the message templates (TAB 2-E/PG 3 or 8) and message examples (TAB 2-E/PG 7 or 12) as guides.
 - d. Prior to releasing the message, review it for proper serialization (TAB 2-B/PG 4), format, and spelling. Check the date-time group; unless you have encountered unexpected delays,

~~22 APR 2009~~**OPREP-3 60 MINUTE MESSAGE**

it should be no later than 60 minutes after notification of the mishap.

4. If AMHS is unavailable, proceed as follows:

a. Insert the CD at the front of this instruction into the duty computer and open the appropriate message example from the CD.

b. Use Notepad to update the message example as required.

c. Save the file and e-mail it as an attachment to another command that can transmit the message for you.

d. If you do not have e-mail capability, burn the file to the blank CD at the front of this instruction and take it to another command that can transmit the message for you.

5. If it appears you will not meet the 60-minute OPREP-3 message deadline, call the Navy Operations Center (NOC) and tell them you will send them an UNCLASSIFIED draft OPREP-3 as an email and will release the official OPREP-3 message as soon as possible.

NAVY OPERATIONS CENTER (NOC)	COMM (703) 692-9284 / (703) 693-2006 DSN: 222-9284 / 223-2006 UNCLAS Email: bwc.ptgn@navy.mil or nocwo@navy.mil
---	---

NOTE: Most COs will want to know the text of the message prior to it being released. Ensure a reasonable effort has been made to inform the CO or XO on the text of the message prior to release.

20 NOV 2008

OPREP-3 PINNACLE MESSAGE TEMPLATE
--

OPREP-3 PINNACLE - Utilize FLASH precedence and UNCLASSIFIED (or as appropriate). **Bold** verbiage in the body of the message is to be repeated verbatim in the message report. Verbiage in *italics* represents required decision on message addressees or information required in the body of the text.

Z DDHMMZ MMM YY

FM (Your command)

COMTRAWING FOUR CORPUS CHRISTI TX or
 TRARON _____ CORPUS CHRISTI TX or

TO JOINT STAFF J3 NMCC OPS

USSTRATCOM COMMAND CENTER OFFUTT AFB NE//J3/J31/J38//

USNORTHCOM JOINT OPERATIONS CENTER

CNO WASHINGTON DC

COMUSFLTFORCOM NORFOLK VA//N3/N5/CDO//

COMPACFLT PEARL HARBOR HI//FCC//

COMNAVAIRFOR SAN DIEGO CA

INFO COMTRAWING FOUR CORPUS CHRISTI TX (If not the originator)

CNATRA CORPUS CHRISTI TX//00X//

ONI WASHINGTON DC

CHINFO WASHINGTON DC//00//

COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//

NAVY JAG WASHINGTON DC

DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//

COMNAVAIRSYS COM PATUXENT RIVER MD//9F//

BUMED WASHINGTON DC

CMC WASHINGTON DC

(USMC personnel/mission incidents)

CG TECOM QUANTICO VA

(USMC personnel involved)

CG TECOM G3

(USMC personnel involved)

CG TECOM ATB

(USMC personnel involved)

MATSG-22 CORPUS CHRISTI TX

(USMC personnel involved)

HQ USAF SE

(USAF personnel involved)

AFSC SEF

*(USAF personnel involved)*COMDT COGARD WASHINGTON DC//G-WKS/G-OCA// *(USCG personnel involved)*COGARD AIRSTA CORPUS CHRISTI TX *(Local SAR involved or USCG personnel involved)*COMNAVPERSCOM MILLINGTON TN *(Death or serious injury)*CHNAVPER WASHINGTON DC *(Death or serious injury)*COMNAVREG SE JACKSONVILLE FL *(Base facilities involved)*NAS CORPUS CHRISTI TX *(Base facilities involved)*

BT

UNCLAS //N03750//

PASS TO:

USSTRATCOM COMMAND CENTER OFFUTT AFB NE//J3/J31/J38//

COMUSFLTFORCOM NORFOLK VA//N3/N5/CDO//

COMPACFLT PEARL HARBOR HI//FCC//

CNATRA CORPUS CHRISTI TX//00X//

CHINFO WASHINGTON DC//00//

COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//

DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//

COMNAVAIRSYS COM PATUXENT RIVER MD//9F//

COMDT COGARD WASHINGTON DC//G-WKS/G-OCA// *(USCG personnel involved)*

MSGID/OPREP-3P,USMTF,2007/Your command/Serial #(Refer to TAB 2-B/Pg 4)//

REF/A/DESC: INITIAL VOICE REPORT/Your command/Date_time group of voice report//

FLAGWORD/PINNACLE/-//

20 NOV 2008

OPREP-3 PINNACLE MESSAGE TEMPLATE

TIMELOC/Date_time group of incident/Location of incident/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/Include the following:

- A brief statement summarizing the incident.
- Pilot's rank, injury and the number of other persons on board and their injuries. **DO NOT RELEASE NAMES UNTIL AUTHORIZED BY COMMANDING OFFICER.**
- Aircraft model, BUNO, reporting custodian and custodian location.
- Mission and phase of operations.
- A statement that says: **"CAUSAL FACTORS OF THE MISHAP ARE UNKNOWN AT THIS TIME."**
- A statement that describes ongoing action, such as **"AVIATION MISHAP BOARD HAS BEEN CONVENED."**
- Provide assessment of the public affairs impact.
- Commanding Officer's assessment: estimate of the situation, impact to operations/training, assistance required (if any).
- In final message report, state **"MISHAP REPORT TO FOLLOW"**.
- Command POC information.

20 Nov 2008

OPREP-3 PINNACLE MESSAGE WORKSHEET

Z DDHHMMZ MMM YY

FM (Your command)

COMTRAWING FOUR CORPUS CHRISTI TX or
 TRARON _____ CORPUS CHRISTI TX or

TO JOINT STAFF J3 NMCC OPS

USSTRATCOM COMMAND CENTER OFFUTT AFB NE//J3/J31/J38//

USNORTHCOM JOINT OPERATIONS CENTER

CNO WASHINGTON DC

COMUSFLTFORCOM NORFOLK VA//N3/N5/CDO//

COMPACFLT PEARL HARBOR HI//FCC//

COMNAVAIRFOR SAN DIEGO CA

INFO COMTRAWING FOUR CORPUS CHRISTI TX (If not the originator)

CNATRA CORPUS CHRISTI TX//00X//

ONI WASHINGTON DC

CHINFO WASHINGTON DC//00//

COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//

NAVY JAG WASHINGTON DC

DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//

COMNAVAIRSYS COM PATUXENT RIVER MD//9F//

BUMED WASHINGTON DC

CMC WASHINGTON DC

(USMC personnel/mission incidents)

CG TECOM QUANTICO VA

(USMC personnel involved)

CG TECOM G3

(USMC personnel involved)

CG TECOM ATB

(USMC personnel involved)

MATSG-22 CORPUS CHRISTI TX

(USMC personnel involved)

HQ USAF SE

(USAF personnel involved)

AFSC SEF

(USAF personnel involved)

COMDT COGARD WASHINGTON DC//G-WKS/G-OCA// (USCG personnel involved)

COGARD AIRSTA CORPUS CHRISTI TX (Local SAR involved or USCG personnel involved)

COMNAVPERSCOM MILLINGTON TN

(Death or serious injury)

CHNAVPERS WASHINGTON DC

(Death or serious injury)

COMNAVREG SE JACKSONVILLE FL

(Base facilities involved)

NAS CORPUS CHRISTI TX

(Base facilities involved)

BT

UNCLAS //N03750//

PASS TO:

USSTRATCOM COMMAND CENTER OFFUTT AFB NE//J3/J31/J38//

COMUSFLTFORCOM NORFOLK VA//N3/N5/CDO//

COMPACFLT PEARL HARBOR HI//FCC//

CNATRA CORPUS CHRISTI TX//00X//

CHINFO WASHINGTON DC//00//

COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//

DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//

COMNAVAIRSYS COM PATUXENT RIVER MD//9F//

COMDT COGARD WASHINGTON DC//G-WKS/G-OCA// (USCG personnel involved)

MSGID/OPREP-3P, USMTF, 2007/Your command/Serial #(Refer TAB 2-B/Pg 4)//

REF/A/DESC: INITIAL VOICE REPORT/Your command/Date_time group of voice report//

FLAGWORD/PINNACLE/-//

TIMELOC/Date_time group of incident/Location of incident/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/

20 NOV 2000

OPREP-3 PINNACLE MESSAGE WORKSHEET

//

BT
#XXXX
NNNN

20 NOV 2008

OPREP-3 PINNACLE MESSAGE EXAMPLE

ZTTUZYUW RULYFOO0091 2761600-UUUU--RUEBARD.

ZNR UUUUU

Z 091615Z OCT 07 ZYB

FM COMTRAWING FOUR CORPUS CHRISTI TX

TO JOINT STAFF J3 NMCC OPS

USSTRATCOM COMMAND CENTER OFFUTT AFB NE//J3/J31/J38//

USNORTHCOM JOINT OPERATIONS CENTER

CNO WASHINGTON DC

COMUSFLTFORCOM NORFOLK VA//N3/N5/CDO//

COMPACFLT PEARL HARBOR HI//FCC//

COMNAVAIRFOR SAN DIEGO CA

INFO COMTRAWING FOUR CORPUS CHRISTI TX

CNATRA CORPUS CHRISTI TX//00X//

ONI WASHINGTON DC

CHINFO WASHINGTON DC//00//

COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//

NAVY JAG WASHINGTON DC

DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//

COMNAVAIRSYS COM PATUXENT RIVER MD//9F//

BUMED WASHINGTON DC

COMNAVPERSCOM MILLINGTON TN

CHNAVPER WASHINGTON DC

COMNAVREG SE JACKSONVILLE FL

NAS CORPUS CHRISTI TX

BT

UNCLAS //N03750//

PASS TO:

USSTRATCOM COMMAND CENTER OFFUTT AFB NE//J3/J31/J38//

COMUSFLTFORCOM NORFOLK VA//N3/N5/CDO//

COMPACFLT PEARL HARBOR HI//FCC//

CNATRA CORPUS CHRISTI TX//00X//

CHINFO WASHINGTON DC//00//

COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//

DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//

COMNAVAIRSYS COM PATUXENT RIVER MD//9F//

MSGID/OPREP-3P,USMTF,2007/COMTRAWING FOUR CORPUS CHRISTI/001//

REF/A/DESC:INITIAL VOICE REPORT/COMTRAWING FOUR CORPUS CHRISTI

/091515Z OCT 2007//

FLAGWORD/PINNACLE/-//

TIMELOC/091500Z OCT 2007/CORPUS CHRISTI, TX/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/TC-12 (BUNO 16XXXX)

CRASHED INTO CROWDED SUPERMARKET DURING APPROACH TO NAS CORPUS

CHRISTI. AIRCRAFT COMMANDER (CDR) KILLED, CO-PILOT (LCDR) KILLED,

MULTIPLE CIVILIANS KILLED AND WOUNDED. REPORTING CUSTODIAN:

COMTRAWING FOUR (CORPUS CHRISTI, TX). CAUSAL FACTORS OF THE MISHAP

ARE UNKNOWN AT THIS TIME. AVIATION MISHAP BOARD HAS BEEN CONVENED.

MEDIA INTEREST ANTICIPATED. COMMANDER'S ASSESSMENT: LOCAL FIRE AND

POLICE PERSONNEL HAVE RESPONDED AND ARE TREATING INJURED CIVILIANS.

MINOR IMPACT TO MULTI-ENGINE TRAINING PRODUCTION PROCESS. POC: LT

I. M. ASO, DSN 861-XXXX.//

BT

#0091

NNNN

20 NOV 2008

OPREP-3 NAVY BLUE MESSAGE TEMPLATE

OPREP-3 NAVY BLUE - Utilize IMMEDIATE precedence and UNCLASSIFIED (or as appropriate). **Bold** verbiage in the body of the message is to be repeated verbatim in the message report. Verbiage in *italics* represents required decision on message addressees or information required in the body of the message.

O DDHMMZ MMM YY

FM (Your command)

COMTRAWING FOUR CORPUS CHRISTI TX or
 TRARON _____ CORPUS CHRISTI TX or

TO CNO WASHINGTON DC

COMUSFLTFORCOM//N3/N5/CDO//

COMPACFLT PEARL HARBOR HI//FCC//

COMNAVAIRFOR SAN DIEGO CA

INFO COMTRAWING FOUR CORPUS CHRISTI TX (If not the originator)

CNATRA CORPUS CHRISTI TX//00X//

CHINFO WASHINGTON DC//00//

ONI WASHINGTON DC

COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//

NAVY JAG WASHINGTON DC

DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//

COMNAVAIRSYS COM PATUXENT RIVER MD//9F//

BUMED WASHINGTON DC

CMC WASHINGTON DC

(USMC personnel/mission incidents)

CG TECOM QUANTICO VA

(USMC personnel involved)

CG TECOM G3

(USMC personnel involved)

CG TECOM ATB

(USMC personnel involved)

MATSG-22 CORPUS CHRISTI TX

(USMC personnel involved)

HQ USAF SE

(USAF personnel involved)

AFSC SEF

(USAF personnel involved)

COMDT COGARD WASHINGTON DC//G-WKS/G-OCA//

(USCG personnel involved)

COGARD AIRSTA CORPUS CHRISTI TX

(Local SAR involved or USCG personnel involved)

COMNAVPERSCOM MILLINGTON TN

(Death or serious injury)

CHNAVPER WASHINGTON DC

(Death or serious injury)

COMNAVREG SE JACKSONVILLE FL

(Base facilities involved)

NAS CORPUS CHRISTI TX

(Base facilities involved)

BT

UNCLAS //N03750//

PASS TO:

COMUSFLTFORCOM NORFOLK VA//N3/N5/CDO//

COMPACFLT PEARL HARBOR HI//FCC//

CNATRA CORPUS CHRISTI TX//00X//

CHINFO WASHINGTON DC//00//

COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//

DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//

COMNAVAIRSYS COM PATUXENT RIVER MD//9F//

COMDT COGARD WASHINGTON DC//G-WKS/G-OCA//

(USCG personnel involved)

MSGID/OPREP-3NB,USMTF,2007/Your command/Serial #(Refer to TAB 2-B/Pg 4)//

REF/A/DESC: INITIAL VOICE REPORT/Your command/Date_time group of voice report//

FLAGWORD/NAVY BLUE/-//

TIMELOC/Date_time group of incident/Location of incident/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/Include the following:

- A brief statement summarizing the incident.

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OPREP-3 NAVY BLUE MESSAGE TEMPLATE

- Pilot's rank, injury and the number of other persons on board and their injuries. *DO NOT RELEASE NAMES UNTIL AUTHORIZED BY COMMANDING OFFICER.*
- Aircraft model, BUNO, reporting custodian and custodian location.
- Mission and phase of operations.
- A statement that says: **"CAUSAL FACTORS OF THE MISHAP ARE UNKNOWN AT THIS TIME."**
- A statement that describes ongoing action, such as **"AVIATION MISHAP BOARD HAS BEEN CONVENED."**
- Provide assessment of the public affairs impact.
- Commanding Officer's assessment: estimate of the situation, impact to operations/training, assistance required (if any).
- In final message report, state **"MISHAP REPORT TO FOLLOW"**.
- Command POC information.

20 NOV 2008

OPREP-3 NAVY BLUE MESSAGE WORKSHEET
--

O DDHMMZ MMM YY

FM (Your command)

COMTRAWING FOUR CORPUS CHRISTI TX or
 TRARON _____ CORPUS CHRISTI TX or

TO CNO WASHINGTON DC

COMUSFLTFORCOM//N3/N5/CDO//

COMPACFLT PEARL HARBOR HI//FCC//

COMNAVAIRFOR SAN DIEGO CA

INFO COMTRAWING FOUR CORPUS CHRISTI TX (If not the originator)

CNATRA CORPUS CHRISTI TX//00X//

CHINFO WASHINGTON DC//00//

ONI WASHINGTON DC

COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//

NAVY JAG WASHINGTON DC

DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//

COMNAVAIRSYS COM PATUXENT RIVER MD//9F//

BUMED WASHINGTON DC

CMC WASHINGTON DC

(USMC personnel/mission incidents)

CG TECOM QUANTICO VA

(USMC personnel involved)

CG TECOM G3

(USMC personnel involved)

CG TECOM ATB

(USMC personnel involved)

MATSG-22 CORPUS CHRISTI TX

(USMC personnel involved)

HQ USAF SE

(USAF personnel involved)

AFSC SEF

(USAF personnel involved)

COMDT COGARD WASHINGTON DC//G-WKS/G-OCA//

(USCG personnel involved)

COGARD AIRSTA CORPUS CHRISTI TX

(Local SAR involved or USCG

personnel involved)

COMNAVPERSCOM MILLINGTON TN

(Death or serious injury)

CHNAVPERS WASHINGTON DC

(Death or serious injury)

COMNAVREG SE JACKSONVILLE FL

(Base facilities involved)

NAS CORPUS CHRISTI TX

(Base facilities involved)

BT

UNCLAS //N03750//

PASS TO:

COMUSFLTFORCOM NORFOLK VA//N3/N5/CDO//

COMPACFLT PEARL HARBOR HI//FCC//

CNATRA CORPUS CHRISTI TX//00X//

CHINFO WASHINGTON DC//00//

COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//

DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//

COMNAVAIRSYS COM PATUXENT RIVER MD//9F//

COMDT COGARD WASHINGTON DC//G-WKS/G-OCA//

(USCG personnel involved)

MSGID/OPREP-3NB,USMTF,2007/Your command/Serial #(Refer to TAB 2-B/Pg 4)//

REF/A/DESC: INITIAL VOICE REPORT/Your command/Date_time group of voice report//

FLAGWORD/NAVY BLUE/-//

TIMELOC/Date_time group of incident/Location of incident/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS//

20 Nov 2008

OPREP-3 NAVY BLUE MESSAGE WORKSHEET

BT
#XXXX
NNNN

//

20 NOV 2008

OPREP-3 NAVY BLUE MESSAGE EXAMPLE

OTTUZYUW RULYFOO0090 2761526-UUUU--RUEBARD.
ZNR UUUUU
O 091615Z OCT 07 ZYB
FM COMTRAWING FOUR CORPUS CHRISTI TX
TO CNO WASHINGTON DC
COMUSFLTFORCOM NORFOLK VA//N3/N5/CDO//
COMPACFLT PEARL HARBOR HI//FCC//
COMNAVAIRFOR SAN DIEGO CA
INFO COMTRAWING FOUR CORPUS CHRISTI TX
CNATRA CORPUS CHRISTI TX//00X//
CHINFO WASHINGTON DC//00//
ONI WASHINGTON DC
COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//
NAVY JAG WASHINGTON DC
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//
COMNAVAIRSYSCOM PATUXENT RIVER MD//9F//
BUMED WASHINGTON DC
COMNAVPERSCOM MILLINGTON TN
CHNAVPERS WASHINGTON DC
COMNAVREG SE JACKSONVILLE FL
NAS CORPUS CHRISTI TX
BT
UNCLAS //N03750//
PASS TO:
COMUSFLTFORCOM NORFOLK VA//N3/N5/CDO//
COMPACFLT PEARL HARBOR HI//FCC//
CNATRA CORPUS CHRISTI TX//00X//
CHINFO WASHINGTON DC//00//
COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//
COMNAVAIRSYSCOM PATUXENT RIVER MD//9F//
MSGID/OPREP-3NB,USMTF,2007/COMTRAWING FOUR CORPUS CHRISTI/001//
REF/A/DESC:INITIAL VOICE REPORT/COMTRAWING FOUR CORPUS CHRISTI
/091515ZOCT2007//
FLAGWORD/NAVY BLUE/-//
TIMELOC/091500ZOCT2007/NAS CRP CHRISTI, TX/INIT//
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/TC-12 AIRCRAFT (BUNO
16XXXX) DEPARTED RUNWAY DURING LANDING AT NAS CORPUS CHRISTI, TX AND
IMPACTED SMALL BUILDING. AIRCRAFT COMMANDER (CDR) KILLED AND
CO-PILOT (LCDR) KILLED. AIRCRAFT DESTROYED. REPORTING CUSTODIAN:
COMTRAWING FOUR (CORPUS CHRISTI, TX). CAUSAL FACTORS OF THE MISHAP
ARE UNKNOWN AT THIS TIME. AVIATION MISHAP BOARD HAS BEEN CONVENED.
MEDIA INTEREST ANTICIPATED. COMMANDER'S ASSESSMENT: MINOR IMPACT
TO MULTI-ENGINE TRAINING PRODUCTION PROCESS. POC: LT I. M. ASO,
DSN 861-XXXX.//
BT
#0090
NNNN

2.0 NOV 2008

<p style="text-align: center;">SAFETY CENTER/COMNAVAIRFOR 60-MINUTE VOICE REPORTS</p>

GENERAL INFO

1. DUE WITHIN 60 MINUTES of a Class A mishap (COMNAVSAFECEN) and for Class A & B mishaps (COMNAVAIRFOR).
2. Do not delay the call if details are not available.
3. Do not release names of personnel involved.
4. Fill in the following information:
 - a. Reporting custodian. Training Air Wing FOUR
 - b. Aircraft type and BUNO. _____
 - c. Mishap location. _____
 - d. Brief Narrative. _____
 - e. Damage. _____
 - f. Injuries/Fatalities. _____
 - e. Points of contact. _____

Example:

- a. Reporting custodian. Training Air Wing FOUR.
- b. Aircraft type and BUNO. T-34C, 161234.
- c. Mishap location. Mustang Island 5 miles east of NAS Corpus Christi, Texas.
- d. Brief Narrative. Aircraft lost power and crash-landed on beach.
- e. Damage. Unknown.
- f. Injuries/Fatalities. Unknown.
- g. POC. VT-28 Operations Duty Officer, DSN 861-3367, COMM (361) 961-3367.

