



DEPARTMENT OF THE NAVY

TRAINING SQUADRON SEVEN  
NAVAL AIR STATION  
101 FULLER ROAD SUITE 270  
MERIDIAN, MS 39309-5405

TRARONSEVENINST 3750.6L  
N1  
15 Apr 15

TRARON SEVEN INSTRUCTION 3750.6L

From: Commanding Officer, Training Squadron SEVEN

Subj: SQUADRON PRE-MISHAP PLAN

Ref: (a) OPNAVINST 3750.6S (Naval Aviation Safety Management System)  
(b) OPNAVINST 3750.16C (Participation in a Military or Civil Aircraft Accident Safety Investigation)  
(c) CNATRAINST 3750.22J (The Chief of Naval Air Training Aviation Safety Program)  
(d) CNATRAINST 3750.23N (Naval Air Training Command Aircraft Mishap and Hazard Reporting)  
(e) TRARONSEVENNOTE 3750 (Pre-Mishap Plan Recall Bill)  
(f) TRARONSEVENNOTE 3752 (Training Squadron SEVEN Mishap Board)  
(g) TRARONSEVENNOTE 1301 (Assignment to Primary and Collateral Duties/Courts and Boards)

Encl: (1) VT-7 Pre-Mishap Plan  
(2) VT-7 ODO Mishap Checklist  
(3) Initial Notification Worksheet/Mishap Verification  
(4) Chronological Log  
(5) NAS Meridian Crash Net/SAR Notification Instructions  
(6) Command Notification  
(7) Aircraft Mishap Category Determination  
(8) OPREP-3 Determination/Telephone Voice Report  
(9) OPREP-3 Message Templates and Instructions  
(10) CNATRA/CTW-1 Voice Reports  
(11) Naval Safety Center Telephone Report  
(12) Secure Pertinent Records/Crash Site Weather  
(13) Initial Notification  
(14) Foreign Student Casualty Report

1. Purpose. To establish responsibilities and procedures for reporting and investigating a mishap involving personnel, equipment, or aircraft assigned to Training Squadron SEVEN.

2. Cancellation. TRARONSEVENINST 3750.6K

3. Discussion. References (a) through (g) and enclosures (1) through (14) shall be used by Training Squadron SEVEN personnel when responding to an aircraft mishap. While the primary emphasis is placed on actions required during the first few hours following an aircraft mishap, guidance is also provided for mishap investigation and reporting. Reference (a) is the Naval Aviation Safety Management System that shall be adhered to for all reporting and investigations. Reference (e) provides a current squadron recall bill for mishap notification and reference (f) assigns specific Officers to mishap investigation boards.

4. Action. The Pre-Mishap Plan and supporting documents [enclosures (1) through (14)] shall serve as a guide for initiating the reporting and investigative procedures in the event of a mishap. References (e) and (f) will supplement the Pre-Mishap Plan as applicable. All personnel shall ensure they are aware of the following actions to be taken in the case of a mishap:

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

b. Specific.

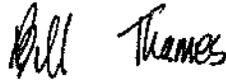
(1) Operations Duty Officer (ODO). ODOs shall maintain a copy of this instruction with a current copy of references (a) through (g) and enclosures (1) through (14) attached in a separate three ring binder. ODOs shall utilize that binder in the accomplishment of their responsibilities in the event of a mishap. All personnel assigned responsibilities herein shall familiarize themselves thoroughly with this instruction and with the requirements of their post-mishap duties. In the event an aviation or ground mishap, personnel shall not discuss the matter with sources outside the command until the information has been released, except to authorized naval authorities, without the expressed permission of the Commanding Officer.

(2) Squadron Safety Officer. The Squadron Safety Officer shall ensure all squadron officers are briefed quarterly on the assigned responsibilities of the Squadron Pre-Mishap

Plan; shall ensure this instruction is maintained in a current status and reflects responsibilities assigned by the Commanding Officer; and, shall be responsible for conducting periodic briefings and training for all assigned members of Aircraft Mishap Boards.

(3) Detachment Officer in Charge (OIC). Detachment OICs will be completely familiar with and carry a copy of this instruction with current copies of references (a) through (g) and enclosures (1) through (14) when on detachment away from NAS Meridian. The Detachment Letter of Instruction will appoint a detachment Safety Officer who will report directly to the OIC. This officer is not required to meet the qualifications of reference (a). Under the direction of the OIC, the detachment safety officer will take such actions as necessary to ensure that Ground and Aviation Safety directives are upheld. In the case of an accident/incident, he or she will report to the OIC until arrival of the Commanding Officer or designated representative.

(4) Functional Check Flight. Training Squadron SEVEN is the primary responder in the event of a mishap involving a functional check flight flown by either squadron personnel or a civilian contractor pilot.



W. B. THAMES

Distribution:  
(TRARONSEVENINST 5216.1W)  
Lists I, II, III, and V (Codes A-C)  
Special: ODO Desk

# VT-7 PRE-MISHAP PLAN

## STANDING OPERATING INSTRUCTIONS FOR THE ODO WATCH STANDER

1. General. The Operations Duty Officer (ODO) will, in most cases, be the focal point for handling a mishap involving VT-7 aircraft. For this reason, it is imperative that all watch standers have a thorough understanding of this Pre-mishap Plan. It is crucial that the ODO running the mishap plan enlist as much help from squadron military personnel as possible during its execution. Delegate! Delegate! Delegate! Regard all information as classified and privileged until directed otherwise.

2. Immediate Action Checklist. The Immediate Action Checklist is a step-by-step guide designed to aid the ODO in gathering all pertinent information relating to a mishap as well as meeting the reporting requirements of the applicable references within the first four hours following a mishap. Upon notification of a squadron mishap, the ODO shall remove and follow the VT-7 ODO Mishap Checklist (Encl 2) and attempt to comply with the following time line. Accurate and timely voice reporting takes precedence. Message accuracy should be the primary focus over timely submission:

- 5 minutes - OPREP 3 Determination/Voice Report sent
- 60 minutes - OPREP 3 Message sent via AMHS (See Mr. Klutz in Admin)
- 1 hour - Naval Safety Center Telephone Voice Report
  - CNAF/CNATRA/CTW-1 Telephone Voice Reports
  - Online Schedule Removal
- 4 hours - Class A or B WESS Initial Notification.
- 24 hours - Class C Naval WESS Initial Notification.

3. Mishap Information. Mishap information is limited access information. It is imperative that you control the distribution of all information relating to a squadron mishap in accordance with the directives of this order. All personnel involved in the execution of the mishap plan must understand that UNDER NO CIRCUMSTANCES WILL THE NAMES OF ANY PERSONNEL INVOLVED OR MISHAP INFORMATION BE GIVEN OUT OVER THE PHONE EXCEPT TO THE COMMANDING OFFICER AND THE EXECUTIVE OFFICER, UNLESS SPECIFICALLY DIRECTED IN THIS ORDER. Respond to inquiries regarding the mishap with:

*"I am unable to give out any information at this time and suggest you contact the Public Affairs Office for NAS Meridian at 601-679-2602/2809 or DSN 637-2602/2809 to answer your questions."*

4. Next-of-kin notification. Next-of-kin notification is the responsibility of the Commanding Officer. Word may reach the next-of-kin back home via the news or other means prior to the official notification. If this occurs, realize that you, the ODO, may be the one receiving the phone call from the next-of kin. If the next-of-kin should call to request any information prior to the official notification, respond with:

*"We do not have any definite information right now; as soon as we know something we will contact you. Where are you and at what number can you be reached?"*

## VT-7 PRE-MISHAP PLAN

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

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

Enclosure (1)

## VT-7 ODO MISHAP CHECKLIST

1. Your primary responsibility is to maintain a secure Ready Room and a rigid phone watch.

2. Time of verification of mishap will begin the clock at 0+00. Strive to meet the reporting time requirements listed below. This checklist does not take precedence over sound judgment. The safety of all personnel takes precedence over all else. Remove this page from the binder to assist with meeting the timelines and following the proper steps. Delegate as much as possible during checklist execution.

