



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CNATRAINST 3750.23N
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7 Oct 2014

CNATRA INSTRUCTION 3750.23N

Subj: NAVAL AIR TRAINING COMMAND AIRCRAFT MISHAP AND HAZARD
REPORTING

Ref: (a) OPNAVINST 3750.6S
(b) OPNAVINST 3100.6J
(c) COMNAVAIRFORINST 4790.2B
(d) CNATRAINST 3710.13G

1. Purpose. To provide Chief of Naval Air Training (CNATRA) policy and procedures for reporting and investigating aircraft mishaps and hazards.

2. Cancellation. CNATRAINST 3750.23M

3. Discussion. Reference (a) sets forth procedures to be followed in the event of an aircraft mishap, provides guidance for mishap classification, initial report requirements, mishap investigation and reporting, hazard reporting, endorsements, and the monitoring of corrective actions to eliminate hazards. Contract maintenance and the assignment of Training Air Wing (TRAWING) Commanders as aircraft reporting custodians necessitates amplifying the guidance contained in reference (a). Reference (b) establishes procedures for reporting of events and special incidents which may attract national and/or high level U.S. Navy interest. Reference (c) is the basic document and authority governing the management of all naval aviation maintenance. Reference (d) establishes the Flight Instructor Standardization and Training (FIST) Program and therein the authority for designating military Functional Check Flight (FCF) pilots. In addition to the reporting requirements contained in reference (a), CNATRA must be promptly notified of all aircraft Class A, B, and C mishaps, serious or unusual hazards, and associated personnel injuries. Also, dissemination of aviation safety reports throughout Naval Air Training Command (NATRACOM) units is a valuable source of information concerning safety, mishap prevention, and hazard prevention.

4. Action

a. Initial Telephone Reports of Mishaps/Hazards

(1) If the mishap or hazard meets the criteria of reference (b), the OPREP-3 reporting system assumes priority. Should an OPREP-3 report be required, COMNAVAIRPAC SAN DIEGO CA, COMPACFLT PEARL HARBOR HI, and the Commander Naval Installations Command (CNIC) region (i.e. COMNAVREGSE JACKSONVILLE FL) shall be included as addressees. Upon completion of the OPREP-3 reporting requirements, the reporting activity shall comply with the requirements of the following paragraphs and reference (a).

(2) In addition to the requirements of reference (a), units shall report by telephone all Class A, B, and C flight, flight related or aviation ground mishaps to the CNATRA Staff Duty personnel. Telephone reports of aircraft mishaps should be as detailed as possible, but should not be delayed for lack of information. The telephone report shall be made to CNATRA headquarters immediately following initiation of rescue action or completion of initial prevention measures, at one of the following numbers:

CNATRA Duty Office: COMM 361-961-2284/DSN 861-2284

If the Duty Officer does not answer, contact:

CNATRA Staff Duty Officer: Blackberry 361-537-7243

Reporting units shall also notify the appropriate TRAWING Duty Officer.

(3) In addition to the requirements of reference (a) and paragraph 4a(2) above, units shall report by telephone all Class A and B flight, flight related or aviation ground mishaps to Commander, Naval Air Force, Pacific (CNAP) duty personnel. Telephone reports of aircraft mishaps should be as detailed as possible, but should not be delayed for lack of information. The telephone report shall be made to CNAP headquarters immediately following initiation of rescue action or completion of initial prevention measures, at one of the following numbers:

CDO cell: 619-666-4921

Quarterdeck: COMM 619-545-2017/DSN 735-2017

(4) For all Class A and B mishaps or any mishap involving injury or death, units shall have the flight schedule removed from the internet in order to keep the general public from viewing aircrew names. To accomplish this, squadron or wing personnel shall call the CNATRA Enterprise Support Center (manned 24/7) to have the flight schedule removed:

361-961-5398/DSN 861-5398
Cell: 361-876-8490

(5) As soon as practicable following a mishap, the TRAWING Commander shall be responsible for calling the Chief of Naval Air Training personally to provide pertinent information concerning the mishap.