~~20 NOV 2008~~

<p style="text-align: center;">SAFETY CENTER/COMNAVAIRFOR 60-MINUTE VOICE REPORTS (CONT)</p>
--

SAFETY CENTER PHONE REPORT

1. Call the NAVAL SAFETY CENTER and read the above report.

MISHAP TELEPHONE REPORT LINE (Manned 24 hr)

DSN: 564-3520 (follow prompts)

COMM: (757) 444-3520

NOTE: Passing additional information in subsequent calls is encouraged, as it becomes available. This includes requests for investigative assistance.

COMNAVAIRFOR PHONE REPORT

1. Call COMNAVAIRFOR and read the above report.

COMNAVAIRFOR SAFETY OFFICE (During Working Hours)

COMM: (619) 545-2845

(619) 545-2788

(619) 545-2785

COMNAVAIRFOR QUARTERDECK (After Hours)

COMM: (619) 545-2017

COMNAVAIRFOR CDO

COMM: (619) 545-4558

COMM: (619) 666-4921 (cell)

20 NOV 2008

PAO PRELIMINARY PRESS RELEASE**GENERAL INFORMATION**

NOTE: THE PURPOSE OF THE BELOW PROCEDURE IS TO SEND A "PRELIMINARY PRESS RELEASE" TO THE CNATRA PAO THAT WILL ASSIST HIM/HER IN PREPARING THE ACTUAL PRESS RELEASE. THE PRODUCT YOU SEND HIM/HER DOES NOT CONSTITUTE AN ACTUAL PRESS RELEASE.

*****CNATRA WILL ISSUE THE ACTUAL PRESS RELEASE.*****

1. REQUIRED for Class A and B mishaps.
2. Per CNATRAINST 5720.20F, contact the CNATRA PAO as soon as possible following any significant accident/mishap.
3. DO NOT RELEASE AIRCREW NAMES until authorized by the chain of command.
4. Utilize the squadron PAO to draft and forward the Preliminary Press Release if available.
5. If the civilian press contacts the squadron directly, politely ask them to contact the CNATRA PAO at the numbers below.

PRELIMINARY PRESS RELEASE PREPARATION AND RELEASE

1. Remove a blank PAO Preliminary Press Release Worksheet (TAB 2-G/PG 2) and fill in as much of the required information as possible.
2. Obtain Command approval prior to forwarding the press release.
3. Contact the CNATRA PAO at one of these phone numbers and e-mail or fax it to him/her:

Work: (361)961-3666
DSN: 861-3666
CELL: (361)438-7846

4. Contact the NAS Corpus Christi PAO at one of these phone numbers and e-mail or fax it to him/her.

Work: (361)961-2674
DSN: 861-2674

5. The CNATRA PAO will:
 - a. Inform the Commodore and WING CSO of the contents of the impending press release.
 - b. Generate a Press Release.
 - c. Handle all questions from the press.

20 NOV 2008

PAO PRELIMINARY PRESS RELEASE WORKSHEET

At approximately _____ a.m./p.m. today a

_____ from Training Air Wing FOUR based on board
(type of aircraft)

NAS Corpus Christi, crashed at _____
(sea/near town)

A _____ was _____
(student pilot/instructor pilot) (injured/killed)

while conducting routine training. The name(s) of the deceased

are being withheld pending a 24 hour period after next of kin

notification. An investigation is underway to determine the

cause of the mishap.

NOTE: Additional facts such as "bailed out safely" may also be included if applicable. If it is not known from which squadron/TRAWING the aircraft was, the preliminary press release should just read "a Navy training aircraft . . . ".

22 APR 2009

MISCELLANEOUS REPORTS/DUTIES**GENERAL INFORMATION**

1. If a squadron fatality has occurred, contact the command CACO to initiate PNOK and SNOK notification.
2. If death is imminent for a military member, contact the ADMIN Officer immediately to initiate Imminent Death Retirement procedures.
3. For all Class A & B mishaps (and when necessary for Class C mishaps) send individuals directly involved in the mishap to medical to have biological samples taken. Though not uniformly required in the case of Class C mishaps, if any doubt exists about the ultimate classification of the mishap (i.e., Class C or B) or any circumstances surrounding the mishap, err on the "safe" side and send individuals to have biological sampling done. Consult your flight surgeon with questions.
4. Contact **CNATRA DET OIC (COMM: 1-3518 CELL: 533-5678)** and pass him information on the status of the mishap aircraft. They will initiate procedures for HAZMAT and recovery of the aircraft.
5. If a squadron fatality has occurred or a squadron member is seriously injured, contact the ADMIN Officer to draft a Personnel Casualty Report. Deadline: 4 hours. Reference: MILPERSMAN 1770-030 and 1770-080.
6. If weather could have played a significant role in the mishap, task a squadron pilot to gather perishable data such as weather warnings (e.g., convective SIGMETs) and radar/satellite imagery from weather websites. Take screen shots and print out hard copies (as required) from websites such as NOAA's Aviation Digital Data Service (ADDS) and Intellicast.com.
7. Consider requesting Geographic Information System (GIS) support from NASCC Public Works. The Installation and Environmental Program Manager has digital cameras, hand-held GPS devices and computer software that can map and display the mishap debris field. Contact Mr. Arlen Andrews, at 961-5353 (work) or (361)947-1155 (cell) to request GIS support.

22 APR 2009**REMOVE SCHEDULE FROM INTERNET****GENERAL INFORMATION**

1. The flight schedule must be removed from the Internet to preclude identification of the mishap pilots.
2. Contact CNATRA IT personnel at this phone number to remove the squadron flight schedule from the internet:
 - a. CNATRA Helpdesk (361) 961-3503 (DSN 861-3503)
 - b. State that this is an emergency situation at VT-__ (or TW-__) and the web based flight schedule for VT-__ (or TW-__) needs to be removed from public viewing.
3. In the event the helpdesk cannot be reached, call these personnel in the following order:
 - a. CNATRA N611: (361) 533-5354
 - b. CNATRA N61: (361) 533-0381
 - c. CNATRA N6: (361) 533-6318

22 APR 2009

LIAISON OFFICERS**GENERAL INFORMATION**

1. NAS Corpus Christi Emergency Operations Center.

a. In the event of a Class A mishap in the local Corpus Christi area, the mishap squadron may request the Commanding Officer of NAS Corpus Christi (NASCC) stand up the Emergency Operations Center (EOC). The EOC will be manned with key NASCC personnel who can provide crucial logistic support and supplies to assist the mishap squadron. Call Mr. Fred Thomas at 961-1725 (work) or (361)533-0164 (cell) to make this request. (Note: If you cannot reach Mr. Thomas, call the Emergency Services Dispatch Office at 961-3491). The EOC will meet in the conference room on the upper deck of Bldg 7 on board NASCC.

b. The mishap squadron should send any available Instructor Pilot to the EOC to serve as a liaison officer. His duties will include passing along requests for support from the squadron and answering questions from NASCC personnel.

c. The mishap squadron should request CNATRA Det send a liaison officer to the EOC. Call the CNATRA Det OIC at (361)961-3518 (office) or (361)533-2489 (cell).

2. Multiple-aircraft mishaps.

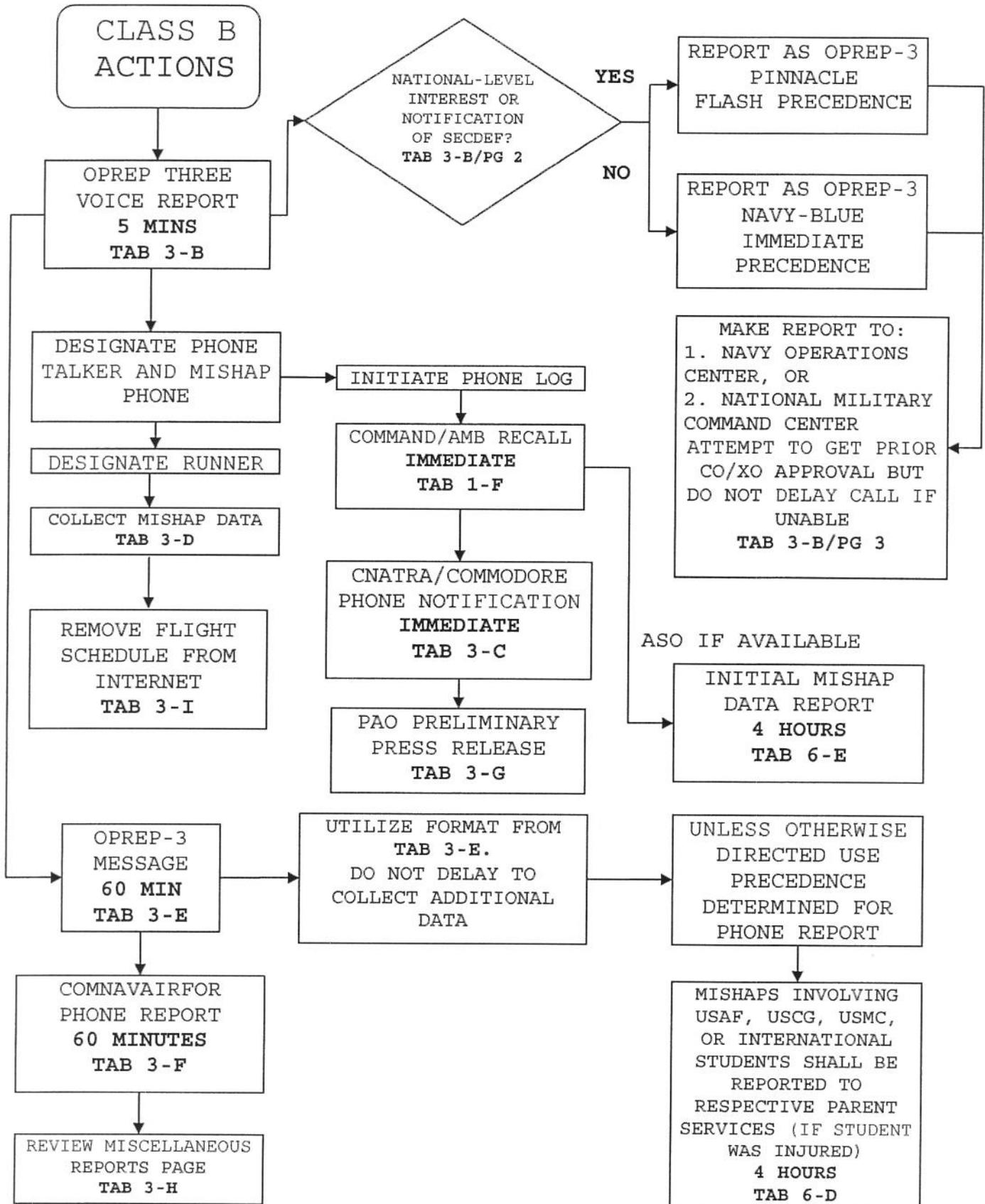
a. In the event of a mishap involving aircraft signed for by personnel from different squadrons in TW-4, the senior Commanding Officer will accomplish all reporting. The junior CO shall send any available Instructor Pilot to the senior CO's spaces to serve as a liaison officer.

b. Squadron ASO: place a copy of COMTRAWINGFOURNOTE 3750 ("ROSTER OF QUALIFIED TRAINING AIR WING FOUR AVIATION MISHAP BOARD SENIOR MEMBERS") behind this page.

c. Refer to COMTRAWINGFOURNOTE 3750 ("ROSTER OF QUALIFIED TRAINING AIR WING FOUR AVIATION MISHAP BOARD SENIOR MEMBERS") to determine which CO is senior.

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CLASS BRAVO MISHAP ACTIONS



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MISHAP ACTION CHECKLIST CLASS BRAVO
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GENERAL INFORMATION

1. ENSURE SAR LAUNCHED AND CRASH ALARM INITIATED. (TAB 1-D)
2. Utilize this checklist to maintain timelines and ensure completion of required actions.
3. Record time the action was completed and who completed it.

TAB	DEADLINE	ACTION	TIME
1	ASAP	Initial Notification/Worksheet	
1	ASAP	Initiate/Verify SAR Launched/Crash Alarm	
1	ASAP	Determine Mishap Category/Class <u>Aviation Mishap Category</u> <u>Class</u> <input type="checkbox"/> Flight Mishap <input type="checkbox"/> Class B <input type="checkbox"/> Flight-Related Mishap <input type="checkbox"/> Aircraft Ground Mishap	
TAB	For Aviation Mishaps		CLASS
			B
3-B	5-MIN	OPREP-3 Voice Report <input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue	√
1-F	ASAP	Initiate Squadron/AMB Recall	√
3-C	ASAP	Commodore & CNATRA Phone Reports	√
3-E	60-MIN	OPREP-3 PINNACLE or NAVY BLUE MSG	√
3-D	ASAP	Collect mishap related records	√
3-F	60-MIN	COMNAVAIRFOR Phone Report	√
3-G	ASAP	PAO Preliminary Press Release	√
6-E	4-HR	Initial MDR Message - Class A & B	√
6-D	4-HR	USAF, USMC, USCG, International Student Parent Service Notification	√
3-H	As Required	Miscellaneous Reports/Duties <ul style="list-style-type: none"> • Fluid Samples & 72 hr history • PNOK/SNOK Notification • Imminent Death Retirement • X-Ray Equipment Loss Report 	As Required
3-I	ASAP	Remove flight schedule from Internet	√

~~20 NOV 2008~~**OPREP-3 CLASSIFICATION/VOICE REPORT**

REFERENCE: OPNAVINST 3100.6 SERIES

GENERAL INFORMATION

1. The main purpose of the OPREP-3 voice report is to provide immediate notification of a mishap to the highest levels of the Navy and/or DOD. This voice report is not intended to provide in-depth details. **Do not delay delivery of this message to obtain additional information.**

a. DUE WITHIN 5 MINUTES of notification of an OPREP-3 level incident.

b. Required for all Class ALPHA and BRAVO Aviation Mishaps.

c. Ensure a reasonable effort has been made to contact the CO, XO, or SO, prior to making this report. However, do not delay this report to obtain Command approval.

d. Incidents involving USAF, USMC, USCG, or foreign national personnel which require reporting through USN channels via OPREP 3 procedures shall also be reported to respective parent services.

OPREP-3 CLASSIFICATION

1. Utilize the following chart (TAB 3-B/PG 2) to aid in OPREP-3 classification.

2. OPREP-3 PINNACLE classification is used to report any event or incident that could attract NATIONAL LEVEL INTEREST. A relevant example would be a TW-4 aircraft mishap which resulted in civilian deaths.

3. The OPREP-3 NAVY BLUE report is used to provide the CNO and other naval commanders with immediate notification of incidents of military, political or media interest that are of high Navy, vice national level, interest. **The vast majority of TW-4 Class ALPHA and BRAVO mishaps will fall into the NAVY BLUE classification.**

4. OPREP-3 NAVY UNIT SITREPS are used to provide the Immediate Superior in Command (ISIC) and appropriate higher authority with timely notification of any incident not meeting OPREP-3 PINNACLE or OPREP-3 NAVY BLUE special incident reporting criteria. An example would be a Class CHARLIE mishap.

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OPREP-3 CLASSIFICATION CHART

NATIONAL LEVEL INTEREST	HIGH LEVEL NAVY INTEREST	HIGHER NAVAL AUTHORITY INTEREST
OPREP-3 PINNACLE	OPREP-3 NAVY BLUE	OPREP-3 NAVY UNIT SITREP
<ul style="list-style-type: none"> • Major military, missile, or ordnance incidents (when nuclear warheads are not present). • Incidents involving reconnaissance activities. • Hijacking and related incidents. • US SAR operations in foreign countries and their territorial waters. • Grave breaches of International Law of Armed Conflict. • Loss of, or substantial damage to, civilian property caused by military equipment, such as aircraft or ships, when national-level interest is indicated. • Loss of or substantial damage to major military equipment such as aircraft or ships when national-level interest is indicated. • Any incidents involving the use of chemical or biological agents, to include anthrax. • If doubt exists as to whether an event or incident is or could possibly develop into a matter of White House, Department of Defense, Joint Service, or media interest, submit an OPREP-3 PINNACLE report. Any occurrence reported as an OPREP-3 should be considered for submission as an OPREP-3 PINNACLE unless a positive determination can be made to the contrary. 	<p style="text-align: center;">OPERATIONAL INCIDENTS</p> <ul style="list-style-type: none"> • Class A or B Aircraft Mishaps (if not reportable by an OPREP-3 PINNACLE). <i>Most TRAWING FOUR Class A and B mishaps will require an OPREP-3 NAVY BLUE vice an OPREP-3 PINNACLE report.</i> • Near or actual collisions of minor significance involving Navy ships or aircraft. • Aggressive actions by foreign entities towards USN ships or aircraft. • A SAR incident initial report to include SARs that are in the alert or uncertainty phase. (The OPREP-3 NAVY UNIT SITREP will be used to provide daily updates to the chain of command.) • Any discharge of a government weapon that causes a fatality or injury to personnel. • Acts or attempts to willfully destroy property of the Navy. <p style="text-align: center;">PERSONNEL INCIDENTS</p> <ul style="list-style-type: none"> • Death of, critical injury to, or missing Commanding Officers or senior officials (flag officer or equivalent). • Incidents involving death or injury to personnel embarked in Navy ships or aircraft. • Death or serious personal injury of a civilian; this includes civilian traffic accident deaths caused by a service member. 	<ul style="list-style-type: none"> • When considered appropriate by the reporting activity. • When directed. • To update incidents previously reported via OPREP-3 NAVY BLUE when the update information does not meet OPREP-3 NAVY BLUE criteria. • Operational incidents that do not attract media attention. • Fires or floods resulting in minor damage or does not cause significant personnel injury or loss of combat capability. • Minor liberty incidents in which a service member is arrested or held for a non-serious offense by local or foreign authorities. <p style="text-align: center;">PERSONNEL INCIDENTS</p> <p>If media interest is anticipated in any of the below misconduct incidents, it should be reported via an OPREP-3 NAVY BLUE. If media interest is not anticipated, an OPREP-3 NAVY UNIT SITREP will be used.</p> <ul style="list-style-type: none"> • Domestic violence • Domestic abuse • Child Abuse/Neglect • Child Sexual Abuse • Indecent Assault • Assault with intent to commit rape or sodomy • Sexual Harassment - formal complaint or report • Suicide and Suicide attempts • Suicidal gestures: report as an OPREP-3 NAVY UNIT SITREP • Equal Opportunity Incidents - formal complaint or report • Unlawful Discrimination • Hazing

~~20 NOV 2008~~**OPREP-3 CLASSIFICATION/VOICE REPORT****OPREP-3 PHONE REPORT PROCEDURES**

1. CO Confirmation: Contact the CO/XO.

a. Notify them of your determination of mishap category/severity.

b. Confirm with them your determination of PINNACLE or NAVY BLUE.

c. Ask for their estimate of the impact of the mishap on the squadron's ability to operate (this will be used in the OPREP-3 60-minute message). Impact should be classified as: *none, minimal, moderate or severe.*

NOTE: Contact the XO if CO cannot be reached. Contact the CDO/ODO if CO/XO cannot be reached. If CO/XO/CDO CAN'T BE REACHED, make the determination using best judgment.

2. Determine the **OPREP-3 Serial Number (TAB 2-B/Pg 4)** from the OPREP-3 Serialization log sheet.

3. Fill in the details on the **OPREP-3 Voice Report Template (TAB 3-B/Pg 5)**.

NOTE: Examples of OPREP-3 Pinnacle and Navy Blue Voice Reports follow the template (TAB 3-B/Pg 5).