### Deadline

### ACTION

ASAP	_____ STEP 1/ TAB 1: GATHER INFO AND CONFIRM VT-7 MISHAP. ASSIGNED TO _____ TIME COMPLETED _____
ASAP	_____ STEP 2/ TAB 2: START A LOG OF EVENTS AND TIMES (UNTIL END OF DRILL OR DIRECTED OTHERWISE) ASSIGNED TO _____ TIME COMPLETED _____
ASAP	_____ STEP 3/ TAB 3: ACTIVATE THE CRASH NET AND SAR ASSESTS IF NECESSARY. ASSIGNED TO _____ TIME COMPLETED _____
ASAP	_____ STEP 4/ TAB 4: NOTIFY SQUADRON PERSONEL (CO, XO, OPSO, SAFETY O, ASO, ADMIN O, ADMIN CLERKS) WITH THE RE-CALL BILL. ASSIGNED TO _____ TIME COMPLETED _____
ASAP	_____ STEP 5/ TAB 5: CATEGORIZE THE MISHAP. ASSIGNED TO _____ TIME COMPLETED _____
5 Min	_____ STEP 6/ TAB 6: MAKE OPREP NAVY BLUE OR PINNACLE. TELEPHONE REPORT WITHIN 5 MINUTES OF VERIFICATION. ASSIGNED TO _____ TIME COMPLETED _____
1 Hour	_____ STEP 7/ TAB 7: SEND OPREP-3 MESSAGE. ASSIGNED TO _____ TIME COMPLETED _____
1 Hour	_____ STEP 8/ TAB 8: CALL CTW-1, CNATRA, AND CNAF FOR REPORTABLE MISHAPS (A,B,C). ASSIGNED TO _____ TIME COMPLETED _____

- 1 Hour                    \_\_\_\_\_ STEP 9/ TAB 9: CALL NAVAL SAFETY CENTER FOR ALL  
CLASS "A" MISHAPS.  
ASSIGNED TO \_\_\_\_\_  
TIME COMPLETED \_\_\_\_\_
- 1 Hour                    \_\_\_\_\_ STEP 10/ TAB 10: SECURE PERTINENT RECORDS.  
ASSIGNED TO \_\_\_\_\_  
TIME COMPLETED \_\_\_\_\_
- 4 Hour                    \_\_\_\_\_ STEP 11/TAB 11: FOR CLASS "A" OR "B" SEND WAMHRS  
MESSAGE WITHIN 4 HOURS (CLASS "C" 24HRS). IF  
CIVILIAN AIRCRAFT INVOLVED COMPLETE FAA REPORT  
IMMEDIATELY AFTER SENDING WAMHRS. SEND CAREP IF  
PERSONNEL CASUALTY.  
ASSIGNED TO \_\_\_\_\_  
TIME COMPLETED \_\_\_\_\_
- 12 Hour                   \_\_\_\_\_ STEP 12/ TAB 12: IF FOREIGN CASUALTY USE.  
ASSIGNED TO \_\_\_\_\_  
TIME COMPLETED \_\_\_\_\_
- AS REQ.                   \_\_\_\_\_ STEP 13/ TAB 13: REVIEW ADDITIONAL REPORTS
- ASAP                        \_\_\_\_\_ STEP 14/ TAB 14: DISTRIBUTE CHECKLISTS:

- \_\_\_\_\_ AIRCRAFT MISHAP BOARD SENIOR MEMBER
- \_\_\_\_\_ SAFETY OFFICER
- \_\_\_\_\_ AVIATION SAFETY OFFICER
- \_\_\_\_\_ ADMIN OFFICER
- \_\_\_\_\_ OPERATIONS OFFICER
- \_\_\_\_\_ STAN OFFICER
- \_\_\_\_\_ CTW-1 MAINTENANCE OFFICER (CNATRA DET OIC)
- \_\_\_\_\_ FLIGHT SURGEON
- \_\_\_\_\_ PAO

Any miscellaneous questions call the Safety Center for help. TAB(9).

TAB (14) also has some additional items to consider once complete with this checklist:

- Do not give out any information pertaining to the mishap - defer to PAO.
- Do not tie up phone lines.
- Call appropriate base or local police to quarantine/secure area.
- TW-1 Crash Kit is in the Flight Surgeon's Office.
- Vertex is the reclamation team.

# TAB 1

## INITIAL NOTIFICATION WORKSHEET/MISHAP VERIFICATION

1. CLEAR THE READY ROOM OF ALL NON-SQUADRON & UNNECESSARY PERSONNEL.
2. OBTAIN AS MUCH INFORMATION AS POSSIBLE: (Fill in the blanks.  
Don't depend on your memory!)
3. Ask the caller to remain on the phone while you prepare to take their information.

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

Date \_\_\_\_\_ Time \_\_\_\_\_

Caller's Name \_\_\_\_\_ Phone number \_\_\_\_\_

IS THE CALLER MILITARY OR CIVILIAN? (Circle one)

THEIR COMMAND IF MILITARY: \_\_\_\_\_

PHONE LOCATION: \_\_\_\_\_

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

YES / NO

WHO? \_\_\_\_\_

WHEN? \_\_\_\_\_

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

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

TIME: \_\_\_\_\_ (Local)

LOCATION: \_\_\_\_\_

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

BUNO: \_\_\_\_\_ SIDE NO: \_\_\_\_\_

(A LIST OF BUNO/SIDE #'S IS LOCATED AT DUTY DESK)

TAB 1

If not a VT-7 aircraft, continue to handle mishap duties until the proper command can be notified.

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

DESCRIBE WHAT THEY SAW: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

DESCRIBE THE SCENE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IS THE CALLER AWARE OF ANY SURVIVORS OR PARACHUTES SEEN?

YES / NO DESCRIBE: \_\_\_\_\_

WERE CIVILIANS INVOLVED?

YES / NO DESCRIBE: \_\_\_\_\_

FIRE DEPARTMENT AND/OR POLICE ON THE SCENE?

YES / NO Who? \_\_\_\_\_

EMERGENCY MEDICAL UNIT ON THE SCENE?

YES / NO Who? \_\_\_\_\_

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

YES / NO

MEETING LOCATION?: \_\_\_\_\_

IF NECESSARY, IS THE CALLER ABLE TO SECURE THE AREA AROUND THE CRASH SITE?

YES / NO

# TAB 1

WHAT KIND OF WEATHER IS AT THE CRASH SITE?

CLOUD CEILING: \_\_\_\_\_

VISIBILITY: \_\_\_\_\_

WINDS: \_\_\_\_\_

RAIN, SNOW, ETC?: \_\_\_\_\_

CAN THE CALLER DESCRIBE THE PROPERTY DAMAGE?

MILITARY: \_\_\_\_\_

CIVILIAN: \_\_\_\_\_

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

YES / NO

WHEN? \_\_\_\_\_ BY WHOM? \_\_\_\_\_

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

YES / NO

WERE HAZARDOUS MATERIALS RELEASED INTO THE ENVIRONMENT VIA A

FIRE/EXPLOSION/LEAKAGE/ETC? YES / NO

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

# TAB 1

CALLER, USE THAT NUMBER. IF THE CALL CANNOT BE VERIFIED WITHIN A REASONABLE AMOUNT OF TIME (5-10 MINUTES), CONTACT THE CO/XO/SO/ASO FOR FURTHER INSTRUCTIONS.

CALL RECEIVED AND VERIFIED BY:

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_

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



## TAB 3

### NAS MERIDIAN CRASH NET/SAR NOTIFICATION

1. NAS MERIDIAN HAS NO ORGANIC SAR ASSETS. IF MISHAP WAS REPORTED OVER THE CRASH NET (RED PHONE) OR YOU WERE CALLED BY NAS MERIDIAN BASE OPERATIONS AND THE MISHAP OCCURRED ON STATION PROPERTY, IT MAY NOT BE NECESSARY TO INITIATE AN OUTSIDE SAR EFFORT.
2. IN THE EVENT THAT A MISHAP OCCURS ANYWHERE OTHER THAN MCCAIN FIELD, YOU MUST NOTIFY BASE OPS AND ALSO INITIATE THE SAR EFFORT.
3. IF MISHAP REPORT WAS NOT RECEIVED OVER THE CRASH NET OR BY PHONE CALL FROM MERIDIAN BASE OPERATIONS, THEN YOU MUST ACTIVATE THE LOCAL CRASH NET.
  - PICK UP THE RED PHONE AT THE DUTY DESK AND WAIT FOR SOMEONE TO REPLY.
  - THE PHONE WILL RING IN THE TOWER AND THE PERSON WHO ANSWERS WILL SAY, "ARE YOU DECLARING AN EMERGENCY?"