(6) The TRAWING Safety or Duty Officer shall then be responsible for forwarding detailed information, as it becomes available, to the CNATRA Safety Officer or, during non-working hours, the CNATRA Duty Officer.

(7) Additionally, a telephone report shall be made to CNATRA headquarters regardless of mishap class or hazard severity whenever press interest might ensue or an incident of an unusual or serious nature occurs. Some examples of unusual or serious incidents that require an expeditious phone call to CNATRA are: a dead-stick landing at any field; a gear-up landing at any field; aircraft running off the runway at any field; a precautionary or emergency landing into a "farmer's field;" known or suspected incidents of "flat hatting;" civil aircraft mishap involving Navy property or personnel.

b. Reports

(1) Initial Notifications, Safety Investigation Reports (SIRs), and Hazard Reports (HAZREPs) shall be submitted via the Web Enabled Safety System (WESS) per reference (a).

(2) HAZREPs shall be identified by the squadron initiating the report even though the TRAWING Commander is the aircraft reporting custodian. HAZREPs initiated by contract maintenance personnel or TRAWING staff shall be reported and identified as TRAWING hazards.

(3) Engineering Investigations (EIs), Quality Deficiency Reports (QDRs), Hazardous Material Reports (HMRs), and other COMNAVAIRFORINST 4790.2B reports shall be submitted by the appropriate CNATRA Detachment per reference (c). Aviation Mishap Boards (AMBs) shall coordinate with the CNATRA Detachment Officer in Charge/Assistant Officer in Charge if submission of any COMNAVAIRFORINST 4790.2B report is required.

(4) Units shall submit HAZREPs for all damaging and non-damaging bird strikes per reference (a). To enable tracking the cost of bird strikes across the enterprise, a cost shall be documented for all bird strikes, regardless of damage. Parts costs (if applicable) and maintenance man-hour costs shall be entered in the DOD Damaged/Destroyed Property field in WESS.

5. Reporting and Investigating Responsibilities

a. Normal Operations. Even though the TRAWING Commander is assigned as the aircraft reporting custodian, the unit having responsibility for reporting and investigating an aviation mishap will vary depending on the type of flight and the scheduling authority. The TRAWING Commander shall have the responsibility for reporting and investigating all aviation mishaps occurring on missions scheduled on a TRAWING or Instructor Training Unit (ITU) flight schedule. Additionally, the TRAWING Commander shall have the responsibility for reporting and investigating all aviation mishaps occurring on FCFs and TRAWING scheduled missions (i.e. staff logistics, staff proficiency, etc.), regardless of the flight schedule on which the mission was scheduled. Per reference (a), the squadron Commanding Officer shall have the responsibility for reporting and investigating all aviation mishaps occurring on squadron missions scheduled on the squadron flight schedule. CNATRA, as the controlling custodian, will assign the unit responsible for reporting and investigating aviation mishaps in ambiguous situations not covered by reference (a) or this instruction. Specific examples of unit responsibilities follow in paragraphs 5a(1) and 5a(2).

(1) The squadron Commanding Officer shall have the responsibility for reporting and investigating an aviation mishap occurring on that squadron's flight schedule in the following circumstances:

(a) A mishap occurs to an aircraft on a squadron mission signed for by a squadron pilot. Such a mishap shall be reported as a squadron (VT/HT) mishap. (Example: VT-25 Class A Flight Mishap (FM) 01-07)

(b) A mishap occurs to an aircraft on a squadron mission signed for by a TRAWING, CNATRA staff, contractor or associate (NAS, NASC, MATSG, etc.) pilot. Such a mishap shall be reported as a squadron (VT/HT) mishap. (Example: HT-25 Class B FM 01-08)

(c) A mishap occurs to an aircraft flown by any pilot and an Instructor Under Training (IUT), if that flight is scheduled on a squadron's flight schedule rather than an ITU or TRAWING flight schedule. Such a mishap shall be identified as a squadron (VT/HT) mishap. (Example: VT-25 Class C FM 01-09)