4. Contact the following agencies in order until someone is reached.

PRIORITY	AGENCY	PHONE NUMBER
PRIMARY	NAVY OPERATIONS CENTER (NOC)	COMM: (703) 692-9284 / (703) 693-2006 DSN: 222-9284 / 223-2006 UNCLAS Email: bw.ptgn@navy.mil or nocwo@navy.mil
SECONDARY	NATIONAL MILITARY COMMAND CENTER (NMCC)	COMM: (703) 693-8196 / (703) 697-6340 DSN: 223-8196 / 227-6340 UNCLAS Email: opssoo@js.pentagon.mil • Request they relay to NOC.

a. Read the filled-in OPREP-3 VOICE REPORT TEMPLATE (TAB 3-B/Pg 4) EXACTLY AS WRITTEN and IN A CHALLENGE AND REPLY FORMAT.

b. DO NOT RELEASE NAMES OF PERSONNEL INVOLVED.

5. Write down the time of the call and any information/instructions from the contacted agency.

6. Write down the incident description and DTG for the receipt of this report in the OPREP-3 Serialization Log. (TAB 2-B/Pg 4)

TAB 3-B/Pg 3

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OPREP-3 PINNACLE/NAVY BLUE VOICE REPORT TEMPLATE

GENERAL INSTRUCTIONS

1. In each column, check the appropriate box.
2. Fill in any blanks.
3. Text in parentheses is for amplification and should not be read.
4. In each row, read text VERBATIM to include only checked boxes and filled in blanks.

OPREP-3 Voice Report Template				
You Say:	<input type="checkbox"/> "NAVY OPERATIONS CENTER <input type="checkbox"/> NATIONAL MILITARY COMMAND CENTER	THIS IS TRAINING AIR WING FOUR/TRAINING SQUADRON _____,	OPREP-3,	<input type="checkbox"/> PINNACLE <input type="checkbox"/> NAVY BLUE OVER."
They Respond:	"TRAINING AIR WING FOUR/TRAINING SQUADRON _____, <input type="checkbox"/> "NAVY OPERATIONS CENTER <input type="checkbox"/> NATIONAL MILITARY COMMAND CENTER	THIS IS <input type="checkbox"/> NAVY OPERATIONS CENTER <input type="checkbox"/> NATIONAL MILITARY COMMAND CENTER	SEND OPREP-3	<input type="checkbox"/> PINNACLE <input type="checkbox"/> NAVY BLUE OVER."
You Say:	<input type="checkbox"/> "NAVY OPERATIONS CENTER <input type="checkbox"/> NATIONAL MILITARY COMMAND CENTER	THIS IS TRAINING AIR WING FOUR/TRAINING SQUADRON _____,	<input type="checkbox"/> FLASH (for PINNACLE) <input type="checkbox"/> IMMEDIATE (for NAVY BLUE) (Type Incident) _____ (Location) _____ (Zulu Time) _____	OPREP-3 <input type="checkbox"/> PINNACLE" <input type="checkbox"/> NAVY BLUE
	"LINE ONE	INCIDENT		
"LINE TWO		NARRATIVE	(Brief description of mishap. Do not speculate!) _____ _____ _____ _____	OVER."
You Say:	"MY NAME IS _____ (Rank, Name)			
	"YOU CAN REACH MY UNIT AT _____			
	"REQUEST THE DATE TIME GROUP FOR YOUR RECEIPT OF THIS REPORT _____			OVER."

~~20 NOV 2008~~**OPREP-3 VOICE REPORT EXAMPLES****OPREP-3 PINNACLE EXAMPLE:**

"NAVY OPERATIONS CENTER, THIS IS TRAINING SQUADRON ONE TWO THREE,
OPREP-3, PINNACLE, OVER."

"TRAINING SQUADRON ONE TWO THREE, THIS IS NAVY OPERATIONS CENTER,
SEND OPREP-3, PINNACLE, OVER."

"NAVY OPERATIONS CENTER, THIS IS TRAINING SQUADRON ONE TWO THREE,
FLASH, UNCLASSIFIED, OPREP-3, PINNACLE.

LINE ONE, INCIDENT, AIRCRAFT ACCIDENT, LAS VEGAS, NEVADA,
ONE EIGHT ZERO ZERO ZULU.

LINE TWO, NARRATIVE, PILOT EJECTED FROM T-6 AIRCRAFT
FOLLOWING INFLIGHT FIRE, PERIOD. AIRCRAFT CRASHED INTO
CAESARS PALACE CASINO KILLING NUMEROUS CIVILIANS, PERIOD.
EMERGENCY RESPONSE IN PROGRESS, PERIOD. OVER."

OPREP-3 NAVY BLUE EXAMPLE:

"NAVY OPERATIONS CENTER, THIS IS TRAINING SQUADRON ONE TWO THREE,
OPREP-3, NAVY BLUE, OVER."

"TRAINING SQUADRON ONE TWO THREE, THIS IS NAVY OPERATIONS CENTER,
SEND OPREP-3, NAVY BLUE, OVER."

"NAVY OPERATIONS CENTER, THIS IS TRAINING SQUADRON ONE TWO THREE,
IMMEDIATE, UNCLASSIFIED, OPREP-3, NAVY BLUE.

LINE ONE, INCIDENT, AIRCRAFT ACCIDENT, WHISKEY 632, SOUTHERN
TEXAS OPERATING AREA, ZERO TWO THREE ZERO ZULU.

LINE TWO, NARRATIVE, T-34 LOST DURING NIGHT TRAINING
OFFSHORE, PERIOD. PILOT BAILED OUT AND AIRCRAFT LOST AT
SEA, PERIOD. SAR IN PROGRESS, INJURIES UNKNOWN, PERIOD.
OVER."

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COMMODORE/CNATRA PHONE REPORTS

GENERAL INFORMATION

1. Make these calls ASAP after the OPREP-3 5-minute voice report.
2. Delegate this tab if able.
3. Squadron Commanders, if available, may desire to make these calls.

COMPLETE THE TEMPLATE

1. Fill in the following template:

- "This is _____" (name, rank)
- "Calling from (Your command)
VT-27 / VT-28 / VT-31 / VT-35 / TRAWING FOUR
- "We have had a Class BRAVO
(Flight Mishap) (Flight Related Mishap) (Aircraft Ground Mishap)
(circle one)

"...involving _____"

(# aircraft/# personnel)

- (Give a brief description of incident, including injury, aircraft damage, and SAR status. Do not speculate.)

Example: "Aircraft ran off runway 13L at NAS Corpus Christi following an aborted takeoff. Aircrew sustained minor injuries, probable class B aircraft damage."

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

COMMODORE/WING NOTIFICATION

1. Contact all of the individuals listed in the table on the next page and read the filled in template. If someone cannot be reached, continue down the list. Following wing notification, notify CNATRA.
2. DO NOT RELEASE NAMES OF PERSONNEL INVOLVED OVER THE TELEPHONE.

22 APR 2009**COMMODORE/CNATRA PHONE REPORTS (CONT)**

PRIORITY	PERSON	PHONE NUMBER
CONTACT ALL INDIVIDUALS IN ORDER Between 0730 and 1630 CST Monday thru Friday After normal business hours, call the CELL number first.		
FIRST	COMMODORE	Comm: (361) 961-2935 DSN: 861-2935 CELL: (361) 533-6090
SECOND	CHIEF STAFF OFFICER (CSO)	Comm: (361) 961-2354 DSN: 861-2354 CELL: (361) 533-4716
THIRD	WING CDO/WDO	Comm: (361) 961-2945 DSN: 861-2945 CELL: (361) 533-4714
FOURTH	WING SAFETY	Comm: (361) 961-3588 DSN: 861-3588 CELL: (361) 533-4721
Numbers verified April 2009		

COMTRAWING FOUR Contact Numbers**CNATRA NOTIFICATION**

1. Call CNATRA Safety Office and/or Duty Officer as listed below and read the filled in template. The Commodore will likely call CNATRA directly once he is notified. If the Commodore has not been notified, inform CNATRA personnel and ask them to notify CNATRA.

2. DO NOT RELEASE THE NAMES OF PERSONNEL INVOLVED.

CNATRA SAFETY OFFICER

DSN: 861-2221/1748
 COMM: (361) 961-2221/1748
 CELL: (361) 438-7844
 (361) 533-0499

CNATRA QUARTER DECK/DUTY OFFICER

DSN: 861-2286/2284
 COMM: (361) 961-2286/2284
 CDO CELL: (361) 533-0494

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COLLECTION OF MISHAP RELATED RECORDS

GENERAL INFORMATION

1. Required for all defined aviation mishaps regardless of severity.
2. Delegate this to a qualified officer if available.
3. Hold records until a member of the AMB takes custody.

OPERATIONS

- Original Flight Schedule (working copy with all annotated changes)
- Aircrew Logbook(s)
- Aircrew Training Record(s)
- MAC Flight Briefing Materials
 - Briefing Guides
 - Weather Brief (DD-175-1)
 - Flight Plan (DD-175)
 - Copy of relevant NOTAMS
- Copy of current SOP

WEATHER OFFICE

- Forecast Weather Conditions at the mishap site
- Actual Weather Conditions at the mishap site

MAINTENANCE

(CNATRA DET OIC: 961-3518
CELL: 533-5678)

- MA logbooks
- MA ADB
- Other pertinent maintenance records/documents

SAFETY

- Aircrew NATOPS Jacket(s)
- Current copies of NATOPS Manual & PCL
- Copy of NATOPS Performance Charts (if applicable)
- Current copy of OPNAVINST 3750.6R

ADMIN

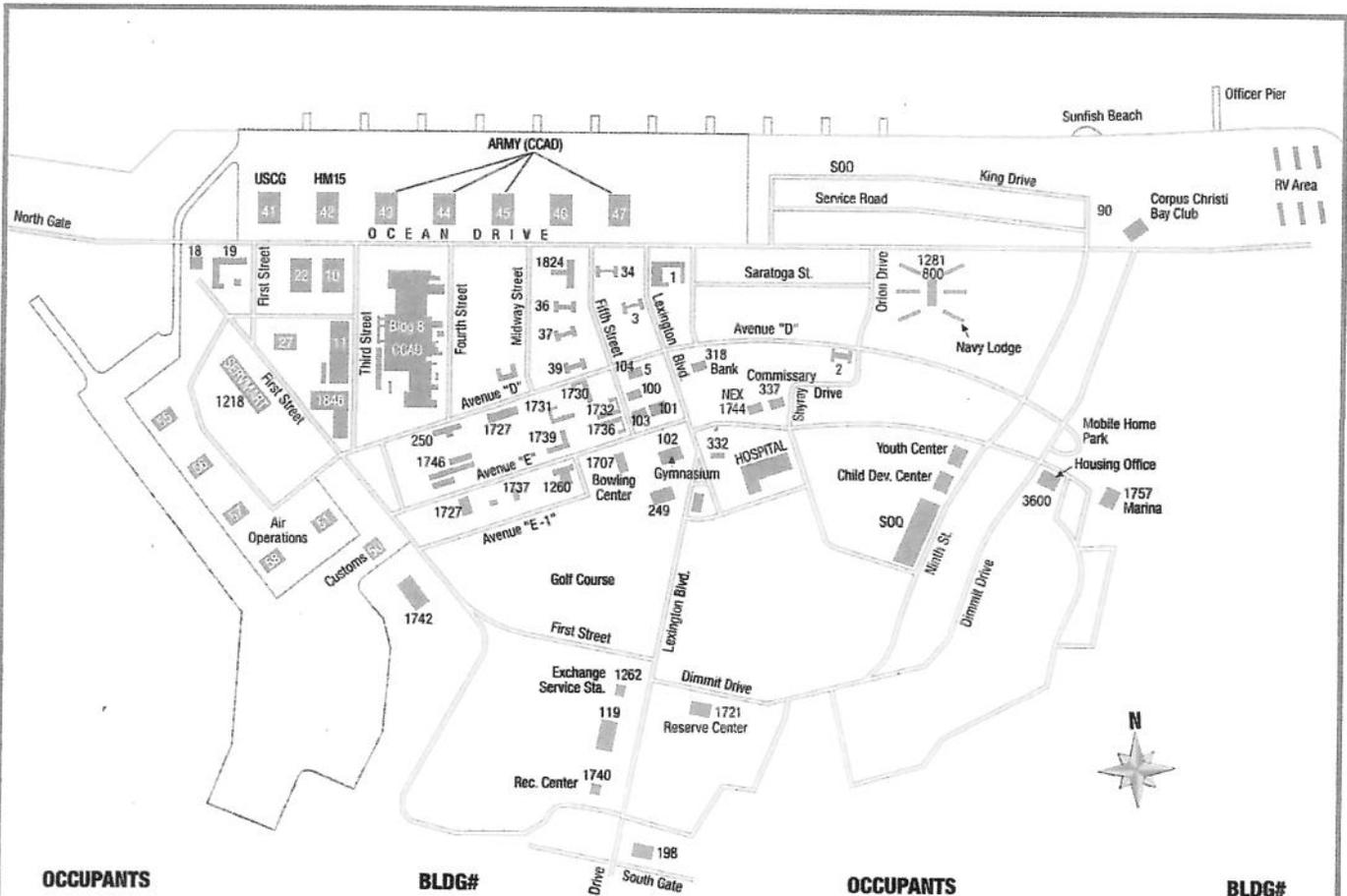
- Aircrew Emergency Data Form(s) to CO/CACO.

FLIGHT SURGEON

- Aircrew Health Record(s)

OTHERS

- CVRS Tapes, MU, Memory Cards
- ATC Tapes (radar, IFF, and/or voice)
- Other items deemed appropriate



OCCUPANTS

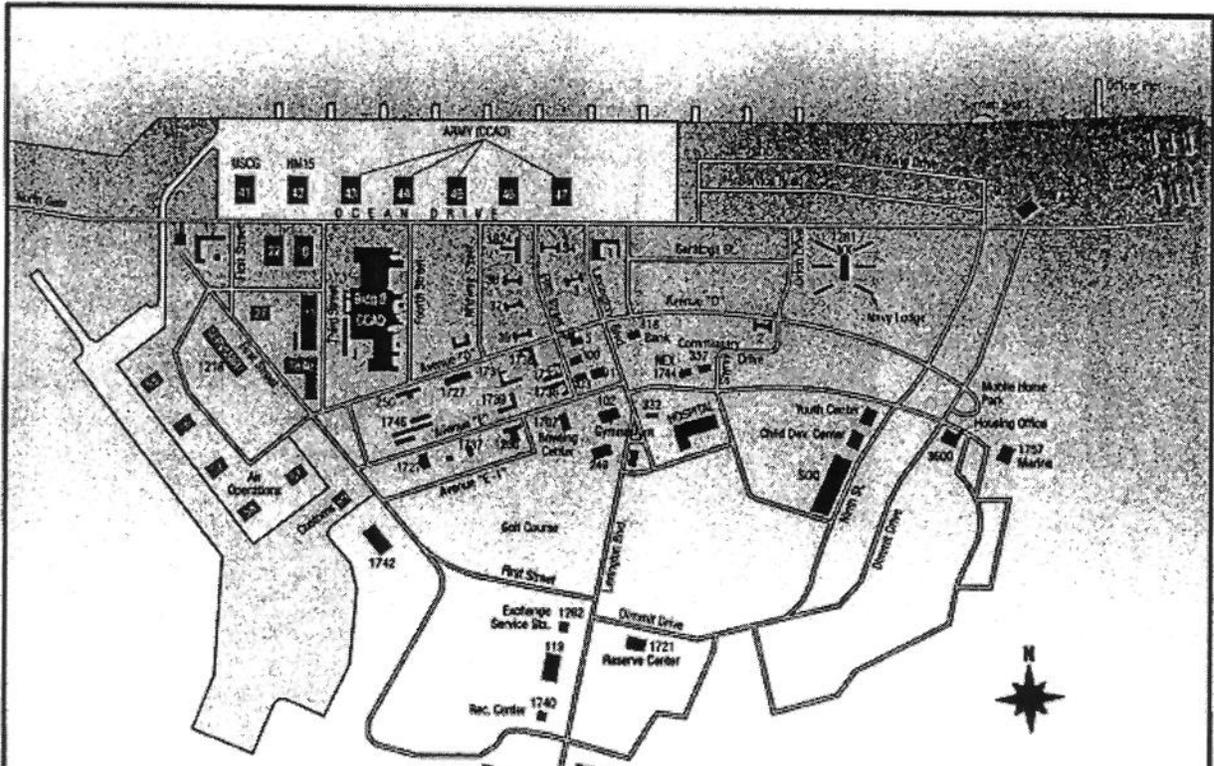
OCCUPANTS	BLDG#
AIMD	51
Army Reserve Center	1721
BEQ	1739
Chapels	332
Civ. Personnel (Army)	1727
Civ. Personnel (NAF)	39
COMOMAG	36
Commander Mine Warfare Command	39
CSD HQ	39
Customs HQ	50
DRMO	22
Hospital	H100
Marina	1757
MATSG	1731
MSO	2
NAS Police	104
NATMSACT	1
NAVREST	1
Naval Reserve Center	1721
Navy Lodge	1281C
NETPMSAD	1731
NLSO Central	3
Print Shop (Navy)	34
PSA & PSD	1730
Raytheon Aerospace Support Services	57
Security (Pass & Tag)	198
Supply	10
TRAWING 4 HQ	1824
US Coast Guard	41
VT 27	56
VT	57

OCCUPANTS

OCCUPANTS	BLDG#
Air Operations	58
BOQ	1281
CC Bay Club	90
CCAD Visual Information Center	1824
Chaplain Offices	5
Civ. Personnel (Navy)	1730
CMWRA	249
CNATRA HQ	1
Commander Mine Warfare Command	37
Commissary	337
DLA	1846
HM-15	42
Housing Office	3600
Marine Training Reserve Center	1721
MISD	149
NAS Admin - OOD	2
Navy Marine Corps Relief Society	5
Navy Army Federal Credit Union	1260
Navy Exchange	1744
NCIS	39
NTMOD	58
PAO	2
Public Works	19
ROICC SOTEX	19
Safety	1730
Servmart	1218
Theater	100
USO	3
US Post Office	101
VT28	57

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COLLECTION OF MISHAP RELATED RECORDS



OCCUPANTS

AIMD	51
Army Reserve Center	1721
BEQ	1739
Chapels	332
Civ. Personnel (Army)	1727
Civ. Personnel (NAF)	39
COMOMAG	36
Commander Mine Warfare Command	39
CSD HQ	39
Customs HQ	50
DRMO	22
Hospital	H1100
Marina	1757
MATSG	1731
MSO	2
NAS Police	104
NATMSACT	1
NAVREST	1
Naval Reserve Center	1721
Navy Lodge	1281C
NETPMSAD	1731
NLSO Central	3
Print Shop (Navy)	34
PSA & PSD	1730
Raytheon Aerospace Support Services	57
Security (Pass & Tag)	198
Supply	10
TRAWING 4 HQ	1824
US Coast Guard	41
VT 27	56
VT	57

BLDG#

OCCUPANTS

Air Operations	58
BOQ	1281
CC Bay Club	90
CCAD Visual Information Center	1824
Chaplain's Offices	5
Civ. Personnel (Navy)	1730
CMWRA	249
CNATRA HQ	1
Commander Mine Warfare Command	37
Commissary	337
DLA	1846
HM-15	42
Housing Office	3600
Marine Training Reserve Center	1721
MISD	149
NAS Admin - OOD	2
Navy Marine Corps Relief Society	5
Navy Army Federal Credit Union	1260
Navy Exchange	1744
NCIS	39
NTMOD	58
PAO	2
Public Works	19
ROICC SOTEX	19
Safety	1730
Servmart	1218
Theater	100
USO	3
US Post Office	101
VT28	57

BLDG#

~~22 APR 2009~~**OPREP-3 60 MINUTE MESSAGE**

REFERENCE: OPNAVINST 3100.6 series

GENERAL INFORMATION

1. Required for Class A and Class B mishaps, not required for Class C mishaps. **ALMOST ALL TRAWING FOUR CLASS A AND B MISHAPS WILL BE CATEGORIZED AS NAVY BLUE.**
2. The purpose of the OPREP-3 message is to follow-up on the voice report already sent and inform a much larger audience.
3. Due within 60 minutes of notification of an OPREP-3 level incident. Do not delay release of this message to obtain additional information.
4. Obtain CO approval prior to release if possible.
5. Utilize classification/precedence determined for the 5 minute phone report unless additional information becomes available.
6. OPREP-3 message reports must be serialized, refer to (TAB 2-B/PG 4) for proper serialization.

MESSAGE GENERATION/RELEASE PROCEDURES

1. Refer to the "Message Drafting and Release Procedures" in TAB 6-B for step-by-step instructions.
2. Refer to the message template, worksheet and example that follow as required.
3. General guidance for drafting the OPREP-3 message:
 - a. DO NOT INCLUDE NAMES OF PERSONNEL INVOLVED.
 - b. Bold items in the template must be repeated exactly.
 - c. Not all addressees are required on most messages. Use the message template (TAB 3-E/PG 3) and message example (TAB 3-E/PG 7) as guides.
 - d. Prior to releasing the message, review it for proper serialization (TAB 2-B/PG 4), format, and spelling. Check the date-time group; unless you have encountered unexpected delays,

~~22 APR 2009~~**OPREP-3 60 MINUTE MESSAGE**

it should be no later than 60 minutes after notification of the mishap.