YOU RESPOND:

- "THIS IS THE VT-7 ODO. YES, I AM DECLARING AN EMERGENCY. A VT-7 SQUADRON AIRCRAFT HAS BEEN REPORTED CRASHED AT:

---

(Location)

"ACTIVATE THE CRASH NET. MY TELEPHONE NUMBER IS 679-2321."

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

DSN 523-5955 OR COMM (850) 283-5955  
TOLL FREE (800) 851-3051

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

DURING BUSINESS HOURS: DSN 293-6262 OR COMM (601) 313-6262/6301  
AFTER HOURS (AGO DUTY OFFICER): COMM (601)313-6193 OR (601) 969-4208

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

Enclosure (5)

TAB 4

COMMAND NOTIFICATION

UTILIZE THE PRE-MISHAP PLAN RECALL BILL (TRARONSEVENNOTE 3750) FOR  
CURRENT RECALL NUMBERS

(LOCATED IN THE FRONT POCKET OF THIS BINDER - IF NOT, CONTACT ADMIN IMMEDIATELY FOR A COPY)

1. DO NOT ATTEMPT TO CONTACT ANYONE WHO IS KNOWN TO HAVE BEEN INVOLVED IN THE MISHAP. USE ONLY THE NUMBERS IN THE SQUADRON RECALL.
2. DURING BUSINESS HOURS ATTEMPT TO CONTACT FIRST AT THE OFFICE NUMBERS PROVIDED. IF AFTER HOURS OR OBVIOUSLY NOT IN THEIR OFFICE, ATTEMPT THE HOME AND CELL PHONE NUMBERS.
3. IF YOU ARE UNABLE TO CONTACT ANY OF THE PERSONNEL ON THE FOLLOWING PAGES, MAKE NOTE OF IT AND CONTINUE WITH THE REST OF THE RECALL.
4. DURING RECALL OF SQUADRON PERSONNEL, DO NOT LEAVE ANY INFORMATION ON ANSWERING MACHINES OTHER THAN FOR THE PERSON TO CALL THE DUTY OFFICER IMMEDIATELY. IF ANOTHER PERSON ANSWERS THE PHONE OTHER THAN THE INDIVIDUAL YOU ARE TRYING TO REACH, DO NOT MAKE MENTION OF A MISHAP, AND SIMPLY LEAVE A MESSAGE FOR THEM TO CALL THE READY ROOM.
5. RE-ATTEMPT CONTACT WITH ANYONE WHO COULD NOT BE REACHED DIRECTLY ONCE THE RECALL LIST IS COMPLETED.

\*\*Say Only What Is In This Template\*\*

\*\*\*\*\*

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

YOU ARE NEEDED IN THE VT-7 READY ROOM AT ONCE."

\*\*\*\*\*

DO NOT RELEASE THE NAMES OF THE CREW OVER THE PHONE TO ANYONE OTHER THAN THE CO OR XO. IF AN INDIVIDUAL CALLS IDENTIFYING THEMSELVES AS THE CO OR XO AND YOU CANNOT POSITIVELY IDENTIFY THEIR VOICE, RESPOND WITH THE FOLLOWING:

\*\*\*\*\*

"SIR/MA'AM, I'M SORRY BUT I CANNOT RELEASE ANY NAMES TO YOU UNLESS I CALL YOU BACK AT YOUR RECALL NUMBER."

\*\*\*\*\*

TAB 4

VT-7 AIRCRAFT MISHAP BOARD

1. ODOs- Reference TRARONSEVENNOTE 3752 for the current AMB personnel and then recall all individuals if they have not been contacted already. This notice should be found in the front pocket of this binder. If not, contact the Admin department immediately for a copy.

BASE PAO

1. Contact Base PAO:

Work: 679-2602 Cell: (601) 604-0006

2. Do Not Give Names.

\*\*Say Only What Is In This Template\*\*

\*\*\*\*\*

"This is the VT-7 ODO. VT-7 just had an aircraft mishap. There are no details or additional information to release at this time. Additional information will be released when it becomes available."

\*\*\*\*\*

3. Once PAO has been notified, then refer all callers seeking information to contact the PAO. Do not give them any information pertaining to the mishap.

# TAB 5

## AIRCRAFT MISHAP CATEGORY DETERMINATION

Was a VT-7 aircraft involved?

YES

NO

Was there intent for flight:

- T/O power & brakes released for T/O?
- In-flight?
- Not clear of the runway after landing

Not reportable as an aircraft mishap under OPNAVINST 3750.6S for VT-7.

NO

YES

Was there a reportable injury or \$20,000 or more total property & aircraft damage?

Was there \$20,000 or more of AIRCRAFT damage?

NO

YES

NO

YES

Not reportable as an aircraft mishap. Forward info to ASO for a possible HAZREP.

Report as an AVIATION GROUND MISHAP (AGM)\*

Was there \$20,000 or more damage to property or a reportable injury or death?

Report as a FLIGHT MISHAP (FM)\*

NO

YES

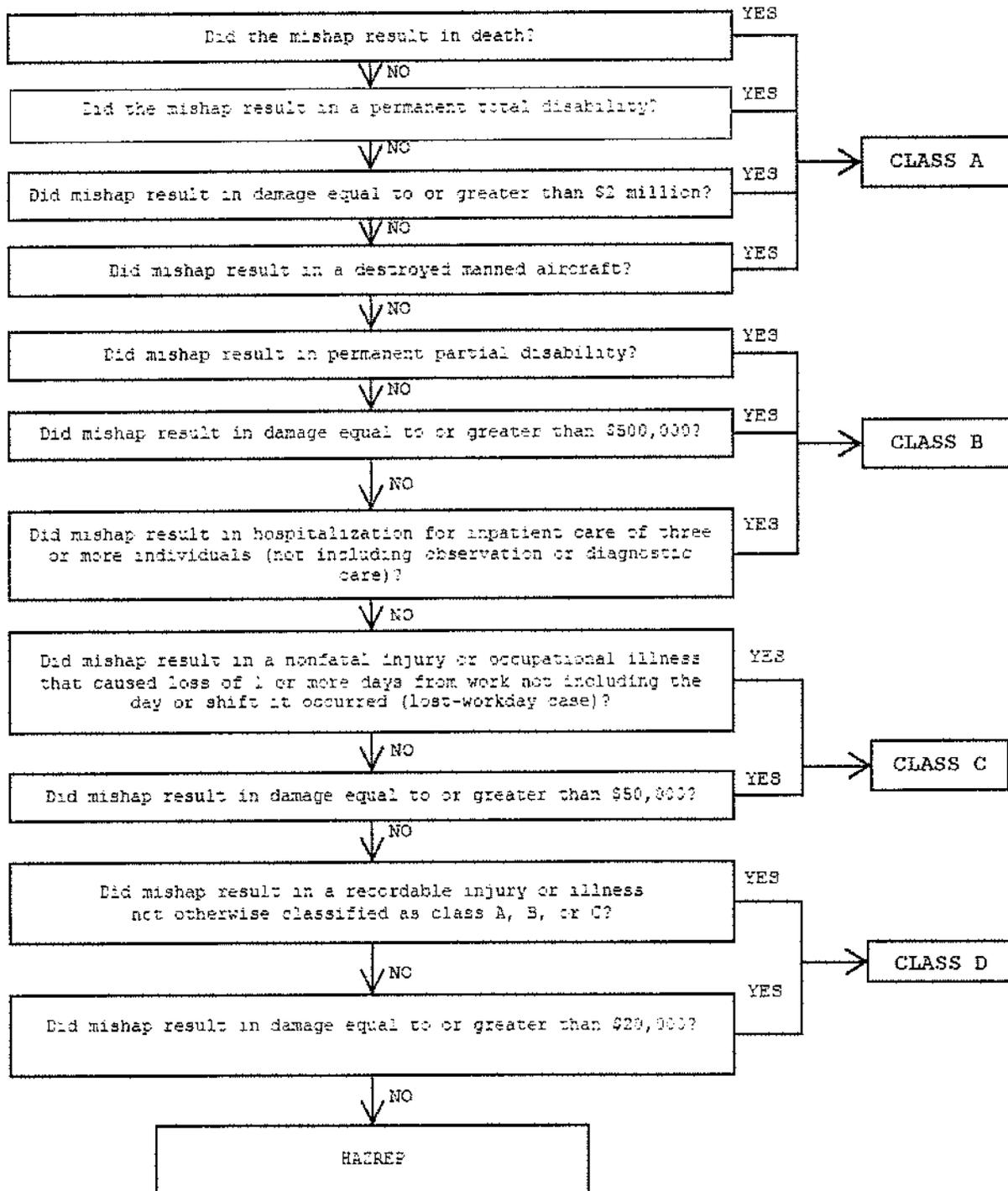
Not reportable as an aircraft mishap. Forward info to the ASO for possible HAZREP.