(d) A mishap occurs to an aircraft on a "test and go" FCF during the squadron mission portion of the flight after the functional test portion is complete. Such a mishap shall be reported as a squadron (VT/HT) mishap. (Example: VT-25 Class A FM 01-10)

NOTE: Per reference (d), military FCF pilots are designated in writing by TRAWING Commanders or by squadron Commanding Officers as delegated by the TRAWING Commander. Mishaps occurring during the functional check portion of the flight shall be investigated and reported by the TRAWING Commander and identified as a TRAWING (CTW) mishap. (Example: CTW-3 Class A FM 01-07)

(e) A ground mishap occurs to an aircraft on a squadron mission after any pilot has signed for or begun preflight of the aircraft. Such a mishap shall be identified as a squadron (VT/HT) mishap. (Example: VT-25 Class B Aircraft Ground Mishap (AGM) 02-10)

(2) The TRAWING Commander assigned as the aircraft reporting custodian shall have the responsibility for reporting and investigating a mishap in the following circumstances:

(a) A mishap occurs to an aircraft flown by any pilot on a TRAWING scheduled mission, i.e., logistics, staff proficiency, etc. Such a mishap shall be identified as a TRAWING (CTW) mishap. (Example: CTW-3 Class A FM 01-07)

(b) A mishap occurs to an aircraft flown by any pilot and an IUT, if that flight is scheduled on an ITU or TRAWING flight schedule rather than a squadron's flight schedule. Such a mishap shall be identified as a TRAWING (CTW) mishap. (Example: CTW-3 Class B FM 01-08)

(c) A mishap occurs to an aircraft flown by any pilot on an ITU or TRAWING flight schedule rather than a squadron's flight schedule. Such a mishap shall be identified as a TRAWING (CTW) mishap. (Example: CTW-3 Class C FM 01-09)

(d) A mishap occurs to an aircraft on a functional check flight flown by any FCF pilot. Such a mishap shall be reported as a TRAWING (CTW) mishap. (Example: CTW-3 Class A FM 01-10).

(e) A mishap occurs to an aircraft during the functional test portion of the flight (before the squadron mission portion is commenced) on a "test and go" FCF. Such a mishap shall be reported as a TRAWING (CTW) mishap. (Example: CTW-3 Class B FM 01-11)

(f) A mishap occurs to an aircraft during the TRAWING scheduled mission (logistics, staff proficiency, etc.) portion of the flight (after the functional test portion is complete) on a "test and go" FCF. Such a mishap shall be reported as a TRAWING (CTW) mishap. (Example: CTW-3 Class C FM 01-12)

(g) A mishap occurs to a T-45 aircraft signed for by a CNATRA staff pilot, scheduled by CNATRA Operations and flown in direct support of CNATRA official business. Such a mishap shall be identified as a TRAWING (CTW) mishap. (Example: CTW-2 Class A FM 01-09)

(h) A ground mishap occurs to an aircraft that does not meet the criteria of paragraph 5a(1)(e) above. Such a mishap shall be identified as a TRAWING (CTW) mishap. (Example: CTW-3 Class B AGM 01-10)

(i) None of the above is intended to prevent a TRAWING Commander from tasking a subordinate unit to perform reporting or investigating responsibilities on his behalf.

b. Combined Detachments. The frequent use of combined detachments makes it possible for mishaps to occur to aircraft assigned to one TRAWING but flown by pilots from another TRAWING. Responsibilities during combined detachments follow in paragraphs 5b(1) through 5b(4). CNATRA as the controlling custodian will assign the unit responsible for reporting and investigating aviation mishaps in ambiguous situations not covered by reference (a) or this instruction.

(1) During the planning of the detachment, it shall be determined who (homeguard or detachment personnel) will submit initial mishap phone, message and WESS reports. It will likely be more efficient for homeguard personnel to send message and WESS reports.

(2) Detachments shall have a standing AMB appointed for the purpose of performing initial investigating responsibilities until relieved by the AMB of the appropriate unit.