4. If AMHS is unavailable, proceed as follows:

a. Insert the CD at the front of this instruction into the duty computer and open the appropriate message example from the CD.

b. Use Notepad to update the message example as required.

c. Save the file and e-mail it as an attachment to another command that can transmit the message for you.

d. If you do not have e-mail capability, burn the file to the blank CD at the front of this instruction and take it to another command that can transmit the message for you.

5. If it appears you will not meet the 60-minute OPREP-3 message deadline, call the Navy Operations Center (NOC) and tell them you will send them an UNCLASSIFIED draft OPREP-3 as an email and will release the official OPREP-3 message as soon as possible.

NAVY OPERATIONS CENTER (NOC)	COMM (703) 692-9284 / (703) 693-2006 DSN: 222-9284 / 223-2006 UNCLAS Email: bwc.ptgn@navy.mil or nocwo@navy.mil
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NOTE: Most COs will want to know the text of the message prior to it being released. Ensure a reasonable effort has been made to inform the CO or XO on the text of the message prior to release.

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OPREP-3 NAVY BLUE MESSAGE TEMPLATE

OPREP-3 NAVY BLUE - Utilize IMMEDIATE precedence and UNCLASSIFIED (or as appropriate). **Bold** verbiage in the body of the message is to be repeated verbatim in the message report. Verbiage in *italics* represents required decision on message addressees or information required in the body of the message.

O DDHHMMZ MMM YY

FM (Your command)

COMTRAWING FOUR CORPUS CHRISTI TX or
 TRARON _____ CORPUS CHRISTI TX or

TO CNO WASHINGTON DC

COMUSFLTFORCOM//N3/N5/CDO//

COMPACFLT PEARL HARBOR HI//FCC//

COMNAVAIRFOR SAN DIEGO CA

INFO COMTRAWING FOUR CORPUS CHRISTI TX (If not the originator)

CNATRA CORPUS CHRISTI TX//00X//

CHINFO WASHINGTON DC//00//

ONI WASHINGTON DC

COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//

NAVY JAG WASHINGTON DC

DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//

COMNAVAIRSYS COM PATUXENT RIVER MD//9F//

BUMED WASHINGTON DC

CMC WASHINGTON DC

(USMC personnel/mission incidents)

CG TECOM QUANTICO VA

(USMC personnel involved)

CG TECOM G3

(USMC personnel involved)

CG TECOM ATB

(USMC personnel involved)

MATSG-22 CORPUS CHRISTI TX

(USMC personnel involved)

HQ USAF SE

(USAF personnel involved)

AFSC SEF

(USAF personnel involved)

COMDT COGARD WASHINGTON DC//G-WKS/G-OCA//

(USCG personnel involved)

COGARD AIRSTA CORPUS CHRISTI TX

(Local SAR involved or USCG personnel involved)

COMNAVPERSCOM MILLINGTON TN

(Death or serious injury)

CHNAVPERS WASHINGTON DC

(Death or serious injury)

COMNAVREG SE JACKSONVILLE FL

(Base facilities involved)

NAS CORPUS CHRISTI TX

(Base facilities involved)

BT

UNCLAS //N03750//

PASS TO:

COMUSFLTFORCOM NORFOLK VA//N3/N5/CDO//

COMPACFLT PEARL HARBOR HI//FCC//

CNATRA CORPUS CHRISTI TX//00X//

CHINFO WASHINGTON DC//00//

COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//

DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//

COMNAVAIRSYS COM PATUXENT RIVER MD//9F//

COMDT COGARD WASHINGTON DC//G-WKS/G-OCA//

(USCG personnel involved)

MSGID/OPREP-3NB,USMTF,2007/Your command/Serial #(Refer to TAB 2-B/Pg 4)//

REF/A/DESC: INITIAL VOICE REPORT/Your command/Date_time group of voice report//

FLAGWORD/NAVY BLUE/-//

TIMELOC/Date_time group of incident/Location of incident/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/Include the following:

- A brief statement summarizing the incident.

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OPREP-3 NAVY BLUE MESSAGE TEMPLATE

- Pilot's rank, injury and the number of other persons on board and their injuries. DO NOT RELEASE NAMES UNTIL AUTHORIZED BY COMMANDING OFFICER.
- Aircraft model, BUNO, reporting custodian and custodian location.
- Mission and phase of operations.
- A statement that says: "CAUSAL FACTORS OF THE MISHAP ARE UNKNOWN AT THIS TIME."
- A statement that describes ongoing action, such as "AVIATION MISHAP BOARD HAS BEEN CONVENED."
- Provide assessment of the public affairs impact.
- Commanding Officer's assessment: estimate of the situation, impact to operations/training, assistance required (if any).
- In final message report, state "MISHAP REPORT TO FOLLOW".
- Command POC information.

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OPREP-3 NAVY BLUE MESSAGE WORKSHEET
--

O DDHMMZ MMM YY

FM (Your command)

COMTRAWING FOUR CORPUS CHRISTI TX or
 TRARON _____ CORPUS CHRISTI TX or

TO CNO WASHINGTON DC

COMUSFLTFORCOM//N3/N5/CDO//

COMPACFLT PEARL HARBOR HI//FCC//

COMNAVAIRFOR SAN DIEGO CA

INFO COMTRAWING FOUR CORPUS CHRISTI TX (If not the originator)

CNATRA CORPUS CHRISTI TX//00X//

CHINFO WASHINGTON DC//00//

ONI WASHINGTON DC

COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//

NAVY JAG WASHINGTON DC

DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//

COMNAVAIRSYS COM PATUXENT RIVER MD//9F//

BUMED WASHINGTON DC

CMC WASHINGTON DC

(USMC personnel/mission incidents)

CG TECOM QUANTICO VA

(USMC personnel involved)

CG TECOM G3

(USMC personnel involved)

CG TECOM ATB

(USMC personnel involved)

MATSG-22 CORPUS CHRISTI TX

(USMC personnel involved)

HQ USAF SE

(USAF personnel involved)

AFSC SEF

(USAF personnel involved)

COMDT COGARD WASHINGTON DC//G-WKS/G-OCA//

(USCG personnel involved)

COGARD AIRSTA CORPUS CHRISTI TX

(Local SAR involved or USCG
personnel involved)

COMNAVPERSCOM MILLINGTON TN

(Death or serious injury)

CHNAVPERS WASHINGTON DC

(Death or serious injury)

COMNAVREG SE JACKSONVILLE FL

(Base facilities involved)

NAS CORPUS CHRISTI TX

(Base facilities involved)

BT

UNCLAS //N03750//

PASS TO:

COMUSFLTFORCOM NORFOLK VA//N3/N5/CDO//

COMPACFLT PEARL HARBOR HI//FCC//

CNATRA CORPUS CHRISTI TX//00X//

CHINFO WASHINGTON DC//00//

COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//

DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//

COMNAVAIRSYS COM PATUXENT RIVER MD//9F//

COMDT COGARD WASHINGTON DC//G-WKS/G-OCA//

(USCG personnel involved)

MSGID/OPREP-3NB,USMTF,2007/Your command/Serial #(Refer to TAB 2-B/Pg 4)//

REF/A/DESC: INITIAL VOICE REPORT/Your command/Date_time group of voice
report//

FLAGWORD/NAVY BLUE/-//

TIMELOC/Date_time group of incident/Location of incident/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS//

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OPREP-3 NAVY BLUE MESSAGE WORKSHEET

BT
#XXXX
NNNN

//

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OPREP-3 NAVY BLUE MESSAGE EXAMPLE
--

OTTUZYUW RULYFOO0090 2761526-UUUU--RUEBARD.
 ZNR UUUUU
 O 091615Z OCT 07 ZYB
 FM COMTRAWING FOUR CORPUS CHRISTI TX
 TO CNO WASHINGTON DC
 COMUSFLTFORCOM NORFOLK VA//N3/N5/CDO//
 COMPACFLT PEARL HARBOR HI//FCC//
 COMNAVAIRFOR SAN DIEGO CA
 INFO COMTRAWING FOUR CORPUS CHRISTI TX
 CNATRA CORPUS CHRISTI TX//00X//
 CHINFO WASHINGTON DC//00//
 ONI WASHINGTON DC
 COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//
 NAVY JAG WASHINGTON DC
 DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//
 COMNAVAIRSYSYSCOM PATUXENT RIVER MD//9F//
 BUMED WASHINGTON DC
 CMC WASHINGTON DC
 CG TECOM QUANTICO VA
 CG TECOM G3
 CG TECOM ATB
 MATSG-22 CORPUS CHRISTI TX
 COMNAVPERSCOM MILLINGTON TN
 CHNAVPER WASHINGTON DC
 COMNAVREG SE JACKSONVILLE FL
 NAS CORPUS CHRISTI TX
 BT
 UNCLAS //N03750//
 PASS TO:
 COMUSFLTFORCOM NORFOLK VA//N3/N5/CDO//
 COMPACFLT PEARL HARBOR HI//FCC//
 CNATRA CORPUS CHRISTI TX//00X//
 CHINFO WASHINGTON DC//00//
 COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//
 DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//
 COMNAVAIRSYSYSCOM PATUXENT RIVER MD//9F//
 MSGID/OPREP-3NB,USMTF,2007/COMTRAWING FOUR CORPUS CHRISTI/001//
 REF/A/DESC:INITIAL VOICE REPORT/COMTRAWING FOUR CORPUS CHRISTI
 /091515ZOCT2007//
 FLAGWORD/NAVY BLUE/-//
 TIMELOC/091500ZOCT2007/NAS CRP CHRISTI, TX/INIT//
 GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/T-34 AIRCRAFT (BUNO
 16XXXX) WAS STRUCK BY BIRD SHORTLY AFTER NIGHT TAKEOFF. INSTRUCTOR
 PILOT (CAPT, USMC) SUSTAINED SERIOUS INJURIES BUT LANDED AIRCRAFT
 SAFELY. REPORTING CUSTODIAN: COMTRAWING FOUR (CORPUS CHRISTI, TX).
 CAUSAL FACTORS OF THE MISHAP ARE UNKNOWN AT THIS TIME. AVIATION
 MISHAP BOARD HAS BEEN CONVENED. MEDIA INTEREST ANTICIPATED.
 COMMANDER'S ASSESSMENT: NO IMPACT TO PRIMARY TRAINING PRODUCTION
 PROCESS. POC: LT I. M. ASO, DSN 861-XXXX.//
 BT
 #0090
 NNNN

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COMNAVAIRFOR 60-MINUTE VOICE REPORT
--

GENERAL INFO

1. DUE WITHIN 60 MINUTES of a Class B mishap. The phone report to the Safety Center is only required for Class A mishaps.
2. Do not delay the call if details are not available.
3. Do not release names of personnel involved.
4. Fill in the following information:
 - a. Reporting custodian. Training Air Wing FOUR
 - b. Aircraft type and BUNO. _____
 - c. Mishap location. _____
 - d. Brief Narrative. _____
 - e. Damage. _____
 - f. Injuries/Fatalities. _____
 - g. Points of contact. _____

Example:

- a. Reporting custodian. Training Air Wing FOUR
- b. Aircraft type and BUNO. T-34C, 161234
- c. Mishap location. NAS Corpus Christi, TX
- d. Brief Narrative. Aircraft departed runway during landing and struck runway distance remaining marker.
- e. Damage. Probable Class B damage to propeller and nose-gear.
- f. Injuries/Fatalities. None.
- g. POC. VT-27 Operations Duty Officer, DSN 861-2181, COMM (361) 961-2181.

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COMNAVAIRFOR 60-MINUTE VOICE REPORT

COMNAVAIRFOR PHONE REPORT

1. Call **COMNAVAIRFOR** and read the above report.

COMNAVAIRFOR SAFETY OFFICE (During Working Hours)

COMM: (619) 545-2845

COMNAVAIRFOR QUARTERDECK (AFTER Hours)

COMM: (619) 545-2017

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PAO PRELIMINARY PRESS RELEASE**GENERAL INFORMATION**

NOTE: THE PURPOSE OF THE BELOW PROCEDURE IS TO SEND A "PRELIMINARY PRESS RELEASE" TO THE CNATRA PAO THAT WILL ASSIST HIM/HER IN PREPARING THE ACTUAL PRESS RELEASE. THE PRODUCT YOU SEND HIM/HER DOES NOT CONSTITUTE AN ACTUAL PRESS RELEASE.

*****CNATRA WILL ISSUE THE ACTUAL PRESS RELEASE.*****

1. REQUIRED for Class A and B mishaps.
2. Per CNATRAINST 5720.20F, contact the CNATRA PAO as soon as possible following any significant accident/mishap.
3. DO NOT RELEASE AIRCREW NAMES until authorized by the chain of command.
4. Utilize the squadron PAO to draft and forward the Preliminary Press Release if available.
5. If the civilian press contacts the squadron directly, politely ask them to contact the CNATRA PAO at the numbers below.

PRELIMINARY PRESS RELEASE PREPARATION AND RELEASE

1. Remove a blank PAO Preliminary Press Release Worksheet (TAB 3-G/PG 2) and fill in as much of the required information as possible.
2. Obtain Command approval prior to forwarding the press release.
3. Contact the CNATRA PAO at one of these phone numbers and e-mail or fax it to him/her:

Work: (361)961-3666
DSN: 861-3666
CELL: (361)438-7846

4. Contact the NAS Corpus Christi PAO at one of these phone numbers and e-mail or fax it to him/her.

Work: (361)961-2674
DSN: 861-2674

5. The CNATRA PAO will:
 - a. Inform the Commodore and WING CSO of the contents of the impending press release.
 - b. Generate a Press Release.
 - c. Handle all questions from the press.

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PAO PRELIMINARY PRESS RELEASE WORKSHEET

At approximately _____ a.m./p.m. today a

_____ from Training Air Wing FOUR based on board
(type of aircraft)

NAS Corpus Christi, struck a bird shortly after takeoff from

(airfield/location)

A _____ was seriously injured.
(student pilot/instructor pilot)

The aircraft landed safely at _____
(airfield)

NOTE: Additional facts such as "bailed out safely" may also be included if applicable. If it is not known from which squadron/TRAWING the aircraft was, the preliminary press release should just read "a Navy training aircraft . . .".

~~22 APR 2009~~**MISCELLANEOUS REPORTS/DUTIES****GENERAL INFORMATION**

1. If a squadron fatality has occurred, contact the command CACO to initiate PNOK and SNOK notification.
2. If death is imminent for a military member, contact the ADMIN Officer immediately to initiate Imminent Death Retirement procedures.
3. For all Class A & B mishaps (and when necessary for Class C mishaps) send individuals directly involved in the mishap to medical to have biological samples taken. Though not uniformly required in the case of Class C mishaps, if any doubt exists about the ultimate classification of the mishap (i.e. Class C or B) or any circumstances surrounding the mishap, err on the "safe" side and send individuals to have biological sampling done. Consult your flight surgeon with questions.
4. Contact **CNATRA DET OIC (COMM: 1-3518 CELL: 533-5678)** and pass him information on the status of the mishap aircraft. They will initiate procedures for HAZMAT and recovery of the aircraft.
5. If a squadron fatality has occurred or a squadron member is seriously injured, contact the ADMIN Officer to draft a Personnel Casualty Report. Deadline: 4 hours. Reference: MILPERSMAN 1770-030 and 1770-080.
6. If weather could have played a significant role in the mishap, task a squadron pilot to gather perishable data such as weather warnings (e.g., convective SIGMETs) and radar/satellite imagery from weather websites. Take screen shots and print out hard copies (as required) from websites such as NOAA's Aviation Digital Data Service (ADDS) and Intellicast.com.

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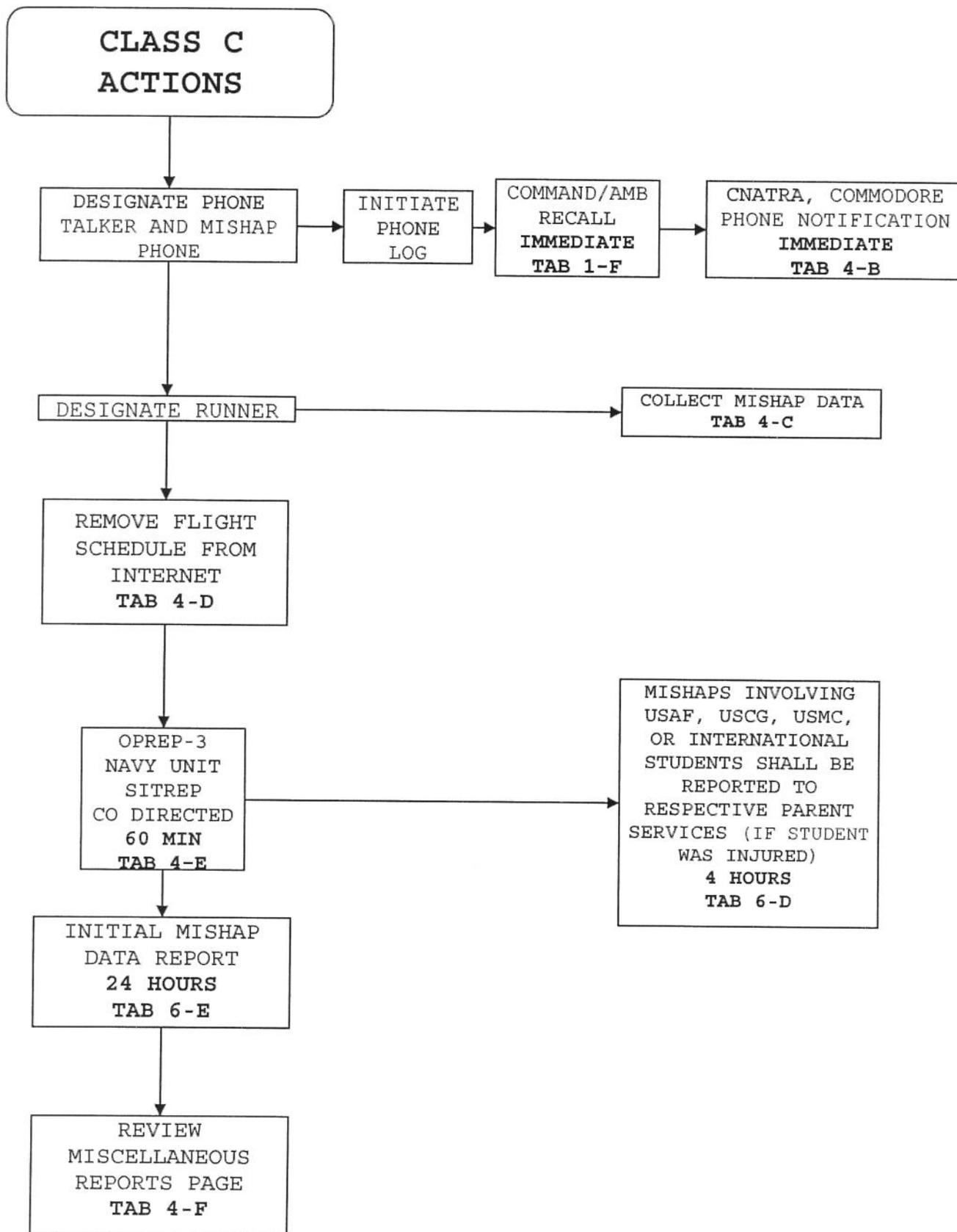
REMOVE SCHEDULE FROM INTERNET

GENERAL INFORMATION

1. The flight schedule must be removed from the Internet to preclude identification of the mishap pilots.
2. Contact CNATRA IT personnel at this phone number to remove the squadron flight schedule from the internet:
 - a. CNATRA Helpdesk (361) 961-3503 (DSN 861-3503)
 - b. State that this is an emergency situation at VT-__ (or TW-__) and the web based flight schedule for VT-__ (or TW-__) needs to be removed from public viewing.
3. In the event the helpdesk cannot be reached, call these personnel in the following order:
 - a. CNATRA N611: (361) 533-5354
 - b. CNATRA N61: (361) 533-0381
 - c. CNATRA N6: (361) 533-6318

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CLASS CHARLIE MISHAP ACTIONS



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MISHAP ACTION CHECKLIST CLASS CHARLIE
--

GENERAL INFORMATION

- Utilize this checklist to maintain timelines and ensure completion of required actions.
- Record time the action was completed and who completed it.