Report as a FLIGHT RELATED MISHAP (FRM)\*

\*IF YOU HAVE ARRIVED AT EITHER AN AVIATION GROUND, FLIGHT, OR FLIGHT RELATED MISHAP, GO TO NEXT CHART TO DETERMINE SEVERITY.

# TAB 5

## MISHAP CLASSIFICATION DECISION TREE



\*Mishaps may be reassigned to a different class as more data becomes available.

## TAB 5

\* Fatal Injury - An injury that results in death from a mishap or the complications arising there from, regardless of the time intervening between the mishap and a subsequent death. (OPNAVINST 3750.6S PARA 312)

\* Permanent Total Disability - Any nonfatal injury or occupational illness that in the opinion of competent medical authority permanently or totally incapacitates a person to the extent that he or she cannot follow any gainful occupation and results in a medical discharge or civilian equivalent. (The loss, or the loss of use of both hands, both feet, both eyes, or a combination of any of those body parts as a result of a single mishap shall be considered as a permanent total disability.)

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

\* Lost Workday Injury - an injury that does not include any of the above but does result in 1 or more consecutive lost workdays (not including the day of the injury).

## TAB 6

### OPREP-3 DETERMINATION/TELEPHONE VOICE REPORT

1. Ascertain the seriousness of the incident and decide which of the following reports are appropriate. An OPREP-3 voice report is required if the mishap is likely to generate media interest. This voice report is required for all class Alpha and Bravo Aviation Mishaps. This voice report is not intended to provide in-depth details. Do not delay delivery of this message to obtain additional information, deadline of report submission is 5 Minutes from time of mishap determination. The three categories of OPREP reports are:
  - a. OPREP-3 PINNACLE (National Level Interest)  
Did the mishap (or is it likely to):
    - Cause serious personal injury or death of civilians
    - Cause a mid-air with a civilian aircraft
    - Cause widespread civilian damage
    - Generate national news inquiries of high intensity.
    - Result in U.S. SAR efforts in a foreign country (not CSAR)
  - b. OPREP-3 NAVY BLUE (High Navy/Marine Corps Interest)  
Did the mishap or is it likely to:
    - Cause minor damage to civilian property
    - Military fatality
    - Involve a spill of hazardous materials (most crashes will result in this)
    - Result in a Class A (destroyed or fatality)
    - Involve a TFOA that may result in property damage or casualties
    - Acts or attempts to willfully destroy USN/USMC property
    - Class A or B Mishap not meeting Pinnacle Criteria
  - c. UNIT SITREP
    - For aviation incidents and Class C mishaps not meeting PINNACLE or NAVY BLUE criteria. Submit an OPREP-3 Navy Unit SITREP only if there is potential press interest or legal action (claim against the government) regarding the aviation incident/mishap. Otherwise, aviation incidents and Class C mishaps do not require any OPREP-3 reporting.
2. CO Confirmation: Contact CO/XO.
  - a. Notify them of your determination of mishap category/severity.
  - b. Confirm with them determination of Pinnacle or Navy Blue.
  - c. Ask for their estimate of 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, or Severe.
3. Remove appropriate voice report format from **NEXT PAGE** and complete. Enter "TBD" for any unknowns. **No voice report is required for a UNIT SITREP.**
4. Use the phone numbers contained in **PAGE 3** to inform the appropriate Command Center via voice report within 5 minutes. Note the DTG (i.e. the time you make the voice report) so you have an accurate time to base submission of the OPREP-3 message. Follow with the appropriate OPREP-3 message within 60 minutes.

# TAB 6

## TELEPHONE VOICE REPORT TEMPLATE

Remove this template and fill in the blanks. Use PREVIOUS PAGE to determine the type of OPREP message that you should use. Once complete, go to NEXT PAGE for phone numbers and further instructions. Do not delay this call! Use TBD for any unknowns.

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

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

THEM: "TRAINING SQUADRON SEVEN, THIS IS THE NAVY OPERATIONS CENTER, SEND OPREP-3 \_\_\_\_\_ (PINNACLE or NAVY BLUE) VOICE REPORT."

YOU: "PRECEDENCE: \_\_\_\_\_" (FLASH or IMMEDIATE) USE "FLASH" FOR PINNACLE AND "IMMEDIATE" FOR NAVY BLUE

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

"OPREP THREE \_\_\_\_\_." (PINNACLE or NAVY BLUE)

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

"LINE TWO, NARRATIVE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(BRIEF DESCRIPTION OF WHAT YOU KNOW - DO NOT SPECULATE)

EXAMPLE: "T-45C AIRCRAFT CRASHED AFTER TAKEOFF FROM NAS MERIDIAN, MISSISSIPPI. AIRCRAFT CRASHED IN A POPULATED AREA. AIRCREW EJECTED SUCCESSFULLY. INJURIES UNKNOWN. CRASH, FIRE, RESCUE IS ON THE SCENE."

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

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

## TAB 6

### OPREP-3 PINNACLE/NAVY BLUE TELEPHONE VOICE REPORT

1. WITH THE VOICE TEMPLATE COMPLETE, MAKE THE OPREP-3 CALL. ONLY ONE CALL IS NEEDED, ATTEMPT FROM TOP OF LIST DOWNWARDS UNTIL SUCCESSFUL.

- COMMANDER PACIFIC FLEET MARITIME OPERATIONS CENTER (MOC)

MOC	DSN	94-315-471-3201/5201
	COMM	99-1-808-471-3201/5201

- THE NAVY OPERATIONS CENTER (NOC) - OFFICE OF CNO VIA THE BWC (WATCH COMMANDER) OR THE NAVY OPERATIONS CENTER WATCH OFFICER (NOCWO) :

BWC	DSN	94-222-9284
	COMM	98-1-703-692-9284

NOCWO	DSN	94-223-2006
	COMM	98-1-703-693-2006

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

COMM 98-1-703-697-6340

NMCC Washington Switchboard  
98-1-703-697-1201

\*Ask to be connected to the NMCC

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

## TAB 7

### OPREP-3 MESSAGE

\*\*\* To Send This Message Contact our contract Admin Clerks\*\*\*

1. THIS MESSAGE IS DUE BY:

(LOCAL TIME MISHAP WAS VERIFIED FROM TAB 1) + 60 MINUTES = \_\_\_\_\_

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

2. ENSURE THAT THE INITIAL OPREP-3 VOICE REPORT HAS BEEN MADE.

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

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

5. USING ELECTRONIC TEMPLATES LOCATED IN THE ODO FOLDER ON THE SQUADRON SHARE DRIVE FILL IN THE APPROPRIATE OPREP-3 MESSAGE FORMAT FOR RELEASE. IN THE INSIDE COVER OF THIS BINDER THERE IS A MESSAGE DISK. THIS DISK CONTAINS A TEMPLATES FOR THE OPREP-3 PINNACLE, NAVY BLUE AND UNIT SITREP MESSAGES. REMOVE THE DISK AND CREATE A SMOOTH VERSION OF THE MESSAGE IN THE EVENT THAT YOU CANNOT ACCESS THE FILES LOCATED ON THE SHARE DRIVE. DO NOT ATTEMPT TO USE THE DMS COMPUTER IN ADMIN TO TYPE THIS MESSAGE. THE MESSAGE TEMPLATES ARE LOCATED IN S:MRDN/CTWL/VT-7DEPTS/PRE-MISHAP MESSAGES

6. THERE ARE PAPER EXAMPLES OF A PINNACLE, NAVY BLUE, OR UNIT SITREP, IN THE FOLLOWING PAGES. THESE WILL BE YOUR DRAFT FOR TYPING THE SMOOTH MESSAGE IN THE EVENT THAT YOU CANNOT ACCESS THE ELECTRONIC TEMPLATES ON THE SHARE DRIVE OR THE MESSAGE TEMPLATE DISK.