(3) For mishaps occurring on a combined detachment involving aircrew assigned in or under the same TRAWING, the squadron or TRAWING Commander is responsible for appointing an AMB, reporting and investigating an aviation mishap, regardless of the reporting custodian of the aircraft involved. Guidance from paragraph 5a of this instruction will dictate whether the mishap will be a TRAWING (CTW) or squadron (VT/HT) mishap. For mishaps assigned to a squadron per paragraph 5a of this instruction, the squadron of the pilot in command will take precedence in determining which squadron will be assigned the reporting and investigating responsibilities. Where the pilot in command has no clear cut affiliation with a squadron, the student's squadron will determine which squadron will be assigned the reporting and investigating responsibilities. The following examples are provided:

(a) A mishap occurs to an aircraft flown by a VT-7 instructor conducting a student syllabus mission for a VT-7 student in a TRAWING 2 aircraft. Such a mishap shall be reported as a VT-7 mishap.

(b) A mishap occurs to an aircraft flown by a VT-7 instructor conducting a student syllabus mission for a VT-9 student in a TRAWING 2 aircraft. Such a mishap shall be reported as a VT-7 mishap.

(c) A mishap occurs to an aircraft flown by an Instructor Pilot affiliated with TRAWING 4 (i.e. CNATRA staff, TRAWING 4 staff, MATSG-22, NASCC, etc.) conducting a student syllabus mission for a VT-27 student in a TRAWING 5 aircraft. Such a mishap shall be reported as a VT-27 mishap.

(d) A mishap occurs to an aircraft signed for by a pilot affiliated with TRAWING 2 (i.e. CNATRA staff, TRAWING 2 staff, MATSG-22, NASK, VT-21, VT-22, TW-2 contractor, etc.) on a TRAWING scheduled mission (i.e. logistics, staff proficiency, FCF, etc.) in a TRAWING 1 aircraft. Such a mishap shall be reported as a TRAWING 2 (CTW-2) mishap.

(4) For mishaps occurring on a combined detachment involving aircrew assigned in or under different TRAWINGs, the squadron or TRAWING Commander of the pilot in command is responsible for appointing an AMB, reporting and investigating an aviation mishap, regardless of the reporting custodian of the aircraft involved. Guidance from paragraph 5a, of this instruction, will dictate whether the mishap will be a TRAWING (CTW) or squadron (VT/HT) mishap. For mishaps assigned to a squadron per paragraph 5a, of this instruction, the squadron of the pilot in command will take precedence in determining which squadron will be assigned the reporting and investigating responsibilities. Although during normal operations, squadrons are assigned responsibility for reporting and investigating aviation mishaps occurring during student syllabus missions, they are classified as TRAWING (CTW) mishaps during combined detachment operations when the pilot in command has no clear cut affiliation with a squadron and the student is from a different TRAWING than the instructor. The following examples are provided:

(a) A mishap occurs to an aircraft with a VT-7 instructor conducting a student syllabus mission for a VT-22 student in a TRAWING 2 aircraft. Such a mishap shall be reported as a VT-7 mishap.

(b) A mishap occurs to an aircraft flown by an instructor pilot affiliated with TRAWING 4 (i.e. CNATRA staff, TRAWING 4 staff, MATSG-22, NASCC, etc.) conducting a student syllabus mission for a VT-6 student in a TRAWING 5 aircraft. Such a mishap shall be reported as a TRAWING-4 (CTW-4) mishap.

(c) A mishap occurs to an aircraft signed for by a pilot affiliated with TRAWING 2 (i.e. CNATRA staff, TRAWING 2 staff, MATSG-22, NASK, VT-21, VT-22, TW-2 contractor, etc.) with a copilot of any affiliation on a TRAWING scheduled mission (i.e. logistics, staff proficiency, FCF, etc.) in a TRAWING 1 aircraft. Such a mishap shall be reported as a TRAWING (CTW-2) mishap.

c. Mishap Absolution for Award Purposes. CNATRA may absolve units of mishap responsibility for safety award purposes, per reference (a).

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d. Privileged Information. Recipients of Aircraft SIRs and endorsements are reminded of the privileged status of these reports and shall prevent unauthorized release of the information contained therein as outlined in reference (a).

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