TAB	DEADLINE	ACTION	TIME
1	ASAP	Initial Notification/Worksheet	
1	ASAP	Determine Mishap Category/Class <u>Aviation Mishap Category</u> <u>Class</u> <input type="checkbox"/> Flight Mishap <input type="checkbox"/> Class C <input type="checkbox"/> Flight-Related Mishap <input type="checkbox"/> Aircraft Ground Mishap	
TAB	For Aviation Mishaps		CLASS
			C
1-F	ASAP	Initiate Squadron/AMB Recall	√
4-B	ASAP	Commodore & CNATRA Phone Reports	√
4-C	ASAP	Collect mishap related records	√
4-D	ASAP	Remove flight schedule from Internet	√
4-E	60-MIN	OPREP-3 NAVY UNIT SITREP (CO Directed Only)	√
6-D	4-HR	USAF, USMC, USCG, International Student Parent Service Notification	√
6-E	24-HR	Initial MDR Message - Class C	√
4-F	As Required	Miscellaneous Reports/Duties • Fluid Samples & 72 hr history	As Required

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COMMODORE/CNATRA PHONE REPORTS

GENERAL INFORMATION

1. Make these calls ASAP.
2. Delegate this tab if able.
3. Squadron Commanders, if available, may desire to make these calls.

COMPLETE THE TEMPLATE

1. Fill in the following template:

- "This is _____" (name, rank)
- "Calling from (Your command)
VT-27 / VT-28 / VT-31 / VT-35 / TRAWING FOUR
- "We have had a Class CHARLIE
(Flight Mishap) (Flight Related Mishap) (Aircraft Ground Mishap)
(circle one)
- "...involving _____"
(# aircraft/# personnel)
- (Give a brief description of incident, including injury, aircraft damage, and SAR status. Do not speculate.)

Example: "Engine compressor turbine rpm was exceeded in flight. Probable Class C engine damage. No injuries."

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

COMMODORE/WING NOTIFICATION

1. Contact all of the individuals listed in the table on the next page and read the filled in template. If someone cannot be reached, continue down the list. Following wing notification, notify CNATRA.

2. DO NOT RELEASE NAMES OF PERSONNEL INVOLVED OVER THE TELEPHONE.

22 APR 2009**COMMODORE/CNATRA PHONE REPORTS (CONT)**

PRIORITY	PERSON	PHONE NUMBER
CONTACT ALL INDIVIDUALS IN ORDER Between 0730 and 1630 CST Monday thru Friday After normal business hours, call the CELL number first.		
FIRST	COMMODORE	Comm: (361) 961-2935 DSN: 861-2935 CELL: (361) 533-6090
SECOND	CHIEF STAFF OFFICER (CSO)	Comm: (361) 961-2354 DSN: 861-2354 CELL: (361) 533-4716
THIRD	WING CDO/WDO	Comm: (361) 961-2945 DSN: 861-2945 CELL: (361) 533-4714
FOURTH	WING SAFETY	Comm: (361) 961-3588 DSN: 861-3588 CELL: (361) 533-4721
Numbers verified April 2009		

CNATRA NOTIFICATION

1. Call CNATRA Safety Office and/or Duty Officer as listed below and read the filled in template. The Commodore will likely call CNATRA directly once he is notified. If the Commodore has not been notified, inform CNATRA personnel and ask them to notify CNATRA.

2. DO NOT RELEASE THE NAMES OF PERSONNEL INVOLVED.

CNATRA SAFETY OFFICER

DSN: 861-2221/1748
 COMM: (361) 961-2221/1748
 CELL: (361) 438-7844
 (361) 533-0499

CNATRA QUARTER DECK/DUTY OFFICER

DSN: 861-2286/2284
 COMM: (361) 961-2286/2284
 CDO CELL: (361) 533-0494

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COLLECTION OF MISHAP RELATED RECORDS

GENERAL INFORMATION

1. Required for all defined aviation mishaps regardless of severity.
2. Delegate this to a qualified officer if available.
3. Hold records until a member of the AMB takes custody.

OPERATIONS

- Original Flight Schedule (working copy with all annotated changes)
- Aircrew Logbook(s)
- Aircrew Training Record(s)
- MAC Flight Briefing Materials
 - Briefing Guides
 - Weather Brief (DD-175-1)
 - Flight Plan (DD-175)
 - Copy of relevant NOTAMS
- Copy of current SOP

WEATHER OFFICE

- Forecast Weather Conditions at the mishap site
- Actual Weather Conditions at the mishap site

MAINTENANCE

(CNATRA DET OIC: 961-3518
CELL: 533-5678)

- MA logbooks
- MA ADB
- Other pertinent maintenance records/documents

SAFETY

- Aircrew NATOPS Jacket(s)
- Current copies of NATOPS Manual & PCL
- Copy of NATOPS Performance Charts (if applicable)
- Current copy of OPNAVINST 3750.6R

ADMIN

- Aircrew Emergency Data Form(s) to CO/CACO.

FLIGHT SURGEON

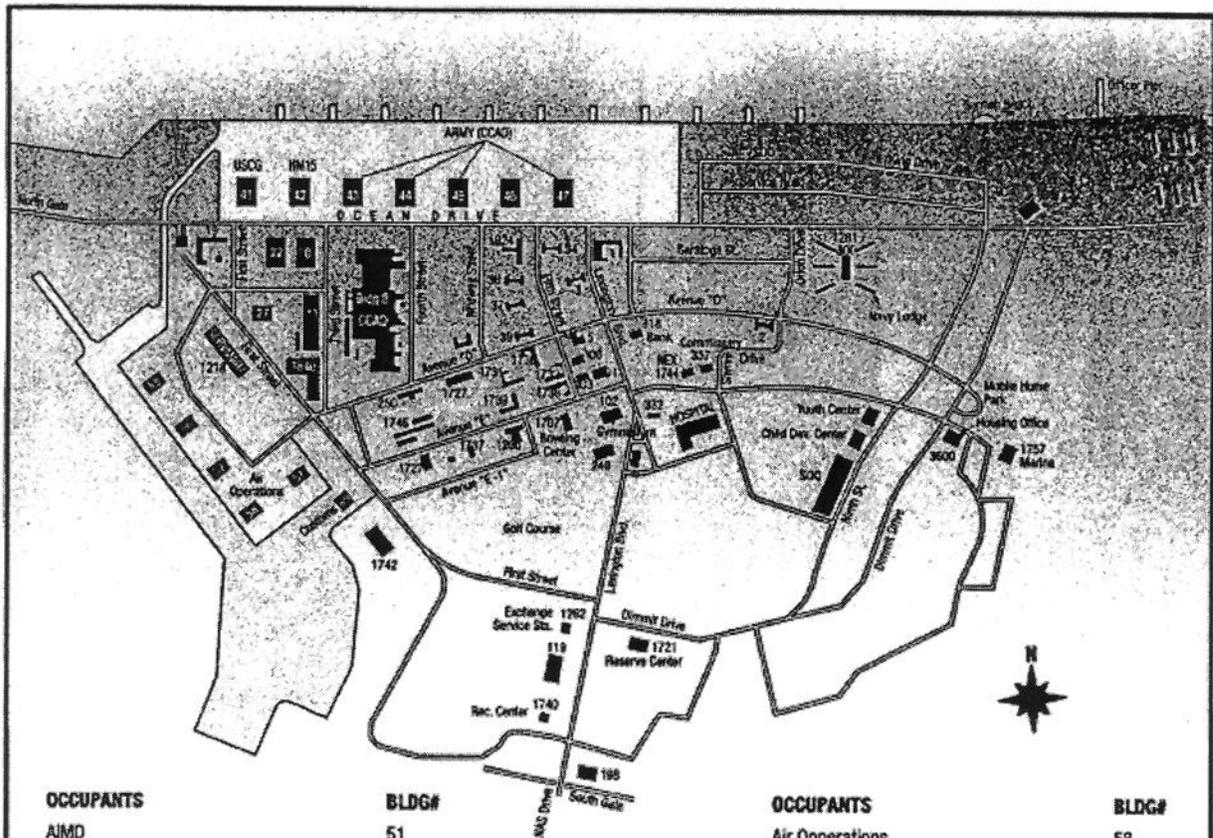
- Aircrew Health Record(s)

OTHERS

- CVRS Tapes, MU, Memory Cards
- ATC Tapes (radar, IFF, and/or voice)
- Other items deemed appropriate

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COLLECTION OF MISHAP RELATED RECORDS



OCCUPANTS	BLDG#
AIMD	51
Army Reserve Center	1721
BEQ	1739
Chapels	332
Civ. Personnel (Army)	1727
Civ. Personnel (NAF)	39
COMOMAG	36
Commander Mine Warfare Command	39
CSD HQ	39
Customs HQ	50
DRMO	22
Hospital	H100
Marina	1757
MATSG	1731
MSO	2
NAS Police	104
NATMSACT	1
NAVREST	1
Naval Reserve Center	1721
Navy Lodge	1281C
NETPMSAD	1731
NLSO Central	3
Print Shop (Navy)	34
PSA & PSD	1730
Raytheon Aerospace Support Services	57
Security (Pass & Tag)	198
Supply	10
TRAWING 4 HQ	1824
US Coast Guard	41
VT 27	56
VT	57

OCCUPANTS	BLDG#
Air Operations	58
BOQ	1281
CC Bay Club	90
CCAD Visual Information Center	1824
Chaplain's Offices	5
Civ. Personnel (Navy)	1730
CMWRA	249
CNATRA HQ	1
Commander Mine Warfare Command	37
Commissary	337
DLA	1846
HM-15	42
Housing Office	3600
Marine Training Reserve Center	1721
MISD	149
NAS Admin - DOD	2
Navy Marine Corps Relief Society	5
Navy Army Federal Credit Union	1260
Navy Exchange	1744
NCIS	39
NTMOD	58
PAO	2
Public Works	19
ROICC SOTEX	19
Safety	1730
Servmart	1218
Theater	100
USO	3
US Post Office	101
VT28	57

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REMOVE SCHEDULE FROM INTERNET

GENERAL INFORMATION

1. The flight schedule must be removed from the Internet to preclude identification of the mishap pilots.
2. Contact CNATRA IT personnel at this phone number to remove the squadron flight schedule from the internet:
 - a. CNATRA Helpdesk (361) 961-3503 (DSN 861-3503)
 - b. State that this is an emergency situation at VT-__ (or TW-__) and the web based flight schedule for VT-__ (or TW-__) needs to be removed from public viewing.
3. In the event the helpdesk cannot be reached, call these personnel in the following order:
 - a. CNATRA N611: (361) 533-5354
 - b. CNATRA N61: (361) 533-0381
 - c. CNATRA N6: (361) 533-6318

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OPREP-3 NAVY UNIT SITREP

REFERENCE: OPNAVINST 3100.6 SERIES, CHAPTER 5

GENERAL INFORMATION

1. The OPREP-3 NAVY UNIT SITREP IS USED BY any Navy Commanding Officer, OIC, or other commander to provide the ISIC, appropriate Navy operational commanders and higher authority with timely notification of any incident not meeting OPREP-3 PINNACLE or OPREP-3 NAVY BLUE incident reporting criteria.
2. The OPREP-3 NAVY UNIT SITREP is not a "required" message for a Class C mishap per OPNAVINST 3100.6. The unit CO will determine whether or not to release the message based on numerous factors including, but not limited to, the impact on the squadron's ability to complete its mission. Reference OPREP-3 Classification Chart (TAB 4-E/Pg 3).
3. Major incidents shall be reported using OPREP-3 NAVY BLUE procedures. Per OPNAVINST 3100.6, a major incident is defined as an incident that results in loss or degradation in the ability of the command to perform its mission, as determined by the Commanding Officer.
4. Per OPNAVINST 3100.6, the below incidents warrant an OPREP-3 NAVY UNIT SITREP be submitted to the ISIC:
 - a. When considered appropriate by the reporting activity.
 - b. When directed.
 - c. To update incidents previously reported via OPREP-3 NAVY BLUE when the information does not meet OPREP-3 NAVY BLUE criteria.
 - d. Operational incidents that do not attract media attention.
 - e. Fires or floods resulting in minor damage which do not cause significant personnel injury or loss of combat capability.
5. OPREP-3 message reports must be serialized, refer to (TAB 2-B/Pg 4) for proper serialization.

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OPREP-3 NAVY UNIT SITREP**MESSAGE GENERATION/RELEASE PROCEDURES**

1. If the CO determines one should be sent, it should be released within 60 minutes of the mishap. Inform the Commodore an OPREP-3 NAVY UNIT SITREP will be sent.
2. Refer to the "Message Drafting and Release Procedures" in Tab 6-B for step-by-step instructions.
3. Refer to the message template, worksheet and example that follow as required.
4. General guidance for drafting the OPREP-3 message.
 - a. DO NOT INCLUDE NAMES OF PERSONNEL INVOLVED.
 - b. Bold items in the template must be repeated exactly.
 - c. Not all addressees are required on most messages. Use the message template (**TAB 4-E/PG 4**) and message example (**TAB 4-E/PG 7**) as guides.
 - d. Prior to releasing the message, review it for proper serialization (**TAB 2-B/PG 4**), format, and spelling. Check the date-time group; unless you have encountered unexpected delays, it should be no later than 60 minutes after notification of the mishap.
5. If AMHS is unavailable, proceed as follows:
 - a. Insert the CD at the front of this instruction into the duty computer and open the appropriate message example from the CD.
 - b. Use Notepad to update the message example as required.
 - c. Save the file and e-mail it as an attachment to another command that can transmit the message for you.
 - d. If you do not have e-mail capability, burn the file to the blank CD at the front of this instruction and take it to another command that can transmit the message for you.

NOTE: Most COs will want to know the text of the message prior to it being released. Ensure a reasonable effort has been made

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OPREP-3 NAVY UNIT SITREP

to inform the CO or XO on the text of the message prior to release.

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OPREP-3 CLASSIFICATION CHART

NATIONAL LEVEL INTEREST	HIGH LEVEL NAVY INTEREST	HIGHER NAVAL AUTHORITY INTEREST
OPREP-3 PINNACLE	OPREP-3 NAVY BLUE	OPREP-3 NAVY UNIT SITREP
<ul style="list-style-type: none"> • Major military, missile, or ordnance incidents (when nuclear warheads are not present). • Incidents involving reconnaissance activities. • Hijacking and related incidents. • US SAR operations in foreign countries and their territorial waters. • Grave breaches of International Law of Armed Conflict. • Loss of, or substantial damage to, civilian property caused by military equipment, such as aircraft or ships, when national-level interest is indicated. • Loss of or substantial damage to major military equipment such as aircraft or ships when national-level interest is indicated. • Any incidents involving the use of chemical or biological agents, to include anthrax. • If doubt exists as to whether an event or incident is or could possibly develop into a matter of White House, Department of Defense, Joint Service, or media interest, submit an OPREP-3 PINNACLE report. Any occurrence reported as an OPREP-3 should be considered for submission as an OPREP-3 PINNACLE unless a positive determination can be made to the contrary. 	<p style="text-align: center;">OPERATIONAL INCIDENTS</p> <ul style="list-style-type: none"> • Class A or B Aircraft Mishaps (if not reportable by an OPREP-3 PINNACLE). <i>Most TRAWING FOUR Class A and B mishaps will require an OPREP-3 NAVY BLUE vice an OPREP-3 PINNACLE report.</i> • Near or actual collisions of minor significance involving Navy ships or aircraft. • Aggressive actions by foreign entities towards USN ships or aircraft. • A SAR incident initial report to include SARs that are in the alert or uncertainty phase. (The OPREP-3 NAVY UNIT SITREP will be used to provide daily updates to the chain of command.) • Any discharge of a government weapon that causes a fatality or injury to personnel. • Acts or attempts to willfully destroy property of the Navy. <p style="text-align: center;">PERSONNEL INCIDENTS</p> <ul style="list-style-type: none"> • Death of, critical injury to, or missing Commanding Officers or senior officials (flag officer or equivalent). • Incidents involving death or injury to personnel embarked in Navy ships or aircraft. • Death or serious personal injury of a civilian; this includes civilian traffic accident deaths caused by a service member. 	<ul style="list-style-type: none"> • When considered appropriate by the reporting activity. • When directed. • To update incidents previously reported via OPREP-3 NAVY BLUE when the update information does not meet OPREP-3 NAVY BLUE criteria. • Operational incidents that do not attract media attention. • Fires or floods resulting in minor damage or does not cause significant personnel injury or loss of combat capability. • Minor liberty incidents in which a service member is arrested or held for a non-serious offense by local or foreign authorities. <p style="text-align: center;">PERSONNEL INCIDENTS</p> <p>If media interest is anticipated in any of the below misconduct incidents, it should be reported via an OPREP-3 NAVY BLUE. If media interest is not anticipated, an OPREP-3 NAVY UNIT SITREP will be used.</p> <ul style="list-style-type: none"> • Domestic violence • Domestic abuse • Child Abuse/Neglect • Child Sexual Abuse • Indecent Assault • Assault with intent to commit rape or sodomy • Sexual Harassment - formal complaint or report • Suicide and Suicide attempts • Suicidal gestures: report as an OPREP-3 NAVY UNIT SITREP • Equal Opportunity Incidents - formal complaint or report • Unlawful Discrimination • Hazing

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OPREP-3 NAVY UNIT SITREP TEMPLATE
--

OPREP-3 NAVY UNIT SITREP - Utilize ROUTINE precedence and UNCLASSIFIED. **Bold** verbiage in the body of the message is to be repeated verbatim in the message report. Verbiage in *italics* represents required decision on message addressees or information required in the body of the text.

O DDHMMZ MMM YY

FM (Your command)

COMTRAWING FOUR CORPUS CHRISTI TX or
 TRARON _____ CORPUS CHRISTI TX or

TO COMTRAWING FOUR CORPUS CHRISTI TX	(If not the originator)
INFO CNATRA CORPUS CHRISTI TX//00X/	(Always)
COMNAVAIRFOR SAN DIEGO CA	(Always)
CHINFO WASHINGTON DC//00//	(as appropriate)
COMNAVSAFECEN//00/10/30/40/60/90//	
NAVY JAG WASHINGTON DC	(as appropriate)
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//	(as appropriate)
COMNAVAIRSYS COM PATUXENT RIVER MD//9F//	(as appropriate)
BUMED WASHINGTON DC	(as appropriate)
CMC WASHINGTON DC	(USMC personnel involved)
CG TECOM QUANTICO VA	(USMC personnel involved)
CG TECOM G3	(USMC personnel involved)
CG TECOM ATB	(USMC personnel involved)
MATSG-22 CORPUS CHRISTI TX	(USMC personnel involved)
HQ USAF SE	(USAF personnel involved)
AFSC SEF	(USAF personnel involved)
COMDT COGARD WASHINGTON DC//G-WKS/G-OCA//	(USCG personnel involved)
COGARD AIRSTA CORPUS CHRISTI TX	(Local SAR involved or USCG personnel involved)
NAS CORPUS CHRISTI TX	(Base facilities involved)

BT

UNCLAS //N03750//

PASS TO:

CNATRA CORPUS CHRISTI TX//00X//
 COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//
 DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24// (as appropriate)
 COMNAVAIRSYS COM PATUXENT RIVER MD//9F// (as appropriate)
 COMDT COGARD WASHINGTON DC//G-WKS/G-OCA// (USCG personnel involved)
 MSGID/OPREP-3NUS,USMTF,2007/Your command/Serial #(Refer to TAB 2-B/Pg 4)//
 FLAGWORD/NAVY UNIT SITREP/-//

TIMELOC/Date_time group of incident/Location of incident/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/Include the following:

- A statement that says "THIS UNIT SITREP REPORTS ON AN AIRCRAFT MISHAP THAT DOES NOT MEET OPREP-3 NAVY BLUE REPORTING CRITERIA."
- A brief statement summarizing the incident.
- Pilot's rank, injury and the number of other persons on board and their injuries. DO NOT RELEASE NAMES UNTIL AUTHORIZED BY COMMANDING OFFICER.
- Aircraft model and BUNO.
- Mission and phase of operations.
- A statement that says: "CAUSAL FACTORS OF THE MISHAP ARE UNKNOWN AT THIS TIME."
- A statement that describes ongoing action, such as "AVIATION MISHAP BOARD HAS BEEN CONVENED."
- Provide assessment of the public affairs impact.

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OPREP-3 NAVY UNIT SITREP TEMPLATE

- *Commanding Officer's assessment: estimate of the situation, impact to operations/training, assistance required (if any).*
- *In final message report, state "MISHAP REPORT TO FOLLOW".*
- *Command POC information.*

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OPREP-3 NAVY UNIT SITREP WORKSHEET

OPREP-3 UNIT SITREP MESSAGE WORKSHEET

OPREP-3 NAVY UNIT SITREP-Utilize IMMEDIATE precedence and UNCLASSIFIED. Material bold in the body of the text is to be repeated verbatim in the message report. Material in italics represents required decision on message addressees and information required in the body of the text.