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

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

9. ADMIN PERSONNEL ARE RESPONSIBLE FOR SENDING SQUADRON MESSAGES.

# TAB 7

## SPECIFIC GUIDANCE FOR DRAFTING THE MESSAGE BODY

1. ALL TEXT IN CAPS IS REQUIRED VERBATIM.
2. Change the items denoted in *blue lettering* to reflect your command's information.
3. Remove the items in *red lettering* prior to sending message.
4. Timely submission of an OPREP-3 report is the priority. The completeness of the report is the secondary. Do not delay submission of the report if information is unknown at the time.

-----  
**OPREP-3 PINNACLE  
MESSAGE BODY TEMPLATE**

Put in the subject line:

OPREP-3 PINNACLE

Put in the TO line:

JOINT STAFF WASHINGTON DC  
CNO WASHINGTON DC  
USSTRATCOM OFFUTT AFB NE  
COMUSFLTFORCOM NORFOLK VA  
COMPACFLT PEARL HARBOR HI  
COMNAVAIRPAC SAN DIEGO CA  
CNATRA CORPUS CHRISTI TX  
COMTRAWING ONE MERIDIAN MS

Put in the CC line:

CHINFO WASHINGTON DC  
CNIC ONIWASHINGTON DC  
ONI WASHINGTON DC  
COMNAVSAFECEN NORFOLK VA  
HQ USNORTHCOM  
DIRNAVCRIMINVSERV WASHINGTON  
NAVY JAG WASHINGTON DC  
COMNAVAIRSYSYSCOM PATUXENT RIVER MD  
COMNAVPERSYSCOM MILLINGTON TN (*If death / serious injury occurred*)  
BUMED FALLS CHURCH VA  
CMC WASHINGTON DC (*USMC personnel involved*)  
CG TECOM QUANTICO VA (*USMC personnel involved*)  
MATSG 21 (*USMC personnel involved*)  
19 AF (*USAF personnel involved*)  
HQ AETC (*USAF personnel involved*)

**TAB 7**

AFPC RANDOLPH AFB TX  
NAVY IPO WASHINGTON DC  
NETSAFA PENSACOLA FL

*(USAF personnel involved)*  
*(International student involved)*  
*(International student involved)*

## TAB 7

COMNAVREG SE JACKSONVILLE FL  
NAS MERIDIAN MS  
COMDT COGARD WASHINGTON DC

*(USCG personnel involved or  
overwater SAR)*

COMLANTAREA COGARD PORTSMOUTH VA

*(USCG personnel involved or  
overwater SAR)*

CCGEIGHT NEW ORLEANS LA

*(USCG personnel involved or  
overwater SAR)*

TRARON 7 (your unit)

### The message body should contain:

UNCLAS

MSGID/OPREP-3P, USMTF, YEAR/TRARON 7/001// (001, 002, etc. is the sequential serial number from the last OPREP serialized for the year. If this is a follow up message, then use 001A, 002A, etc.)

REF/A/DESC: INITIAL VOICE REPORT/-/DDTIMEZMMMYYYY//

FLAGWORD/PINNACLE/-//

TIMELOC/DDTIMEZMMMYYYY/NAS MERIDIAN MS/INIT// (DTG/location of incident)

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/

1. INCIDENT: AIRCRAFT CRASHED SHORT OF RUNWAY (short statement)

2. DATE OF INCIDENT: DDMMYYYY

3. TIME OF INCIDENT: XXXXL

4. LOCATION OF INCIDENT: NAS MERIDIAN, MS

5. INCIDENT: (Clearly identify the incident being reported within the first two sentences. Provide known details. Convey the who, what, why, where and when if known. For aircraft mishaps, include:

Aircraft Model,

BuNo,

Aircrew's ranks, service (i.e. LT USN, 1LT USMC), injuries. (if known)

Number of other persons on board and their injuries.

Mission. (i.e. CROSS COUNTRY TRAINING FLIGHT or LOCAL TRAINING FLIGHT, etc. Use terms non-aviators will understand. Do not use terms like Contact, FCLP, etc.)

Phase of flight. (i.e. TAXI, TAKEOFF, FINAL APPROACH, LANDING, etc.) SAR status.

Aircraft damage. Provide an account of the personnel and/or unit losses or damages which were incurred as a result of the incident; report unknowns.

Example of this paragraph: T-45C AIRCRAFT, BUNO 123456, CRASHED INTO A CIVILIAN HOUSE AT 1515 CDT WHILE ON APPROACH TO MERIDIAN KEY FIELD. NUMEROUS CIVILIAN CASUALTIES AND ONE CONFIRMED CIVILIAN FATALITY. AIRCRAFT DESTROYED. VT-7 INSTRUCTOR PILOT (LT USN) SUFFERED

## TAB 7

FATAL INJURIES. VT-7 STUDENT PILOT (1STLT USMC) EJECTED, INJURIES UNKNOWN. LOCAL FIRE DEPARTMENT AND SHERIFF ON SCENE. SAR EFFORT IN PROGRESS. AIRCRAFT WAS CONDUCTING A ROUTINE INSTRUMENT TRAINING MISSION.

6. REPORTING CUSTODIAN: COMTRAWING ONE, NAS MERIDIAN, MS (TW-1 is always the reporting custodian).

7. MEDIA INTEREST ANTICIPATED. or MEDIA INTEREST NOT ANTICIPATED.

8. COMMANDING OFFICER'S ESTIMATE: (Ability of the unit to operate. For example, ABLE TO CONTINUE PRESENT MISSION or COMTRAWING ONE HAS STOOD DOWN FROM ALL T-45 FLYING OPERATIONS.)

9. FINAL REPORT THIS INCIDENT (if applicable, DELETE this statement if you anticipate sending a follow-up OPREP). MISHAP REPORT TO FOLLOW.

10. POC: LCDR. I.M. ODO. DSN 637-2321, COMM 601-679-2321.// (Phone number given should be manned 24/7)

## TAB 7

### SPECIFIC GUIDANCE FOR DRAFTING THE MESSAGE BODY

1. ALL TEXT IN CAPS IS REQUIRED VERBATIM.
2. Change the items denoted in *blue lettering* to reflect your command's information.
3. Remove the items in *red lettering* prior to sending message.
4. Timely submission of an OPREP-3 report is the priority. The completeness of the report is the secondary. Do not delay submission of the report if information is unknown at the time.

-----  
**OPREP-3 NAVY BLUE  
MESSAGE BODY TEMPLATE**

*IMMEDIATE precedence for all Navy Blue messages*

*Put in the subject line:*

OPREP-3 NAVY BLUE

*Put in the TO line:*

CNO WASHINGTON DC  
USSTRATCOM OFFUTT AFB NE  
COMUSFLTFORCOM NORFOLK VA  
COMPACFLT PEARL HARBOR HI  
COMNAVAIRPAC SAN DIEGO CA  
CNATRA CORPUS CHRISTI TX  
COMTRAWING ONE MERIDIAN MS

## TAB 7

5. INCIDENT: (Clearly identify the incident being reported within the first two sentences. Provide known details. Convey the who, what, why, where and when if known. For aircraft mishaps, include:

Aircraft Model,

BuNo,

Aircrew's ranks, service (i.e. LT USN, 1LT USMC), injuries. (if known)

Number of other persons on board and their injuries.

Mission. (i.e. CROSS COUNTRY TRAINING FLIGHT or LOCAL TRAINING FLIGHT, etc. Use terms non-aviators will understand. Do not use terms like Contact, FCLP, etc.)

Phase of flight. (i.e. TAXI, TAKEOFF, FINAL APPROACH, LANDING, etc.)

SAR status.

Aircraft damage. Provide an account of the personnel and/or unit losses or damages which were incurred as a result of the incident; report unknowns.