FM (Your command)

COMTRAWING FOUR CORPUS CHRISTI TX or
TRARON _____ CORPUS CHRISTI TX or

TO COMTRAWING FOUR CORPUS CHRISTI TX	(If not the originator)
INFO CNATRA CORPUS CHRISTI TX//00X/	(Always)
COMNAVAIRFOR SAN DIEGO CA	(Always)
CHINFO WASHINGTON DC//00//	(as appropriate)
COMNAVSAFECEN//00/10/30/40/60/90//	
NAVY JAG WASHINGTON DC	(as appropriate)
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//	(as appropriate)
COMNAVAIRSYS COM PATUXENT RIVER MD//9F//	(as appropriate)
BUMED WASHINGTON DC	(as appropriate)
CMC WASHINGTON DC	(USMC personnel involved)
CG TECOM QUANTICO VA	(USMC personnel involved)
CG TECOM G3	(USMC personnel involved)
CG TECOM ATB	(USMC personnel involved)
MATSG-22 CORPUS CHRISTI TX	(USMC personnel involved)
HQ USAF SE	(USAF personnel involved)
AFSC SEF	(USAF personnel involved)
COMDT COGARD WASHINGTON DC//G-WKS/G-OCA//	(USCG personnel involved)
COGARD AIRSTA CORPUS CHRISTI TX	(Local SAR involved or USCG personnel involved)
NAS CORPUS CHRISTI TX	(Base facilities involved)

BT

UNCLAS //N03750//

PASS TO:

CNATRA CORPUS CHRISTI TX//00X//
 COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//
 DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24// (as appropriate)
 COMNAVAIRSYS COM PATUXENT RIVER MD//9F// (as appropriate)
 COMDT COGARD WASHINGTON DC//G-WKS/G-OCA// (USCG personnel involved)
 MSGID /OPREP-3NUS,USMTF,2007/Your Command/Serial#(Refer to TAB 2-B/Pg 4)//
 FLAGWORD/NAVY UNIT SITREP/-//
 TIMELOC/DTG of incident/Location of incident/INIT//
 GENTEXT/INCIDENT IDENTIFICATION AND DETAILS _____

BT

#XXXX

NNNN

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OPREP-3 NAVY UNIT SITREP EXAMPLE

RTTUZYUW RULYFOO0097 3042004-UUUU--RUEBARD.

ZNR UUUUU

R 091615Z OCT 07 ZYB

FM TRARON TWO SEVEN CORPUS CHRISTI TX

TO COMTRAWING FOUR CORPUS CHRISTI TX

INFO CNATRA CORPUS CHRISTI TX//00X//

COMNAVAIRFOR SAN DIEGO CA

COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//

COMNAVAIRSYS COM PATUXENT RIVER MD//9F//

BT

UNCLAS //N03750//

PASS TO:

CNATRA CORPUS CHRISTI TX//00X//

COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//

COMNAVAIRSYS COM PATUXENT RIVER MD//9F//

MSGID/OPREP-3NUS,USMTF,2007/TRARON TWO SEVEN CORPUS CHRIST/001//

FLAGWORD/NAVY UNIT SITREP/-//

TIMELOC/091500Z/50 NM NE OF PSX/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/THIS UNIT SITREP REPORTS ON AN AIRCRAFT MISHAP THAT DOES NOT MEET OPREP-3 NAVY BLUE REPORTING CRITERIA. IP REPORTED ENGINE COMPRESSOR TURBINE RPM ON T-34C (BUNO 16XXXX) WAS EXCEEDED DURING FLIGHT. ONE IP (LT) AND ONE SMA (ENS) ONBOARD. NO INJURIES SUSTAINED. PROBABLE CLASS C DAMAGE TO ENGINE.

CAUSAL FACTORS OF MISHAP UNKNOWN AT THIS TIME. AVIATION MISHAP BOARD HAS BEEN RECALLED AND INVESTIGATION IS UNDERWAY. MISHAP REPORT TO FOLLOW. NO IMPACT TO MISSION CAPABILITY. NO ASSISTANCE REQUIRED. MEDIA INTEREST NOT ANTICIPATED. POC = LCDR JAMES DEMOTT, DSN 861-3588, JAMES.DEMOTT(@)NAVY.MIL.//

BT

#0097

NNNN

22 APR 2009**MISCELLANEOUS REPORTS/DUTIES****GENERAL INFORMATION**

1. For all Class A & B mishaps (and when necessary for Class C mishaps) send individuals directly involved in the mishap to medical to have biological samples taken. Though not uniformly required in the case of Class C mishaps, if any doubt exists about the ultimate classification of the mishap (i.e. Class C or B) or any circumstances surrounding the mishap, err on the "safe" side and send individuals to have biological sampling done. Consult your flight surgeon with questions.
2. Contact **CNATRA DET OIC (COMM: 1-3518 CELL: 533-5678)** and pass them information on the status of mishap aircraft. They will initiate procedures for HAZMAT and recovery of the aircraft.
3. If weather could have played a significant role in the mishap, task a squadron pilot to gather perishable data such as weather warnings (e.g., convective SIGMETs) and radar/satellite imagery from weather websites. Take screen shots and print out hard copies (as required) from websites such as NOAA's Aviation Digital Data Service (ADDS) and Intellicast.com.

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MISHAP ACTION GUIDES**GENERAL INFORMATION**

In the event of a mishap, distribute the following Mishap Action Guides to the appropriate command personnel.

The following guides are meant to provide a quick reference for required actions in the event of a mishap. They are not comprehensive and additional actions may be required in certain circumstances. Utilize the primary references as required.

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MISHAP ACTION GUIDES**COMMANDING OFFICER'S CHECKLIST AND GUIDE**

1. The Commanding Officer must convene the squadron Aircraft Mishap Board, JAG investigation, and originate all messages and reports relating to the mishap. This Commanding Officer's Checklist and Guide will assist in these responsibilities. The command's internal mishap response will be verified by the Executive Officer so that the Commanding Officer is available to respond to inquiries from the chain-of-command, press, and other external entities.

2. For a mishap involving fatalities, consideration should be given to who will accompany the Commanding Officer in notification of the Primary Next-of-Kin/Secondary Next-of-Kin. The following persons should be considered:

- a. Chaplain
- b. Flight Surgeon
- c. Squadron mate/close friend
- d. Spouse of squadron mate
- e. Personnel as requested by the Emergency Data Sheet

3. The consolidated listing of reports that follows shows the required action by the squadron in the event of a mishap. Those actions which require the Commanding Officer's cognizance/action are listed on the following pages.

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MISHAP ACTION GUIDES

<u>ACTION</u>	<u>TIME/DATE COMPLETED</u>
a. OPREP-3 telephone and message report. Class A & B: 5-min phone call, 60-min message.	_____
b. NAVSAFECEN/COMNAVAIRFOR Telephone Reports. NAVSAFECEN-Class A only. COMNAVAIRFOR-Class A and B - 60 min ODO/CDO (OPNAVINST 3750.6R)	_____
c. Notification of PNOK/SNOK Commanding Officer (MILPERSMAN 1770)	_____
d. Telephone report to COMTRAWING FOUR Commander (MILPERSMAN 1770)	_____
e. Telephone report to CNATRA	_____
f. Telephone report to COMNAVAIRFOR	_____
g. Personnel Casualty Report	_____
h. If death is imminent for a military member, contact the Admin Officer immediately to initiate Imminent Death Retirement procedures.	_____

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MISHAP ACTION GUIDES

- i. Aviation Mishap Board Convened (members)

SENIOR MEMBER

OPERATIONS

MAINTENANCE

FLIGHT SURGEON

SAFETY/ASO

Within 4 Hours:

- a. Mishap Data Report. Class A and B (OPNAVINST 3750.6)
- b. PCR
- c. USAF, USCG, USMC, Foreign National notification of parent service

Within 24 Hours:

- a. First Amended MDR AMB (OPNAVINST 3750.6 series)

Within 48 Hours:

- b. Letters to next of kin N1 (MILPERSMAN 1770-140)

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MISHAP ACTION GUIDES

- c. Second Amended MDR (when required) AMB OPNAVINST 3750.6 series) _____
- d. JAGMAN investigation, recommended determination w/in 48 hours _____

Within 30 Working Days:

- a. Safety Investigation Report AMB(OPNAVINST 3750.6 series) _____
- b. Flight Surgeon's Report Flight Surgeon (OPNAVINST 3750.6 series) _____

Other Reports (as required):

- a. JAGMAN Investigation Legal (ICO Death, 20 calendar days; if no death, 30 calendar days)

MILPERSMAN CASUALTY CHECK-OFF LISTDATE/TIME REMARK

- a. 1770-170 CO, personal call _____
- b. 1770-010 Message to CHNAVPERS _____
- c. 1770-170 First message to NOK (ICO serious injury) _____
- d. 1770-170 Follow-up message to NOK (ICO serious injury) _____
- e. 1070-270 (NAVPERS 601-2) Others notified _____
- f. 1770-170 CO, letter of circumstances/ condolences to NOK completed _____

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MISHAP ACTION GUIDES

g. 1070-270 Death Gratuity Paid

h. Personal Effects inventory

completed

i. Line of duty investigation
completed (JAGMAN)

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MISHAP ACTION GUIDES

EXECUTIVE OFFICER'S CHECKLIST AND GUIDE

1. The Executive Officer is responsible for assisting the Commanding Officer in the oversight of the command's response in the event of a mishap. In this endeavor, the Executive Officer shall ensure that each department is progressing toward the completion of their mishap responsibilities and will act as a buffer between squadron personnel and the Commanding Officer in order to free the CO for external responsibilities, reports and inquiries.

2. In the event of a mishap the Executive Officer will:

<u>ACTION</u>	<u>TIME/DATE COMPLETED</u>
a. Obtain copy of each department's Checklist and Guide and note the completion of action items as reported by department representatives.	_____
b. Verify completion of OPREP-3 telephone report (5 min) and message report (60 min) by ODO/CDO (OPNAVINST 3100.6)	_____
c. Verify all personnel with post-mishap responsibilities have been notified or appropriate alternates have been identified.	_____
d. Request the assistance of COMTRAWING FOUR or other squadron ASO for initial response to mishap (if required).	_____
e. Assign CACOs (as required). Current CACO roster is located in N1. (NAVMILPERSCOMINST 1770.1)	_____
f. Provide space for "AMB Command Post"	_____
g. Review Admin's draft of Personnel	_____

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MISHAP ACTION GUIDES

Casualty Report for CO's
release.

- h. Review composition of AMB. _____
- i. Determine if an All Officers Meeting or Quarters is required for the dissemination of information to squadron personnel. Possible topics include:
- (1) Mishap Details
 - (2) Status Of Personnel Involved in Mishap
 - (3) Request For Information
 - (4) Concept Of Privilege
 - (5) How To Deal With The Press
 - (6) Importance Of "Rumor Control" And Avoiding Speculation About Mishap Cause.
- _____

Within 4 Hours:

- a. Review ASO's draft of Mishap Data Report (MDR) for Commanding Officer's release.
- _____

Within 24 Hours:

- a. Verify AMB's transmission of First Amended MDR
- _____

Beyond Initial 24 Hours:

- a. Verify completion of items on Commanding Officer's and all other post-mishap checklists.
- _____

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MISHAP ACTION GUIDES

AVIATION SAFETY OFFICER'S CHECKLIST AND GUIDE

1. The ASO is responsible to the Senior Member of the Aviation Mishap Board for overall coordination of aircraft mishap investigation and reporting.
2. In the event of a mishap the ASO will:

ACTION

TIME/DATE
COMPLETED

- | | |
|---|--|
| <p>a. If the time and location of the mishap allow, assume responsibility for the telephone report to the Naval Safety Center and draft the Mishap Data Report (MDR). Otherwise, the ODO/CDO or Senior Member will perform these actions.</p> | |
| <p>b. Ensure the ODO/CDO has control of the functions of the Duty Office and offer assistance as required.</p> | <hr style="border: 0.5px solid black;"/> |
| <p>c. Ensure all personnel (both ground and flight) directly involved with the mishap are immediately examined by the Flight Surgeon for injury and fitness for duty.</p> | <hr style="border: 0.5px solid black;"/> |
| <p>d. Ensure CNATRA DET has arranged:</p> <ul style="list-style-type: none"> (1) Transportation (2) Salvage Equipment, MISHAP KIT from ASDO (3) Security Details For The Mishap Site (4) Food, Water, And Shelter As Required At The Crash Site | <hr style="border: 0.5px solid black;"/> |
| <p>e. Ensure the Public Affairs Officer is on-scene to assist the media as required and to control the release of information regarding</p> | <hr style="border: 0.5px solid black;"/> |

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MISHAP ACTION GUIDES

the mishap. Refer to Tab 2-G or 3-G.

- f. Ensure the area is meticulously searched. _____
- g. Ensure the Salvage Task Team is provided with support in locating and tagging debris, and is provided with the squadron mishap kit. _____
- h. Obtain a list of eyewitnesses and ensure each is issued a witness statement. Ask the local police, as applicable, for assistance in the location of eye witnesses. Obtain interpreters, if necessary. _____
- i. Establish liaison with the local police and news personnel and host air station/squadron ASO. _____
- j. Assist Commanding Officer in convening the AMB and provide each member with reference material, as required. _____
- k. Upon completion of the investigation, assist the Senior Member in preparation and submission of the SIR per reference (a) within 30 calendar days following the mishap. _____

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MISHAP ACTION GUIDES

SENIOR MEMBER, AVIATION MISHAP BOARD CHECKLIST AND GUIDE

1. The Senior Member of the Aviation Mishap Board shall supervise the AMB in investigating and reporting the mishap. He will act as liaison between members of the mishap board on the mishap scene and squadron personnel who may be required to perform essential services and/or support. By performing this function, the Senior Member can keep the Commanding Officer informed on the completion of required actions and reports.

2. When called to the scene of a mishap, the Senior Member will:

ACTION

TIME/DATE
COMPLETED

a. Take charge of the mishap scene.

b. Secure the mishap area immediately to prevent the loss of parts or components of the aircraft. Using force to prevent this loss if the wreckage is off government property is prohibited. Work with civilian authorities/base security forces to ensure security.

c. Take note of any witnesses. Assign AMB members with the gathering of witness statements. Review all witness statements for clarity and completeness.

d. Ensure photographs are taken prior to any wreckage removal. Coordinate with the Flight Surgeon for the photographing of human remains. Photographing remains in their unaltered state is required. If necessary, photograph the human remains first, then cover all remains. Accomplish this before civilian

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MISHAP ACTION GUIDES

photographers arrive.

- e. Refer all inquiries concerning press releases to the CNATRA PAO.
-

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MISHAP ACTION GUIDES

SAFETY/NATOPS OFFICER'S CHECKLIST AND GUIDE

1. The Safety/NATOPS Officer is directing the Safety/NATOPS Department's response to the mishap and ensuring that the Aviation Mishap Board (AMB) has all NATOPS related material required for a thorough investigation.

2. In the event of a mishap, the Safety/NATOPS Officer will:

<u>ACTION</u>	<u>TIME/DATE COMPLETED</u>
a. Assist the ASO in the completion of his duties as required.	_____
b. Immediately pull and secure the NATOPS training jackets for all personnel involved in the mishap and provide them to the ASO for review by the AMB.	_____
c. Provide current copies of the appropriate NATOPS manuals to all AMB members.	_____
d. If the AMB determines that a NATOPS change is required, ensure the change is prepared in accordance with current instructions and ensure timely submission.	_____

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MISHAP ACTION GUIDES

FLIGHT SURGEON'S CHECKLIST AND GUIDE

1. The Flight Surgeon's primary purpose on the Aviation Mishap Board is to determine the importance of human factors in the mishap.

2. In the event of a mishap the Flight Surgeon will:

<u>ACTION</u>	<u>TIME/DATE COMPLETED</u>
<p>a. Care for and treat survivors. Unless otherwise directed, immediately proceed to the mishap scene. At the scene, administer medical aid to any of the injured and assist in the identification and removal of fatalities from the mishap scene.</p>	<hr style="border: 0; border-top: 1px solid black;"/>
<p>b. Administer a thorough examination of all surviving aircrew.</p>	<hr style="border: 0; border-top: 1px solid black;"/>
<p>c. Investigate fully and evaluate the physical and psychological aspects of the mishap.</p>	<hr style="border: 0; border-top: 1px solid black;"/>
<p>d. Study the degree and cause of injury and evaluate the functioning of personnel, personal protective equipment, and other relative information. Review crew positions at the time of impact, in relation to aircraft design, and the degree and extent of injuries sustained. In addition, determine the acceleration forces involved, and render opinions as to the survivability of the mishap, the cause of the mishap, and contributing factors, even if these differ from the opinions of the other</p>	<hr style="border: 0; border-top: 1px solid black;"/>

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MISHAP ACTION GUIDES

members of the AMB.

- e. Act as the primary point of contact for the removal, storage, autopsy, and final disposition of remains. Prior liaison with local forensic officials is essential to ensure protection of evidence in the event of a mishap within a non-military coroner's jurisdiction.
 - f. Complete OPNAV FORM 3759: Forms 02-07 (N3-N22), Aeromedical Forms N45-N48, or as assigned by senior member.
 - g. Ensure you or corpsman is at the crash site while investigation/recovery is ongoing.
 - h. Distribute 72-hour history questionnaires to survivors.
 - i. Obtain medical records/flight equipment/dental records for personnel involved in mishap.
-
-
-
-
-

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MISHAP ACTION GUIDES

ADMINISTRATION OFFICER'S CHECKLIST AND GUIDE

1. The Administration Officer is responsible to the Commanding Officer for the completion of all required administrative reports. Furthermore, he will provide administrative support to the Aviation Mishap Board (AMB) as requested by the Senior Member.
2. In the event of a mishap, the Administration Officer will:

<u>ACTION</u>	<u>TIME/DATE COMPLETED</u>
a. Assist the Commanding Officer & Wing with the assignment of Casualty Assistance Calls Officers (if required).	_____
b. Immediately provide the Commanding Officer and CACO with the aircrew Emergency Data Record(s).	_____
c. If death is imminent for a military member, initiate Imminent Death Retirement procedures immediately.	_____
d. Assist CACO with the completion of duties: <ol style="list-style-type: none"> (1) Initiate the Casualty Assistance and Reporting procedures. (2) Notification of next of kin (Primary(PNOK) and Secondary (SNOK)). (3) CO's letter to PNOK/SNOK. 	_____
e. Ensure squadron PAO completes Preliminary Press Release as soon as possible following notification of the mishap.	_____
f. Draft Personnel Casualty Report for CO's release within four hours of mishap. (MILPERSMAN 1770-030 and 1770-080)	_____

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MISHAP ACTION GUIDES

- g. Provide services and ensure the completion of the duties of the Legal Officer. In the event of a mishap, the Legal Officer shall:
- (1) Assist and advise the Commanding Officer.
 - (2) Determine the need for a JAGMAN investigation.
- h. Provide appropriate travel orders for AMB personnel if the mishap occurred outside of the local area.
- i. Ensure compliance with the administrative procedures contained in references (a) and this instruction:
- (1) JAG Investigation
 - (2) Claims
 - (3) Release of information
 - (4) Prohibited use of reports
- j. Courts of Inquiry and Boards of Investigation
-
-

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MISHAP ACTION GUIDES

<u>OPERATIONS OFFICER'S CHECKLIST AND GUIDE</u>
--

1. The Operations Officer is responsible for the currency of the OPREP-3 folder in the Duty Office and shall ensure periodic training on OPREP-3 reporting procedures is conducted for all duty personnel.
2. In the event of a mishap the Operations Officer will:

<u>ACTION</u>	<u>TIME/DATE COMPLETED</u>
a. Acquire the master flight schedule for the date of the mishap and have fifteen copies made. Stamp one as "Certified to be a true copy"; affix your signature, rank and service; present all copies to the ASO.	_____
b. Acquire a copy of the flight plan, Horizontal Weather Depiction, weather briefing, applicable NOTAMS, and all pertinent air operations instructions/regulations.	_____
c. Acquire copies of each day's flight schedule for the 30 days preceding the mishap. Present all copies to the ASO.	_____
d. Ensure the Aviator's Flight Log Books for each crew member are immediately delivered to the ASO for temporary custody (note separately any entries that need to be made).	_____
f. Remove AMB members and others involved in the mishap investigation from flying duties for such a period as the Senior Member deems necessary.	_____
g. Ensure OPREP-3 reports are made	_____

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MISHAP ACTION GUIDES

within the required time limits

- h. Call Base Operations and the appropriate FAA facility: impound voice communications and radar tapes. (Follow-up with a written request signed by senior member.)

- i. Complete OPNAV Forms 3750: Form 09 (N29), Form 12/13 (N39-44), or as assigned by senior member.

~~22 APR 2009~~**MISHAP ACTION GUIDES****AIRCRAFT MAINTENANCE OFFICER'S CHECKLIST AND GUIDE**

1. The Aircraft Maintenance Officer is responsible for providing technical support for the AMB.
2. In the event of a mishap, the Aircraft Maintenance Officer will:

<u>ACTION</u>	<u>TIME/DATE COMPLETED</u>
a. Ensure all aircraft logs and records of the involved aircraft are IMMEDIATELY impounded without alteration and turned over to the Senior Member of the AMB. Contact the TIMS Functional Administrator (Mr. Gordon Griggs, 961-3699, cell 533-0732) and direct him to de-activate the mishap aircraft BUNO in the TIMS database.	_____
b. Provide AMB with the following: All current maintenance instructions (MIs). Aircraft mission configuration. Aircraft Discrepancy Book (ADB). Materials, space and services as required.	_____
c. Ensure ADB with all outstanding MAFs is collected and delivered to the AMB.	_____
f. Ensure all required mishap-related reports are submitted in accordance with OPNAVINST 4790. (Naval Aviation Maintenance Program).	_____
g. Pull maintainer's training records if required.	_____
h. Complete OPNAV Forms 3750: Form 10 (N31-N34), or as assigned by the senior AMB member.	_____

~~22 APR 2009~~

MISHAP ACTION GUIDES

- i. Begin inventory of parts and
prepare diagrams of their
relative positions.

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MISHAP ACTION GUIDES

TRAINING OFFICER'S CHECKLIST AND GUIDE

1. The Training Officer is responsible for providing the Aviation Mishap Board (AMB) with information regarding the instructor's level of readiness.
2. In the event of a mishap, the Training Officer will:

<u>ACTION</u>	<u>TIME/DATE COMPLETED</u>
a. Immediately pull the training jackets for each instructor involved in the mishap and present them to the Senior Member of the AMB.	<hr style="width: 100%;"/>

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MISHAP ACTION GUIDES

STUCON OFFICER'S CHECKLIST AND GUIDE

1. The STUCON Officer is responsible for providing the Aviation Mishap Board (AMB) with information regarding the student's level of readiness.
2. In the event of a mishap, the STUCON Officer will:

ACTION**TIME/DATE
COMPLETED**

- a. Immediately pull the training jackets for each student involved in the mishap and present them to the Senior Member of the AMB.
-

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MISHAP ACTION GUIDES

LEGAL OFFICER'S CHECKLIST AND GUIDE

1. The Legal Officer is to report directly to the Commanding Officer and is responsible for conducting a JAG investigation in accordance with the Manual of the Judge Advocate General. The report and investigation shall be completed as soon as possible and are **completely** separate from the AMB's report. The Legal Officer, if approached by any claimants, shall refer those individuals to the nearest JAG Officer. There are four conditions which require JAG investigations:

- a. Death.
- b. Serious injury resulting in five or more lost workdays.
- c. Extensive damage to government property.
- d. Possibility of claim by or against the government.

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AFTER HOURS EMERGENCY MESSAGE ASSISTANCE

GENERAL INFORMATION

1. Contact your squadron's Automated Message Handling System (AMHS) expert first. If unable to reach your representative, you may try the other individuals.

UNIT	NAME	PHONE NUMBER
TRAWING FOUR	Marvin Edwards	(361) 244-8320
VT-27 (Primary)	Martha Acevedo	(361) 904-1787
VT-27 (Alternate)	Mr. Guadalupe	(361) 215-1566
VT-28	Consuelo Flores	(361) 903-0005
VT-31 (Primary)	Maribel Rivera	(361) 774-3431
VT-31 (Alternate)	Nydia Reick	(361) 548-9464
VT-35 (Primary)	Linda Martin	(361) 903-0662
VT-35 (Alternate)	Maria Mora	(361) 728-5574

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MESSAGE DRAFTING AND RELEASE PROCEDURES

Last updated: 14 Oct 08

IF YOU ARE UNABLE TO CONTACT ONE OF THE AUTOMATED MESSAGE HANDLING SYSTEM (AMHS) EXPERTS LISTED IN TAB 6-A, PROCEED AS FOLLOWS:

1. YOU MUST HAVE AN AMHS ACCOUNT TO DRAFT AND/OR RELEASE MESSAGES.
2. IF YOU DO NOT HAVE AN AMHS ACCOUNT, FIND SOMEONE WHO DOES.
3. LOG IN TO THE AMHS WEBSITE USING YOUR CAC CARD:
<https://www.pac.nrems.navy.mil/Amhs/login.asp>
 - A. SELECT THE RADIO BUTTON NEXT TO "I AGREE"
 - B. CLICK ON THE "PKI LOGIN" BUTTON
4. MESSAGE EXAMPLES ARE SAVED IN THE "PUBLIC TEMPLATES" FOLDER IN THE COLUMN ON THE LEFT. CLICK ON THE "PUBLIC TEMPLATES" FOLDER.
5. CLICK ON THE MESSAGE YOU'RE TRYING TO SEND. THE TEXT OF THE MESSAGE WILL APPEAR IN THE BOTTOM HALF OF THE SCREEN.
6. CLICK ON THE "USE TEMPLATE" BUTTON IN THE TOOLBAR IN THE LOWER HALF OF THE SCREEN.
7. A "COMPOSE DMS MESSAGE: . . ." SCREEN WILL APPEAR.
8. CLICK ON THE "RECIPIENTS" TAB. THE COMMANDS LISTED HERE ARE GOING TO RECEIVE THE MESSAGE UNLESS YOU REMOVE THEM.
9. REFER TO THE MESSAGE TEMPLATE IN TAB 2-E, 3-E, 4-E, 6-D OR 6-E AS APPROPRIATE.
10. **IMPORTANT:** THE MESSAGE WILL GO TO ALL THE RECIPIENTS LISTED UNLESS YOU REMOVE THEM. CLICK IN THE BOX NEXT TO EACH COMMAND/ACTIVITY THAT YOU DO NOT WANT TO RECEIVE THE MESSAGE. SCROLL TO THE BOTTOM AND CLICK ON THE "REMOVE" BUTTON.
11. WHEN YOU'VE FINISHED DE-SELECTING THE RECIPIENTS, CLICK ON THE MESSAGE TAB.

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12. CLICK IN THE BOX NEXT TO THE SUBJECT LINE TO CHANGE "TRAWING FOUR" TO YOUR COMMAND'S NAME IF REQUIRED.
13. CLICK IN THE BODY OF THE MESSAGE. UPDATE THE APPROPRIATE FIELDS AS REQUIRED. REFER TO THE MESSAGE TEMPLATE IN TAB 2-E, 3-E, 4-E, 6-D OR 6-E AS APPROPRIATE. GENERAL THINGS TO LOOK OUT FOR:
 - A. REVIEW THE PASSING INSTRUCTIONS. IF A COMMAND/DEPARTMENT IS LISTED IN THE PASSING INSTRUCTIONS, BUT YOU DID NOT SELECT THAT COMMAND TO RECEIVE THE MESSAGE, DELETE THE COMMAND/DEPARTMENT FROM THE PASSING INSTRUCTIONS.
 - B. DATE-TIME-GROUPS: MAKE SURE YOU UPDATE THESE WITH THE ACTUAL DATE-TIME-GROUP (DTG) OF YOUR VOICE REPORT OR DTG OF NOTIFICATION.
 - C. GENTEXT SET: ENTER THE ACTUAL BUNO OF THE AIRCRAFT INVOLVED.
14. WHEN YOU'VE FINISHED DRAFTING THE MESSAGE, CLICK ON THE "VALIDATE" COMMAND. TEXT IN A GREEN BAR TOWARDS THE TOP OF THE MESSAGE SHOULD APPEAR SAYING "ALL RECIPIENTS HAVE BEEN VALIDATED."
15. CLICK ON THE "PRINT" COMMAND.
16. ANOTHER SCREEN WILL APPEAR. CLICK FILE, THEN PRINT. ATTEMPT TO GET CO APPROVAL PRIOR TO TRANSMITTING THE MESSAGE. DO NOT DELAY IF THE CO IS NOT AVAILABLE.
17. CLOSE THE SCREEN FROM WHICH YOU JUST PRINTED THE MESSAGE.
18. CLICK ON THE "RELEASE" COMMAND TO TRANSMIT THE MESSAGE.
19. A "RELEASE DRAFT" SCREEN WILL APPEAR. CLICK ON THE "RELEASE BUTTON".
20. A SCREEN WILL APPEAR ASKING YOU TO CONFIRM RELEASE OF THE MESSAGE. CLICK "OK".
21. TEXT WILL APPEAR STATING YOUR MESSAGE HAS BEEN RELEASED. CLICK ON THE "CLOSE" BUTTON.

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DETACHMENT RECALL

DETACHMENT SITE _____

Dates Deployed _____ to _____

RANK / NAME	BILLET	WORK	QTRS #	QTRS	CELL
	CO/OIC				
	XO				
	ASO/SAFETY				
	OPS O				
	FLIGHT SURGEON				
	MAINTENANCE				

Other Important Deployment Numbers

Emergency Services _____	Base CO _____
Crash, Fire & Rescue _____	Host Squadron _____
Medical Clinic _____	Host Squadron Safety _____
Base Operations _____	Base Safety _____
SAR _____	Photographer _____
Weather Office _____	Maintenance _____

Specific Site Dialing Instructions

On Base Numbers

Off Base Numbers

CONUS DSN

TRAWING FOUR

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USAF, USMC, USCG, INTERNATIONAL STUDENT PARENT SERVICE PHONE/MESSAGE NOTIFICATION
--

REFERENCE: CNATRAINST 1500.4 series

GENERAL INFORMATION

1. Whenever USAF, USMC, USCG or International Students are killed or injured in a mishap, the parent service shall be notified.
2. Do not speculate, report only confirmed facts.
3. Phone notification shall occur within four hours of the mishap.
4. Ensure appropriate parent commands have been included in the OPREP, SITREP, and Mishap Data Report messages as appropriate.
5. When foreign nationals are injured an International Military Student (IMS) Casualty Report message (**TAB 6-D/PG 3**) is required within 12 hours of the mishap. Recall the squadron/wing IMSO if available.
6. Obtain command authorization prior to releasing names of killed/injured personnel.

PHONE REPORT FORMAT

1. Name and Rank of Injured Member _____
2. Unit Assigned _____
3. Date, Time, Place of Occurrence _____
4. Fatality or Extent of Injury _____
5. Location of Injured Member _____
6. If fatality, Location of remains _____
7. Any Additional Relevant Information _____
8. Contact Number at Your Unit _____

USAF PERSONNEL

1. Contact the 19 AF/DO through the 12th FTW Command Post (manned 24 Hours):
 - a. COMM: (210) 652-1859
 - b. DSN: 487-1859

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INTERNATIONAL MILITARY STUDENT CASUALTY REPORT MESSAGE TEMPLATE
--

P 101500Z OCT 07
FM (Your command)

COMTRAWING FOUR CORPUS CHRISTI TX or
TRARON _____ CORPUS CHRISTI TX

TO SECNAV WASHINGTON DC
INFO BUMED WASHINGTON DC
COMNAVPERSCOM MILLINGTON TN//PERS-621//
CHINFO WASHINGTON DC
NAVY IPO WASHINGTON DC
NETSAFA PENSACOLA FL
CNATRA CORPUS CHRISTI TX//N32//
COMTRAWING FOUR CORPUS CHRISTI TX (If not the originator)
NAVAVSCOLSCOM PENSACOLA FL
AMEMBASSY (Capital city of country involved)//NAVAL ATTACHE//
(e.g., AMEMBASSY ROME//NAVAL ATTACHE//)
UNCLAS//N04950//

PASS TO:

COMNAVPERSCOM MILLINGTON TN//PERS-621//
CNATRA CORPUS CHRISTI TX//N32//
AMEMBASSY (Capital city of country involved)//NAVAL ATTACHE//
MSGID/GENADMIN,USMTF,2007/Your command//
SUBJ/IMS CASUALTY REPORT//
POC/Name/Rank/UNIT:Your command/NAME:Location name/TEL:DSN phone
number/EMAIL:E-mail address//
GENTEXT/REMARKS/1.

- A. (Name in full, rank or rating, file or SSN, branch of service, ITO#, WCN#)
- B. (Type of casualty)
- C. (Date, time, place, circumstances and cause. Use local time, place of occurrence. Give concise but ample explanation of occurrence for immediate explanation to Naval Attaches and Military Assistance Advisory Groups(MAAGS). If death or serious injury, state whether sustained in automobile accident, aircraft accident or other cause. If death resulted from flight in a naval aircraft, include the following items: status of the individual (pilot, crewmember, passenger, etc.), model of aircraft, flight purpose. Whenever a cause of death is delayed pending autopsy or toxicological examination, the findings shall be furnished by supplemental message as soon as possible.)
- D. (If fatality involved, give location and disposition of remains. Give complete name and address of morgue or funeral establishment where remains are located. If remains are to be

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**INTERNATIONAL MILITARY STUDENT CASUALTY
REPORT MESSAGE TEMPLATE**

transferred to another establishment, give name and address of such establishment and when transfer will be made. If remains not recovered, so state and advise as to the status of the search.)

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INITIAL MISHAP DATA REPORT (MDR)

REFERENCE: 3750.6 SERIES CHAPTER 5

GENERAL INFORMATION

1. DUE WITHIN 4 HOURS for Class A and B mishaps.
2. DUE WITHIN 24 HOURS for Class C mishaps.
3. The ASO or Safety Officer should draft this message. If ASO or SO is not present follow template with care. Attempt to get CO/XO approval prior to release of the MDR but do not delay delivery for approval.
4. A windows based MDR generator is available on a CD at the front of this instruction and also on the School of Aviation Safety Website at
(<https://www.cnet.navy.mil/nascweb/sas/opnav3750.htm#mishap>)
5. If all the information is not available, use "TBD" and DO NOT WAIT. Release the message and send a follow-on message later.
6. Submit a first amended message MDR for Class A and B mishaps, if necessary, within 24 hours.
7. Submit additional amended MDRs as needed to update or correct data in the previous MDR. Amended MDRs help inform the endorsing chain of the progress of the investigation. Include only new or corrected information. Always repeat heading and summary paragraphs. Refer to OPNAVINST 3750.6R for questions.
8. MDRs are NON-PRIVILEGED. Do not include the privilege statement or privileged information in the text.

MDR DRAFTING AND RELEASE

1. Fill in a blank MDR Message Worksheet (TAB 6-E/PG 9-12) with the required information. Detailed instructions for filling out an MDR are found on the MDR Message Format (TAB 6-E/PG 2-8) and Chapter 5 of OPNAVINST 3750.6R.
2. Save template as text file and deliver to the duty admin rep to prepare for release or follow the "Message Drafting and Release Procedures" in TAB 6-B.
3. Once approved, release the message. The message precedence shall be PRIORITY.

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INITIAL MISHAP DATA REPORT FORMAT
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MISHAP DATA REPORT (MDR)
PRE-FORMATTED 3750.6 SERIES MDR MSG

PRIORITY

FM (Your command)

COMTRAWING FOUR CORPUS CHRISTI TX
TRARON _____ CORPUS CHRISTI TX

TO CNO WASHINGTON DC//N78F//	(Always)
CMC WASHINGTON DC AVN	(Always)
CMC WASHING DC SD	(Always)
COMNAVSAFECEN NORFOLK VA//00/10/11/FILE//	(Always)
COMNAVIAIRFOR SAN DIEGO CA//	(Always)
CNATRA CORPUS CHRISTI TX	(Always)
COMTRAWING FOUR CORPUS CHRISTI TX	(If not originator)
ALL MENTOR AIRCRAFT ACTIVITIES	(T-34 Mishaps)
ALL SUPER KINGAIR AIRCRAFT ACTIVITIES	(T-44 or TC-12 Mishaps)
INFO COMPACFLT PEARL HARBOR HI//	(Wide public interest expected [as appropriate])
CNIC WASHINGTON DC//	(If base facilities involved)
COMNAVREG SE JACKSONVILLE FL	(If base facilities involved)
NAS CORPUS CHRISTI TX	(If base facilities involved)
ARMED FORCES INSTITUTE OF PATHOLOGY WASHINGTON DC//CME-O//	(Fatality)
HELSEACOMBATRON THREE	(Involves SAR effort)
COMNAVIAIRWARCENWPNDIV CHINA LAKE CA or COMNAVIAIRWARCENACDIV PATUXENT RIVER MD	(Aeromedical matters or aviation life support systems involved)
ALL AEROMEDICAL ACTIVITIES BUMED WASHINGTON DC//23/23A/231// NAVOPMEDINST DET NAVAEROMEDINST PENSACOLA FL	
NAVY JAG WASHINGTON DC	(Non-DOD aircraft, personnel, property are involved. Navy JAG to receive NON-PRIVILEGED MDR only.)
NAVSURFWARCENDIV INDIAN HEAD MD//5320//	(CAD and AEPS devices of aircrew escape systems are involved)
AFSC SEF	(Common aircraft/engine or USAF personnel involved)
USACRC RUCKER//PESC-Z//	(Common aircraft/engine)
CG TECOM QUANTICO VA	(USMC personnel involved)
CG TECOM G3	(USMC personnel involved)
CG TECOM ATB	(USMC personnel involved)
MATSG-22 CORPUS CHRISTI TX	(USMC personnel involved)
COMDT COGARD WASHINGTON DC//G-KSE//	(Coast Guard aircraft, personnel, or facilities involved)
COMNAVIAIRFORES SAN DIEGO CA	(If reservists involved)

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INITIAL MISHAP DATA REPORT FORMAT
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BT

UNCLAS FOUO //N03750// THIS IS AN INITIAL GENERAL USE NAVAL AVIATION MISHAP DATA REPORT (reporting custodian(s), mishap classification, mishap serial number(s), date of occurrence, model(s)/series aircraft, buno(s))/REPORT SYMBOL OPNAV 3750-20

MSGID/GENADMIN/(squadron)/(message serial number)/(month)//

SUBJ/AVIATION MDR//

REF/A/DESC:INSTRUCTION/OPNAV/01MAR2001/3750.6R//

REF/B/DESC:INSTRUCTION/JAG/20JUN2007/5800.7E//

REF/C/(Other references as appropriate)//

NARR/REF A IS THE NAVAL AVIATION SAFETY PROGRAM. REF B IS THE JAG MANUAL.

REF C (list other references as appropriate)//

POC/(name of primary point of contact to answer inquiries about the report)/(Rank)/(Code/Billet)/(Location)/TEL: (phone number) /E-MAIL: (E-Mail address)//

RMKS/1. SUMMARY. (Brief factual statement to describe mishap.)

2. DATA.

A. REPORTING ACTIVITY.

- (1) (short title)
- (2) (UIC)
- (3) (parent squadron)
- (4) (parent squadron's UIC)

B. AIRCRAFT.

- (1) (model/series)
- (2) (bureau number)
- (3) (modex and side number)
- (4) (reporting custodian)
- (5) (UIC)
- (6) (OPF and software version, if applicable to this acft)
- (7) (Flight Control System and software version, if applicable to this acft)
- (8) (Engine type/model/series)
- (9) (Engine serial number)
- (10) GPWS: (state if installed/if installed, state if system is/was operative e.g.: - INSTALLED/OPERATIVE)
Collision Avoidance System: (state if installed/if installed, state if system is/was operative e.g.: - INSTALLED/OPERATIVE)
Predictive Material Failure Warning System: (state if installed/if installed, state if system is/was operative e.g.: - NOT INSTALLED)
Survivable Flight Information Collection System: (state if installed/if installed, state if system is/was operative e.g.: - INSTALLED/NOT OPERATIVE)
Navigation System Integrated GPS: (state if installed/if installed, state if system is/was operative e.g.: - NOT INSTALLED)

C. INVOLVED EQUIPMENT.

- (1) (model)
- (2) (make)
- (3) (part number)
- (4) (equipment code)
- (5) (configuration)
- (6) (work unit code (WUC))
- (7) (remarks for clarity)

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INITIAL MISHAP DATA REPORT FORMAT
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D. ENVIRONMENT.**(1) DATE:** (Date)**(2) TIME:** (Local time)**(3) ZONE:** (Local time zone)**(4) CONDN:** (DAY or NIGHT)**(5) LOCN:** (Geographic location - state name of geographic area, body of water, nearest town or city, or a significant landmark.)**(A) LATD:** (Latitude in 6 digit format, DMMSS, followed by a space and "N" or "S". Fill left-most digits with zeros when appropriate and fill right-most digits with X's where the precision of the figure does not extend the full six digits.)**(B) LONG:** (Longitude in seven digit format, degrees, minutes, seconds [DDMMSS], followed by a space and "E" [east] or "W" [west]. When either minutes or seconds cannot be determined, then use "X" not "0", e.g., 085XXXX W.)**(C) STATE:****(D) COUNTRY:****(E) FACILITY:** (N/A)**(F) NAVAID:** (ICAO identifier of nearest airfield or NAVAID.)**(G) BRG:** (Bearing - 001-360 degrees)**(H) DIST:** (xxx.x nautical miles)**(I) AIRSPACE:** (Type of airspace [if airspace is a designated or numbered Warning, Alert, MOA, or the like, include the number designation]. If mishap occurred with intent for flight [as defined in paragraph 306] before the aircraft left the ground, state type of airspace immediately overhead. If the mishap occurred on the ground without intent for flight, state "ON DECK".)**(J) MISHAP SITE ELEVATION:** (Terrain elevation above mean sea level in feet; depth of water if submerged.)**(K) MISHAP/EMERGENCY ALTITUDE:** (MSL/AGL. Provide altitudes as appropriate for the mishap location, of other than at the surface, or for the location at the time of onset of the emergency precipitating the mishap.)**(6) WX AS BRIEFED.** (Provide data regarding forecast weather and brief utilization for the time and location of the mishap. Provide either surface or aloft data as deemed most appropriate to the mishap location. Note that the value "Not Applicable", where provided as a selection, is primarily intended for use in reporting hazardous events/conditions not involving flight or flight planning/preparation for which environmental conditions were not pertinent.)**(A) BRIEFED BY:** (Select one): **FORECASTER**; **BRIEFER**; **PILOT**; **OTHER:** (Describe); **UNKNOWN**; **NOT APPLICABLE**.**(B) BRIEFING UTILIZATION:** (Select one: **USED**; **NOT USED**; **NOT AVAILABLE**; **UNKNOWN**; **NOT APPLICABLE**.)**(C) AIR TEMP:** (Provide the forecast ambient air temperature in degrees Fahrenheit.)**(D) RELATIVE HUMIDITY:** (State the forecast percentage of relative humidity.)**(E) DEWPOINT:** (Provide the forecast dewpoint in degrees Fahrenheit.)**(F) WATER TEMP:** (Provide the forecast or briefed water/sea temperature in degrees Fahrenheit, or state "NA".)**(G) WIND DIRECTION:** (Provide the forecast wind direction in degrees; if light and variable, state "0".)**(H) WIND VELOCITY:** (Provide the forecast wind velocity of wind gusts in knots; if light and variable, state "99".)**(I) WIND GUSTS:** (Provide the forecast velocity of wind gusts or "NONE FORECAST", as appropriate.)