Example of this paragraph: T-45C AIRCRAFT, BUNO 123456, CRASHED AT 1515 CDT WHILE ON FINAL APPROACH TO NAS MERIDIAN, MS. CRASH SITE IS APPROXIMATELY FIVE MILES NORTHWEST OF NASM IN SWAMPY SHALLOW WATER. AIRCRAFT DESTROYED. VT-7 INSTRUCTOR PILOT (LT USN) SUFFERED FATAL INJURIES. VT-7 STUDENT PILOT (1STLT USMC) EJECTED, INJURIES UNKNOWN. LOCAL FIRE DEPARTMENT AND SHERIFF ON SCENE. SAR EFFORT IN PROGRESS. AIRCRAFT WAS CONDUCTING A ROUTINE INSTRUMENT TRAINING MISSION.

6. REPORTING CUSTODIAN: COMTRAWING ONE, NAS MERIDIAN, MS (TW-1 is always the reporting custodian).

7. MEDIA INTEREST ANTICIPATED. or MEDIA INTEREST NOT ANTICIPATED.

8. COMMANDING OFFICER'S ESTIMATE: (Ability of the unit to operate. For example, ABLE TO CONTINUE PRESENT MISSION or COMTRAWING ONE HAS STOOD DOWN FROM ALL T-45 FLYING OPERATIONS.)

9. FINAL REPORT THIS INCIDENT (if applicable, DELETE this statement if you anticipate sending a follow-up OPREP). MISHAP REPORT TO FOLLOW.

10. POC: LCDR. I.M. ODO. DSN 637-2321, COMM 601-679-2321.//  
(Phone number given should be manned 24/7)

## TAB 7

Put in the CC line:

CHINFO WASHINGTON DC  
CNIC WASHINGTON DC  
ONI WASHINGTON DC  
COMNAVSAFECEN NORFOLK VA  
HQ USNORTHCOM  
DIRNAVCRIMINSERV WASHINGTON  
NAVY JAG WASHINGTON DC  
COMNAVAIRSYSOM PATUXENT RIVER MD  
COMNAVPERSCOM MILLINGTON TN (If death/serious injury occurred)  
BUMED FALLS CHURCH VA  
CMC WASHINGTON DC (USMC personnel involved)  
CG TECOM QUANTICO VA (USMC personnel involved)  
MATSG 21 (USMC personnel involved)  
19 AF (USAF personnel involved)  
HQ AETC (USAF personnel involved)  
AFPC RANDOLPH AFB TX (USAF personnel involved)  
NAVY IPO WASHINGTON DC (International student involved)  
NETSAFA PENSACOLA FL (International student involved)  
COMNAVREG SE JACKSONVILLE FL  
NAS MERIDIAN MS  
COMDT COGARD WASHINGTON DC (USCG personnel involved or  
overwater SAR)  
COMLANTAREA COGARD PORTSMOUTH VA (USCG personnel involved or  
overwater SAR)  
CCGEIGHT NEW ORLEANS LA (USCG personnel involved or  
overwater SAR)  
TRARON 7

The message body should contain:

UNCLAS  
MSGID/OPREP-3NB, USMTF, YEAR/TRARON 7/XXX// (001, 002, etc. is  
the sequential serial number from the last OPREP serialized for  
the year. If this is a follow up message, then use 001A, 002A,  
etc.)  
REF/A/DESC: INITIAL VOICE REPORT/-/DDTIMEZMMMYYYY//  
FLAGWORD/NAVY BLUE/-//  
TIMELOC/DDTIMEZMMMYYYY/NAS MERIDIAN MS/INIT// (DTG/location of  
incident)  
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/  
1. INCIDENT: AIRCRAFT CRASHED SHORT OF RUNWAY (short  
statement)  
2. DATE OF INCIDENT: DDMMYYYY  
3. TIME OF INCIDENT: XXXXL  
4. LOCATION OF INCIDENT: NAS MERIDIAN, TX

## TAB 7

### OPREP-3 Navy Unit Sitrep Shell

For aviation incidents and Class C mishaps not meeting PINNACLE or NAVY BLUE criteria. Submit an OPREP-3 Navy Unit SITREP only if there is potential press interest or legal action (claim against the government) regarding the aviation incident/mishap. Otherwise, aviation incidents and Class C mishaps do not require any OPREP-3 reporting.

Do not use this shell for personnel incidents (sexual harassment, DUI, motorcycle incident, etc) or ground mishaps. Refer to OPNAVINST F3100.6J.

The blue lettering will need to change for each message - it is the info you need to insert.

The red lettering is notes which will be removed prior to release.

Initial reports are not required to be complete reports; the emphasis of the report is on immediacy rather than complete content.

IMMEDIATE precedence for all Navy Unit SITREP messages

Put in the SUBJECT line:

OPREP-3 NAVY UNIT SITREP

Put in the TO line:

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

Put in the CC line:

CHINFO WASHINGTON DC  
CNIC WASHINGTON DC  
COMNAVSAFECEN NORFOLK VA  
NAVY JAG WASHINGTON DC  
COMNAVAIRSYSYSCOM PATUXENT RIVER MD  
COMNAVREG SE JACKSONVILLE FL  
NAS MERIDIAN MS

## TAB 7

CG TECOM QUANTICO VA (USMC personnel involved)  
MATSG-21 (USMC personnel involved)  
19 AF (Air Force personnel involved)  
HQ AETC (Air Force personnel involved)  
AFPC RANDOLPH AFB TX (Air Force personnel involved)  
NAVY IPO WASHINGTON DC (International personnel involved)  
NETSAFA PENSACOLA FL (International personnel involved)  
COMLANTAREA COGARD PORTSMOUTH VA (If USCG involved)  
CCGDEIGHT NEW ORLEANS LA (If USCG involved)  
TRARON 7 (Your unit)

Cut and paste into the message body:

UNCLAS

MSGID/OPREP-3NUS,USMTF,2014/TRARON 7/001// (001, 002, etc. Is the sequential serial number from the last OPREP. If a follow up message, then 001A, 002A, etc.)

FLAGWORD/NAVY UNIT SITREP/-//

TIMELOC/DDTIMEZAPR2014/NAS MERIDIAN MS/INIT// (DTG/location of incident)

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/

1. INCIDENT: T-45C AIRCRAFT BLEW TIRE ON LANDING RESULTING IN THE CLOSURE OF MERIDIAN KEY FIELD AIRPORT FOR ONE HOUR. (short statement)
2. DATE OF INCIDENT: 10APR2014
3. TIME OF INCIDENT: 1514L
4. LOCATION OF INCIDENT: MERIDIAN, MS
5. INCIDENT:

(Clearly identify the incident being reported within the first two sentences. Provide known details. Convey the who, what, why, where and when if known. For aircraft incidents/mishaps, include:

Aircraft model,

BuNo,

If aircrew injuries are incurred, Aircrew's ranks, service (i.e. LT USN, 1LT USMC, etc.), and injuries (if known)

If passenger injuries are incurred, Number of other persons on board and their injuries.

Mission (i.e CROSS COUNTRY TRAINING FLIGHT or LOCAL TRAINING LIGHT, etc. Use terms non aviators will understand. Do not use terms like Contact, FCLP, etc)

Phase of flight (i.e. TAXI, TAKEOFF, FINAL APPROACH, LANDING, etc.)

Aircraft damage.

Provide an account of the damages which were incurred as a result of the incident; report unknowns.

## TAB 7

Example for this paragraph: WHILE CONDUCTING A ROUTINE TRAINING FLIGHT, T-45C AIRCRAFT 165418 BLEW A TIRE ON LANDING AT MERIDIAN KEY FIELD AIRPORT (KMEI). NO PERSONNEL WERE INJURED AND DAMAGE WAS LIMITED TO THE TIRE, WHEEL ASSEMBLY, AND STRUT OF THE AIRCRAFT. AIRCRAFT CAME TO A STOP ON THE ONLY OPEN RUNWAY SHUTTING DOWN THE AIRPORT FOR APPROXIMATELY ONE HOUR UNTIL THE AIRCRAFT WAS ABLE TO BE TOWED CLEAR. AN AIRLINE, AND SOME COMMERCIAL, PRIVATE, AND MILITARY AIRCRAFT WERE DIVERTED DURING THE TIME THE AIRPORT WAS CLOSED. LOCAL NEWS COVERAGE ANTICIPATED.

6. REPORTING CUSTODIAN: COMTRAWING ONE, MERIDIAN, MS (your wing is always the reporting custodian)
7. MEDIA INTEREST ANTICIPATED or MEDIA INTEREST NOT ANTICIPATED
8. COMMANDING OFFICER'S ESTIMATE: (Ability of the unit to operate. i.e. ABLE TO CONTINUE PRESENT MISSION. or TRAWING ONE HAS STOOD DOWN FROM ALL T-45 OPERATIONS. etc.)
9. FINAL REPORT THIS INCIDENT (If applicable. If anticipating a follow up OPREP, delete that statement). MISHAP REPORT TO FOLLOW or MISHAP REPORT NOT REQUIRED.
10. POC: LT I. M. ODO. DSN 637-2321, COMM 601-679-2321. (Phone number given should be manned 24/7)//

# TAB 8

## CTW-1 / CNATRA VOICE REPORTS

1. CHECK WITH CO FIRST IF AVAILABLE. HE MAY WANT TO MAKE THESE CALLS OR HAVE SPECIAL INSTRUCTIONS FOR YOU.
2. THE TIME REQUIREMENTS VARY FOR THESE PHONE CALLS BUT ENSURE OPREP AND NAVAL SAFETY CENTER NOTIFICATION ARE COMPLETE FIRST.
3. THE FORMAT OF THE CNATRA AND SAFETY CENTER SHOULD ALL BE A SIMILAR VOICE REPORT. ADDITIONAL INFORMATION MAY BE REQUESTED BY THE RECIPIENTS BUT DO NOT SPECULATE. USE "TBD" FOR ANY UNKNOWNNS.
4. CONTACT THE FOLLOWING:
  - A. CONTACT ALL CTW-1 PERSONNEL THAT ARE LISTED IN THE VT-7 PRE-MISHAP PLAN RECALL BILL IF NOT DONE ALREADY. (TRARONSEVENNOTE 3750) YOU SHOULD BEGIN BY SIMPLY INFORMING THEM THAT THEIR PRESENCE IS REQUESTED IN THE VT-7 READY ROOM BUT ADDITIONAL INFORMATION CAN BE GIVEN IF IT IS REQUESTED. TRY NOT TO GIVE TOO MUCH DETAIL OVER THE PHONE AND DO NOT SPECULATE. TIME REQUIREMENT FOR CTW-1: AS SOON AS POSSIBLE AFTER NAVAL SAFETY CENTER VOICE REPORT.
  - B. CNATRA / CNAF AIRCRAFT MISHAP PHONE NOTIFICATION PROCEDURES  
IN ADDITION TO THE REQUIREMENTS OF REFERENCE (A), NATRACOM OPERATING ACTIVITIES SHALL REPORT BY TELEPHONE ALL 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 361-961-2286/2284 DSN 861-2286/2284

IF DUTY OFFICER DOES NOT ANSWER, CONTACT:

CNATRA STAFF DUTY OFFICER CELL: 361-537-7243

REPORTING UNITS SHALL ALSO NOTIFY APPROPRIATE TRAWING DUTY OFFICE.

NATRACOM OPERATING ACTIVITIES SHALL REPORT BY TELEPHONE ALL CLASS A OR B FLIGHT, FLIGHT RELATED OR AVIATION GROUND MISHAPS TO COMMANDER NAVAL AIR FORCES (CNAF) 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 CNAF HEADQUARTERS IMMEDIATELY FOLLOWING INITIATION OF RESCUE ACTION OR COMPLETION OF INITIAL PREVENTION MEASURES, AT ONE OF THE FOLLOWING NUMBERS:

CDO CELL: COMM 619-666-4921

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



# TAB 10

## Secure Pertinent Records

1. IN THE EVENT OF A MISHAP INVOLVING A VT-7 AIRCRAFT, THERE ARE CERTAIN MATERIALS THAT MUST BE SECURED.
2. FROM THE MAINTENANCE DEPARTMENT (ACQUIRE THROUGH CNATRA DET):
  - A. SEND A RUNNER, PREFERABLY AN IP, TO L3 MAINTENANCE AND INSTRUCT THEM TO LOCK "GOLD" (THE COMPUTER BASED MAINTENANCE TRACKING SYSTEM).
  - B. THE AIRCRAFT DATA BOOK (ADB) FOR THE AIRCRAFT INVOLVED IN THE MISHAP MUST BE REMOVED FROM MAINTENANCE CONTROL. DO NOT ALLOW ANYONE TO ADD, REMOVE, OR ALTER ANY INFORMATION IN THE BOOK.
  - C. IF ANY MAINTENANCE GROUND PERSONNEL ARE INVOLVED IN THE MISHAP, THEIR MAINTENANCE-TRAINING JACKET, AND GSE LICENSING (IF APPROPRIATE) MUST BE SECURED FROM THEIR SHOP.
  - D. IF ANY GROUND SUPPORT EQUIPMENT WAS INVOLVED IN THE MISHAP, THE MAINTENANCE RECORDS FOR THAT EQUIPMENT MUST BE SECURED, TO INCLUDE THE RECORDS FOR DAILY INSPECTIONS.
  - E. RETURN THESE ITEMS TO THE ODO DESK.
  - F. A CNATRA MAINTENANCE REPRESENTATIVE MAY BE ABLE TO ASSIST IN THIS IF ONE IS AVAILABLE.
3. FOR THE AIRCREW INVOLVED IN THE MISHAP, THE FOLLOWING ITEMS MUST BE SECURED:
  - A. GO TO OPS ADMIN AND RETRIEVE THE STUDENT TRAINING JACKETS AND AIRCREW LOGBOOKS FROM THE FILING CABINET.
  - B. GO TO THE NATOPS CLERK OFFICE (LOCATED IN SAFETY) AND LOCATE THE NATOPS JACKETS FOR ANY AIRCREW INVOLVED. ALSO RETRIEVE THE INSTRUCTOR TRAINING JACKET FROM THE FILING CABINETS. DO NOT ALLOW ANYONE TO ALTER ANYTHING IN THE RECORDS.
  - C. GO TO ADMIN AND RETRIEVE PERSONNEL RECORDS.
  - D. CONTACT FLIGHT SURGEON AND HAVE MEDICAL RECORDS SECURED BY THE FLIGHT SURGEON.
  - E. RETURN THESE ITEMS TO THE ODO DESK.
4. GATHER COPIES OF ANY PERTINENT FLIGHT PLANNING DATA AVAILABLE TO INCLUDE FILED FLIGHT PLAN, WEATHER FORECAST, NOTAMS USED, TRAINING AREAS USED, AND TYPE OF TRAINING BEING CONDUCTED, COPY OF THE WORKING FLIGHT SCHEDULE WITH ODO PENNED CHANGES. YOU MAY ALSO REQUEST TAPES AND TRANSCRIPTS OF TOWER OR ATC TRANSMISSIONS TO THE MISHAP AIRCRAFT.
5. IF NECESSARY, CREATE A MAP WITH THE CRASH SITE HIGHLIGHTED, NOTING ANY SURROUNDING AIRFIELDS, AND OR ASSETS THAT MAY BE AVAILABLE TO SUPPORT THE RECOVERY.
6. ALL OF THESE RECORDS MUST BE PROPERLY SECURED. INITIALLY THESE ITEMS MAY BE KEPT BEHIND THE ODO DESK. REGARDLESS OF WHERE YOU SECURE THEM, ENSURE THAT NO ONE ELSE HAS ACCESS TO THEM WITH THE EXCEPTION OF THE CO, XO, SO OR ASO. IF ANY OF THESE INDIVIDUALS WERE PART OF THE MISHAP AIRCREW, THEN THEY NO LONGER HAVE ACCESS TO THE RECORDS.

## TAB 10

7. *In the event of a serious aircraft mishap, the flight schedule on the internet needs to be removed to keep the general public from being able to determine aircrew names.*

If a mishap occurs during normal duty (support) hours:

Contact listed personnel to remove the flight schedule from the internet:

Squadron schedule writer on duty - 679-3361 (VT-7)  
679-3367 (VT-9)

TIMS Functional Administrator - 679-2812

If a mishap occurs after normal duty (support) hours:

The ODO should call the TW-1 TIMS Functional Administrator (TFA) at the number listed in the Pre-Mishap Plan Recall Bill (TRARONSEVENNOTE 3750). If the TFA is on leave or cannot be contacted, call the TW-2 TFA. They will ensure the flight schedule is removed from the website as soon as possible.

The following information should be relayed to the TIMS Functional Administrator:

Identify yourself

State the following: "There 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 immediately."