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- (J) CEILING:** (in hundreds of feet AGL, first cloud layer classified as broken or overcast. If none is forecast state "NONE FORECAST".)
- (K) SKY CONDITION:** (in weather sequence format, forecast altitude/type of cloud layers. E.g.: 20 BKN 50 OVC 350 SCT)
- (L) HORIZON:** (forecast horizon from one from the following: VISIBLE; OBSCURED; PARTIALLY OBSCURED; NOT APPLICABLE; UNKNOWN.)
- (M) VISIBILITY:** (in statute miles. If CAVU or unrestricted, state "99".)
- (N) OBSTRUCTIONS TO VISION:** (select from the following all that apply: DUST; FOG; ICE FOG; GROUND FOG; HAZE; SMOKE; PRECIPITATION; BLOWING DUST; BLOWING SAND; BLOWING SPRAY; BLOWING SNOW; CLOUDS; OTHER: (specify).)
- (O) ALTIMETER SETTING:** (forecast altimeter setting in inches of mercury for the time and location of the mishap or nearest official weather facility.)
- (P) ICING:** (forecast icing conditions or state "NONE FORECAST".)
- (Q) PRECIPITATION:** (forecast/briefed precipitation: select all that apply from the following: DRIZZLE; LIGHT RAIN; HEAVY RAIN; HAIL; SLEET; LIGHT SNOW; HEAVY SNOW; FREEZING RAIN; FREEZING DRIZZLE; OTHER: (specify).)
- (R) EXTREME WX:** (forecast/briefed extreme weather conditions select all that apply from the following: TURBULENCE (IMC); CLEAR AIR TURBULENCE; GUSTY WINDS; TORNADO/WATERSPOUT; WIND SHEAR; HURRICANE/TYPHOON; THUNDERSTORM; SEVERE THUNDERSTORM; LIGHTNING; OTHER: (specify).)
- (S) BRIEFING ACCURACY:** (select one of the following: SUBSTANTIALLY CORRECT; CONSIDERABLY BETTER THAN FORECAST; CONSIDERABLY WORSE THAN FORECAST; UNKNOWN; NOT APPLICABLE.)
- (7) WX - PREVAILING.** (Provide data defining the actual prevailing weather conditions at the time and location of the mishap. Provide either surface or aloft data as deemed most appropriate to the mishap's location. Note that the value "NOT APPLICABLE", where provided as a selection, is primarily intended for use in reporting mishaps not involving flight or flight planning/preparation and for which environmental conditions were not pertinent, (e.g., during aircraft wash person falls and receives permanent partial disability. Weather and flight planning were not applicable.)
- (A) AIR TEMP:** (in degrees Fahrenheit)
- (B) RELATIVE HUMIDITY:** (Percentage of relative humidity)
- (C) DEWPOINT:** (in degrees Fahrenheit)
- (D) WATER TEMP:** (in degrees Fahrenheit, or state "NA")
- (E) WIND DIRECTION:** (in degrees; if light/variable, state "0")
- (F) WIND VELOCITY:** (in knots; if light/variable state "99")
- (G) WIND GUSTS:** (velocity of gusts or "NONE PRESENT", as appropriate)
- (H) CEILING:** (in hundreds of feet AGL, first cloud layer classified as broken or overcast. If none exists, state "NONE PRESENT")
- (I) SKY CONDITION:** (altitude and type of all cloud layers)

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INITIAL MISHAP DATA REPORT FORMAT
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(J) HORIZON: (Select one: VISIBLE; PARTIALLY OBSCURED; OBSCURED; NOT APPLICABLE; UNKNOWN.)

(K) VISIBILITY: (in statute miles. If CAVU or unrestricted, state "99".)

(L) OBSTRUCTIONS TO VISION: (Select all that apply: DUST; FOG; ICE FOG; GROUND FOG; HAZE; SMOKE; PRECIPITATION; BLOWING DUST; BLOWING SAND; BLOWING SPRAY; BLOWING SNOW; CLOUDS; OTHER: (specify).)

(M) ALTIMETER SETTING: (barometric pressure in inches of mercury)

(N) ICING: (Provide any icing conditions present or state "NONE PRESENT".)

(O) PRECIPITATION: (select all that apply from the following: DRIZZLE; LIGHT RAIN; HEAVY RAIN; HAIL; SLEET; LIGHT SNOW; HEAVY SNOW; FREEZING RAIN; FREEZING DRIZZLE; OTHER: (specify).)

(P) EXTREME WX: (Describe by selecting all that apply from the following: TURBULENCE (IMC); CLEAR AIR TURBULENCE; GUSTY WINDS; TORNADO/WATERSPOUT; WIND SHEAR; HURRICANE/TYPHOON; THUNDERSTORM; SEVERE THUNDERSTORM; LIGHTNING; OTHER: (specify).)

(Q) RUNWAY CONDITION: (Describe the condition by selecting from the following all that apply: NOT APPLICABLE (implies event not in the runway environment); DRY; WET; SLUSH; LOOSE SNOW; PACKED SNOW; ICE; PATCHY; SANDED; OILY; UNPREPARED; OTHER: (specify); UNKNOWN.)

I METEOROLOGICAL COMMENTS: (Briefly describe any additional environmental/meteorological information deemed pertinent to the mishap.)

E. SAFETY PROGRAMS.

(1) (Date Commanding Officer attended Aviation Command Safety Course)

(2) (Date Aviation Safety Officer (ASO) attended Aviation Safety Officers Course; if the CO or ASO have not attended either course, insert HAS NOT ATTENDED.)

(3) (Date of last NAVSAFECEN safety survey.)

3. CIRCUMSTANCES.

A. ORIGIN. (Name of the departure ship or airfield; else lat/long to the nearest minute.)

B. MISSION. (In plain language (cross country, Day FAM, INST training)

C. TOTAL MISSION REQUIREMENT CODE. (USN OPNAVINST 3710.7S codes or USMC T & R Codes.)

D. TYPE OF FLIGHT PLAN. (State VFR, IFR, DVFR, etc., and (if known) if the pilot was or was not in instrument meteorological conditions at the time of mishap.)

E. DESTINATION. (Next intended point of landing same manner as 3A above.)

F. AIRCRAFT EVOLUTION. (Activity in which the aircraft was involved, i.e., climb, cruise, 30-degree dive, maintenance, etc.)

4. MISHAP CLASSIFICATION. (State that information upon which mishap classification is based. See paragraphs 312 and 313.)

5. DAMAGE AND COSTS. (Itemize the aircraft, equipment, property damage, and costs.)

A. AIRCRAFT. (If an aircraft was destroyed, so state. If not, describe all aircraft damage and list cost. Itemize costs, including hours to repair. If more than one aircraft was damaged, list model, bureau number, hours to repair, and cost each separately.)

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B. DOD PROPERTY DAMAGE. (Per major item, describe all DOD property damage and list cost. Describe property damage, and itemize costs, including hours to repair [refer to chapter 3].)

C. NON-DOD PROPERTY DAMAGE. (Describe all non-DOD property damage and itemize cost.)

6. PERSONNEL INFORMATION, INJURIES, AND COSTS.

A. SOULS ON BOARD. (List total for each aircraft involved.)

B. CREW. (State the total number of crewmembers aboard each mishap aircraft. Then, for each crewmember, list the crew duty assigned, [e.g., Instructor Pilot, SMA, copilot]. Designate who was at the controls at the time of the mishap, rank/rate, [do not list names or social security numbers in messages], NEC/designator/MOS, service, parent organization, duty status, describe the most significant injuries, days hospitalized and additional days away from work, describe the body part injury and diagnosis, give International Classification of Disease [ICD] code, X-ray results and pre-existing diseases/defects that contributed to the mishap. State whether male or female. State if NVDs were being used. For the pilot, copilot and NFOs, state total flight hours, hours in model, and flight hours last 30, 60 and 90 days.)

C. TOTAL NUMBER OF PASSENGERS. (List total number of passengers in each mishap aircraft.)

(1) INJURED PASSENGERS. (State the total number of injured passengers: give rank/rate, NEC/designator/MOS, service, specify DOD or non-DOD, parent organization, duty status, injury, describe the most significant injuries, days hospitalized and additional days away from work.)

(2) UNINJURED PASSENGERS. (Enter the total number of uninjured passengers in each mishap aircraft.)

D. INJURED NONOCCUPANTS. (Enter the total number of injured nonoccupants, then list all injured nonoccupants. State the NEC/designator/MOS, service, specify if DOD or non-DOD, duty status, civilian or military, injury, describe the most significant injuries, days hospitalized, and additional days away from work.)

E. AEROMEDICAL ANALYSIS (will or will not) **BE SENT.** If not, state why.)

7. MISHAP INVESTIGATION. Include the following, if applicable:

- Requests for assistance. State what help you need, when and where it is needed, and the source of that assistance, if known. When asking for help from the controlling custodian or from an activity external to that command, preface the request with the phrase FOR (controlling custodian). Preface requests for assistance from activities subordinate to the controlling custodian in a similar fashion and ensure that the activity is an action addressee on the message. See chapter 6 of OPNAVINST 3750.6R for information on requesting assistance.

- Requests for relief from investigative and reporting responsibilities.

- Requests for extensions of SIR deadlines.

- Requests for salvage of submerged wreckage.

- Location of wreckage, if different from mishap location.

- Information on progress of the mishap investigation.

- Flight Data Recorder: recovered/activity where forwarded/date/which traceable means used.

- Tower Tapes or recordings of air control transmissions obtained/date.

- Status of all previously requested EIs.

- Justification for upgrading, downgrading or category changes.

- HAMMER ACE: Make requests for HAMMER ACE support through

COMNAVSAFECEN, (e.g., "FOR COMNAVSAFECEN: REQUEST HAMMER ACE SUPPORT.

REQUEST HAMMER ACE TEAM MEET AMB MEMBERS AT MISHAP SITE WITHIN 24 HOURS AND

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INITIAL MISHAP DATA REPORT FORMAT
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ESTABLISH CELL-PHONE, LAND-LINE, E-MAIL AND INTERNET CONNECTIVITY WITHIN 48 HOURS."

- FAA involvement: If FAA involvement is known or considered likely, state same here. Refer to OPNAVINST 3750.16C, "PARTICIPATION IN A MILITARY OR CIVIL AIRCRAFT ACCIDENT SAFETY INVESTIGATION".

8. JAG MANUAL INVESTIGATION. THIS MISHAP (DOES/DOES NOT) MEET THE REQUIREMENTS IN REF B FOR A JAG MANUAL INVESTIGATION. (If appropriate, include the phrase INVESTIGATION BEGUN, DATE, BY (convening authority).

9. AVIATION MISHAP BOARD.

-SENIOR MEMBER: (Rank, name, and command. List DSN, commercial, cell phone and fax numbers for the senior member. If another member is designated as the point of contact to answer telephone inquiries, list his/her DSN, commercial, cell phone and fax numbers in the POC line above the RMKS line.)

- AIRCRAFT OPERATIONS: (Rank, name, and command)

- AIRCRAFT MAINTENANCE: (Rank, name, and command)

- AVIATION SAFETY: (Rank, name, and command)

- FLIGHT SURGEON: (Rank, name, and command)

- (continue with other board members)//

22 APR 2009

INITIAL MISHAP DATA REPORT WORKSHEET

MISHAP DATA REPORT (MDR)
PRE-FORMATTED 3750.6 SERIES MDR MSG

PRIORITY

FM (Your command)

COMTRAWING FOUR CORPUS CHRISTI TX
TRARON _____ CORPUS CHRISTI TX

TO CNO WASHINGTON DC//N78F//	(Always)
CMC WASHINGTON DC AVN	(Always)
CMC WASHING DC SD	(Always)
COMNAVSAFECEN NORFOLK VA//00/10/11/FILE//	(Always)
COMNAVAIRFOR SAN DIEGO CA//	(Always)
CNATRA CORPUS CHRISTI TX	(Always)
COMTRAWING FOUR CORPUS CHRISTI TX	(If not originator)
ALL MENTOR AIRCRAFT ACTIVITIES	(T-34 Mishaps)
ALL SUPER KINGAIR AIRCRAFT ACTIVITIES	(T-44 or TC-12 Mishaps)
INFO COMPACFLT PEARL HARBOR HI//	(Wide public interest expected [as appropriate])
CNIC WASHINGTON DC//	(If base facilities involved)
COMNAVREG SE JACKSONVILLE FL	(If base facilities involved)
NAS CORPUS CHRISTI TX	(If base facilities involved)
ARMED FORCES INSTITUTE OF PATHOLOGY WASHINGTON DC//CME-O//	(Fatality)
HELSEACOMBATRON THREE	(Involves SAR effort)
COMNAVAIRWARCENWPNDIV CHINA LAKE CA or COMNAVAIRWARCENACDIV PATUXENT RIVER MD	(Aeromedical matters or aviation life support systems involved)
ALL AEROMEDICAL ACTIVITIES BUMED WASHINGTON DC//23/23A/231// NAVOPMEDINST DET NAVAEROMEDINST PENSACOLA FL	
NAVY JAG WASHINGTON DC	(Non-DOD aircraft, personnel, property are involved. Navy JAG to receive NON-PRIVILEGED MDR only.)
NAVSURFWARCENDIV INDIAN HEAD MD//5320//	(CAD and AEPS devices of aircrew escape systems are involved)
AFSC SEF	(Common aircraft/engine or USAF personnel involved)
USACRC RUCKER//PESC-Z//	(Common aircraft/engine)
CG TECOM QUANTICO VA	(USMC personnel involved)
CG TECOM G3	(USMC personnel involved)
CG TECOM ATB	(USMC personnel involved)
MATSG-22 CORPUS CHRISTI TX	(USMC personnel involved)
COMDT COGARD WASHINGTON DC//G-KSE//	(Coast Guard aircraft, personnel, or facilities involved)
COMNAVAIRFORES SAN DIEGO CA	(If reservists involved)

22 APR 2009

UNCLAS FOUO //N03750// THIS IS AN INITIAL GENERAL USE NAVAL AVIATION MISHAP DATA REPORT _____/REPORT

SYMBOL OPNAV 3750-20

MSGID/GENADMIN/_____//

SUBJ/AVIATION MDR//

REF/A/DESC:INSTRUCTION/OPNAV/01MAR2001/3750.6R//

REF/B/DESC:INSTRUCTION/JAG/20JUN2007/5800.7E//

REF/C/_____//

NARR/REF A IS THE NAVAL AVIATION SAFETY PROGRAM. REF B IS THE JAG MANUAL.//

POC/_____

_____//

RMKS/1. SUMMARY. _____

2. DATA.

A. REPORTING ACTIVITY.

- (1) _____
- (2) _____
- (3) _____
- (4) _____

B. AIRCRAFT.

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____
- (9) _____

- (10) GPWS: _____
COLLISION AVOIDANCE SYSTEM: _____
PREDICTIVE MATERIAL FAILURE WARNING SYSTEM: _____
SURVIVABLE FLIGHT INFORMATION COLLECTION SYSTEM: _____
NAVIGATION SYSTEM INTEGRATED GPS: _____

- (11) N/A
- (12) N/A

C. INVOLVED EQUIPMENT.

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____

D. ENVIRONMENT.

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____

- (A) LATD: _____
- (B) LONG: _____
- (C) STATE: _____
- (D) COUNTRY: _____
- (E) FACILITY: _____
- (F) NAVAID: _____

20 NOV 2008

INITIAL MISHAP DATA REPORT WORKSHEET

- (G) BRG: _____
 (H) DIST: _____
 (I) AIRSPACE: _____
 (J) MISHAP SITE ELEVATION: _____
 (K) MISHAP/EMERGENCY ALTITUDE: _____
- (6) WX AS BRIEFED: _____
 (A) BRIEFED BY: _____
 (B) BRIEFING UTILIZATION: _____
 (C) AIR TEMP: _____
 (D) RELATIVE HUMIDITY: _____
 (E) DEWPOINT: _____
 (F) WATER TEMP: _____
 (G) WIND DIRECTION: _____
 (H) WIND VELOCITY: _____
 (I) WIND GUSTS: _____
 (J) CEILING: _____
 (K) SKY CONDITION: _____
 (L) HORIZON: _____
 (M) VISIBILITY: _____
 (N) OBSTRUCTIONS TO VISION: _____
 (O) ALTIMETER SETTING: _____
 (P) ICING: _____
 (Q) PRECIPITATION: _____
 (R) EXTREME WX: _____
 (S) BRIEFING ACCURACY: _____
- (7) WX-PREVAILING: _____
 (A) AIR TEMP: _____
 (B) RELATIVE HUMIDITY: _____
 (C) DEWPOINT: _____
 (D) WATER TEMP: _____
 (E) WIND DIRECTION: _____
 (F) WIND VELOCITY: _____
 (G) WIND GUSTS: _____
 (H) CEILING: _____
 (I) SKY CONDITION: _____
 (J) HORIZON: _____
 (K) VISIBILITY: _____
 (L) OBSTRUCTIONS TO VISION: _____
 (M) ALTIMETER SETTING: _____
 (N) ICING: _____
 (O) PRECIPITATION: _____
 (P) EXTREME WX: _____
 (Q) RUNWAY CONDITION: _____
 (R) METEOROLOGICAL COMMENTS: _____

E. SAFETY PROGRAMS.

- (1) _____
 (2) _____
 (3) _____

3. CIRCUMSTANCES.

- A. ORIGIN. _____
 B. MISSION. _____
 C. TOTAL MISSION REQUIREMENT CODE. _____
 D. TYPE OF FLIGHT PLAN. _____
 E. DESTINATION. _____
 F. AIRCRAFT EVOLUTION. _____

20 NOV 2000

INITIAL MISHAP DATA REPORT WORKSHEET

- 4. MISHAP CLASSIFICATION. _____
- 5. DAMAGE AND COSTS. _____
 - A. AIRCRAFT. _____
 - B. DOD PROPERTY DAMAGE. _____
- 6. PERSONNEL INFORMATION, INJURIES AND COSTS.
 - A. SOULS ON BOARD. _____
 - B. CREW. _____
 - C. TOTAL NUMBER OF PASSENGERS. _____
 - (1) INJURED PASSENGERS. _____
 - (2) UNINJURED PASSENGERS. _____
 - D. INJURED NONOCCUPANTS. _____
- 7. MISHAP INVESTIGATION. _____

8. JAG MANUAL INVESTIGATION. THIS MISHAP _____ MEET THE REQUIREMENTS IN REF B FOR A JAG MANUAL INVESTIGATION. INVESTIGATION BEGUN

- 9. AVIATION MISHAP BOARD.
 - SENIOR MEMBER: _____
 - AIRCRAFT OPERATIONS: _____
 - AIRCRAFT MAINTENANCE: _____
 - AVIATION SAFETY: _____
 - FLIGHT SURGEON: _____
 - _____
 - _____

BT