*Note: TIMS will not be taken down in the event of a mishap.*

# TAB 10

## CRASH SITE WEATHER

1. IT IS ESSENTIAL TO THE MISHAP INVESTIGATION THAT YOU OBTAIN THE ACTUAL WEATHER OBSERVATION AT THE MISHAP SITE AT THE TIME OF THE MISHAP. THIS INFORMATION WILL BE REQUIRED FOR THE SIR.

2. FOR LOCAL OPERATIONS, OBTAIN MISHAP SITE WEATHER FROM NAS MERIDIAN DUTY FORECASTER: 679-2445/2726

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

4. IF MISHAP IS OUT OF THE LOCAL AREA, ASK NAS FORECASTER TO OBTAIN WEATHER FROM NEAREST (A) MILITARY AIRFIELD OR (B) CIVILIAN WEATHER FACILITY. IF NAS FORECASTER IS NOT AVAILABLE, REFERENCE IFR SUPPLEMENT FOR NEAREST FACILITY.

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

DATE AND TIME OF REPORT: \_\_\_\_\_ (DAY/NIGHT)

BRIEFED BY:

---

### WEATHER AS BRIEFED:

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

TEMPO: \_\_\_\_\_

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ACCURACY OF  
BRIEF: \_\_\_\_\_

# TAB 10

FORECAST WEATHER:

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VALID TIME OF FORECAST: \_\_\_\_\_

ACTUAL WEATHER:

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

FORECASTER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

# TAB 11

## INITIAL NOTIFICATION

INITIAL NOTIFICATION'S ARE NOT SAFETY INVESTIGATION REPORTS, NOT LIMITED USE REPORTS, AND MUST NOT CONTAIN PRIVILAGED INFROMATION.

1. THE WAHMRS INITIAL NOTIFICATION MESSAGE SHALL BE SUBMITTED IN ACCORDANCE WITH THE TIME LINE ESTABLISHED ON THE MISHAP SEVERITY DECISION TREE (TAB 5). FOR CLASS A OR B MISHAP, 4 HOURS. FOR CLASS C MISHAP, 24 HOURS. THE ASO WILL BE RESPONSIBLE FOR THIS BUT IF AN ASO IS NOT AVAILABLE, YOU WILL BE REQUIRED TO PERFORM THIS TASK IN ORDER TO MEET THE TIME REQUIREMENTS.
2. ENSURE THAT THE OPREP-3 MESSAGE HAS BEEN SENT BEFORE YOU START WORKING ON THIS MESSAGE.

## FAA TELEPHONE REPORT

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

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

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

1. DATE/LOCAL TIME/TIME ZONE OF MISHAP: \_\_\_\_\_
2. MISHAP LOCATION: SHIP OR STATION \_\_\_\_\_  
LAT / LONG \_\_\_\_\_ NAVAID / RADIAL / DME \_\_\_\_\_
3. AIRCRAFT TYPE: T-45C BUREAU NUMBER: \_\_\_\_\_
4. SQUADRON: VT-7
5. LAST AIRFIELD OF DEPARTURE: \_\_\_\_\_
6. TYPE OF AIR TRAFFIC CONTROL CLEARANCE: VFR / IFR (PICK ONE)
7. AIRCRAFT DESTINATION: \_\_\_\_\_
8. LAST KNOWN POSITION AND/OR RADIO CONTACT WITH PILOT: \_\_\_\_\_  
\_\_\_\_\_
9. SECURITY CLASSIFICATION OF MISHAP: UNCLASSIFIED
10. RADIOACTIVE MATERIALS ONBOARD: NO
11. BRIEF NARRATIVE: (DO NOT GIVE NAMES OF INDIVIDUALS INVOLVED)  
\_\_\_\_\_  
\_\_\_\_\_

TAB 11

12. IDENTIFY FAA FUNCTIONS INVOLVED: (THE CONTROLLING AGENCY; IE. CENTER, TYPE OF CIVIL FLIGHT, ETC.)

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(INCLUDE STATEMENT THAT "FAA/NTSB INVOLVEMENT IN THE INVESTIGATION IS NOT REQUESTED")

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

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

Name \_\_\_\_\_ Billet \_\_\_\_\_ Phone Number \_\_\_\_\_

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

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

NAME OF PERSON RECEIVING CALL: \_\_\_\_\_ TIME: \_\_\_\_\_

# TAB 12

## FOREIGN STUDENT CASUALTY REPORT

**STOP!** Before proceeding, contact the French Liason utilizing the squadron recall.

Reference: CNATRAINST 1500.4H (B-5)

1. The Commanding Officer of the Squadron shall insure the submission of the Foreign Student Casualty Report. The report shall be submitted by Priority message within **12 hours** of the mishap utilizing the following format. There is an electronic template of this message in the "S" drive under VT7Depts in the Pre-Mishap Message Templates. The File is named "International Student IMSO Crash Template". Material underlined shall be repeated verbatim.

### International Student Notification Template

P 101500Z OCT 07 ZYB  
FM TRARON SEVEN MERIDIAN MS  
TO NAVY IPO WASHINGTON DC

INFO CNAF SAN DIEGO CA  
NETC PENSACOLA FL  
CNATRA CORPUS CHRISTI TX  
NETSAFA PENSACOLA FL  
NETSAFA DET PENSACOLA FL (NITC)  
COMTRAWING ONE MERIDIAN MS//00/N07//  
BT  
UNCLAS //N04950//  
MSGID/GENADMIN, USMTF, CURRENT MONTH/VT-7//  
SUBJ/IMS CASUALTY REPORT//  
POC/NAME/RANK/VT-7/MERIDIAN MS/TEL:DSN PHONE  
NUMBER/EMAIL:E-MAIL ADDRESS//  
GENTEXT/REMARKS/A. NAME IN FULL, RANK OR RATING, FILE NUMBER, BRANCH OF SERVICE, HOME COUNTRY, ITO#, WCN#  
B. TYPE OF CASUALTY (HOSTILE OR NON-HOSTILE, DEATH, VERY SERIOUSLY INJURED OR ILL, OR SERIOUSLY INJURED OR ILL) AND-OR (TYPE OF INCEDENT - CLASS A, B OR C AIRCRAFT MISHAP; CAR OR MOTORCYCLE ACCIDENT)

## TAB 12

C. DATE, LOCAL TIME OF INCIDENT, PLACE, CIRCUMSTANCES AND CAUSE. (GIVE CONCISE BUT AMPLE EXPLANATION OF OCCURRENCE FOR IMMEDIATE EXPLANATION BY NETSAFA TO NAVAL ATTACHES AND MILITARY ASSISTANCE ADVISORY GROUPS [MAAGS]). (IF DEATH OR SERIOUS INJURY), STATE WHETHER SUSTAINED IN AUTOMOBILE ACCIDENT, AIRCRAFT ACCIDENT OR OTHER CAUSE. (IF DEATH OR SERIOUS INJURY RESULTED FROM FLIGHT IN A NAVAL AIRCRAFT, INCLUDE THE FOLLOWING ITEMS:) STATUS OF THE INDIVIDUAL [PILOT, CREWMEMBER, PASSENGER, ETC.], MODEL OF AIRCRAFT, FLIGHT PURPOSE.

D. (IF FATALITY INVOLVED) LOCATION AND DISPOSITION OF REMAINS.

GIVE COMPLETE NAME AND ADDRESS OF MORGUE OR FUNERAL ESTABLISHMENT

WHERE REMAINS ARE LOCATED. IF REMAINS NOT RECOVERED, SO STATE AND

ADVISE AS TO THE STATUS OF THE SEARCH. (IF REQUIRED)

REQUEST INSTRUCTIONS FOR THE DISPOSITION OF REMAINS. IF REMAINS ARE TO BE TRANSFERRED TO ANOTHER ESTABLISHMENT, GIVE NAME AND ADDRESS OF SUCH ESTABLISHMENT, AND WHEN TRANSFER WILL BE MADE. (IF REQUIRED) REQUEST PERMISSION TO PERFORM AUTOPSY.

E. NEXT OF KIN IDENTIFICATION, LOCATION (IF AVAILABLE).//  
BT

NOTE: Release of trainee's name to the press will be withheld until 48 hours after SECNAV has been notified or until NOK have been notified.