



## DEPARTMENT OF THE NAVY

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

COMTRAWINGFOURINST 5102.1  
N00X

03 FEB 2009

### COMTRAWINGFOUR INSTRUCTION 5102.1

Subj: NON-AVIATION MISHAP/INCIDENT RESPONSE PLAN

- Ref: (a) OPNAVINST 5102.1D (Navy and Marine Corps Mishap and Safety Investigation, Reporting, and Record Keeping Manual)
- (b) OPNAVINST 3100.6H (Special Incident Reporting Procedures)
- (c) SECNAVINST 1752.4A (Sexual Assault Prevention and Response)
- (d) CNATRAINST 5720.20F Series (Public Affair Aspects of Accidents and Incidents)
- (e) SECNAV 4950.4A (Joint Security Assistance Training)
- (f) JAGINST 5800.7E (JAG Manual)
- (g) SECNAVINST 5720.44B (Public Affairs Policy & Regulations)
- (h) CNATRAINST 1500.4G (Student Naval Aviator Training and Administration Manual)
- (i) MILPERSMAN 1770 030/080 (Personal Casualty Procedures)

Encl: (1) Training Air Wing FOUR Non-Aviation Mishap/Incident Response Plan

1. Purpose. To provide a standardized guide for initial reporting, investigation procedures, and subsequent action required for the first 24 hours in the event of a non-aviation mishap or event requiring special incident reporting involving personnel under the cognizance of Commander, Training Air Wing FOUR. This instruction reflects current safety programs and mishap reporting requirements and shall be the primary non-aviation pre-mishap plan for all Training Air Wing FOUR (TRAWING FOUR) squadrons.

2. Background. References (a) through (i) 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 non-aviation mishaps, special incident reporting, personal injuries and identified hazardous conditions.

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3. Action

a. To 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 instruction from the detachment site.

b. Enclosure (1) is designed to serve as a guide 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 squadron Safety Officer and Senior Watch Officer/Command Duty Officer shall review the contents of this plan 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 instruction.

d. 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 incident report by either electronic or telephone means.

e. 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

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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 expressed permission of the respective Commanding Officer.

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

(4) The Concept of Privilege. Use of privileged information is critical to timely and complete investigation of mishaps. The protection of privileged information is essential to ensure complete and candid responses in witness statements and 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).

4. Safety Officer (SO) Responsibilities. The SO of each unit utilizing this instruction shall:

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

b. Provide training to all watch standers on the execution of this instruction.

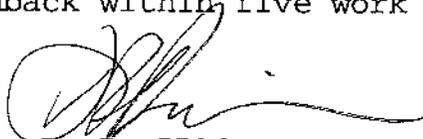
c. Conduct pre-planned and spontaneous pre-mishap drills at a minimum, once a quarter.

d. Ensure all recall bills are current and accurate.

5. 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

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and comment. Squadron Safety Officers and Aviation Safety Officers should provide feedback within five work days.



D. R. PRICE

Distribution:

COMTRAWINGFOURINST 5216.1L

List III and CNATRA

Electronically via NMCI TW4 Shared Drive;

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**TRAINING AIR WING FOUR  
NON-AVIATION MISHAP/  
INCIDENT RESPONSE PLAN**

**COMTRAWINGFOUR  
INSTRUCTION 5102.1**

Enclosure (1)

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<b>NON-AVIATION MISHAP/SPECIAL INCIDENT RESPONSE PLAN TABLE OF CONTENTS</b>
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<p style="text-align: center;"><b>NON-AVIATION MISHAP/SPECIAL INCIDENT RESPONSE PLAN TABLE OF CONTENTS</b></p>
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**8. TAB FIVE: MISHAP ACTION GUIDES**

- A. CO/XO/Department/SIB Initial Action Guides
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- A. Personnel/Special Incident Notification Flowchart
- B. OPREP-3 Classification/Voice Report - 5 Minutes
- C. CO/COMMODORE/CNATRA Notification
- D. OPREP-3 60-Minute Message
- D. Navy Blue / Unit SITREP (Non-Sexual and Sexual Assault Message Templates
- E. USAF, USMC, USCG, Intl Parent-Service Notification

**10. TAB SEVEN: APPENDICES**

- A. After Hours Emergency Message Assistance
- B. Message Drafting and Release Procedures
- C. Incident Data Collection Report Instructions

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**ADMIN INFORMATION****UTILIZING THIS MISHAP/SPECIAL INCIDENT 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 module contains required reports for the respective mishap severity, but will occasionally require reference to other modules (recall bills, OPREP-3 serialization, etc).
3. Material presented on message or required call templates in **BOLD** shall be repeated or copied 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 MODULE FLOWCHARTS AND TABS TO ENSURE COMPLETION OF ALL MODULE REQUIREMENTS.**
5. Initial notification is required within 5 minutes to COMNAVSAFECEN following a Class ALPHA or BRAVO mishap and should be completed by the 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 Center are presented in this instruction.
6. Electronic templates for all required messages are included with this instruction. Detailed message release procedures have 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.** The Automated Message Handling System (AMHS) is the primary means of sending messages.
7. **Student and Command Duty Officers 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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**ASSUMING THE WATCH REVIEW****KEY INFORMATION**

1. Incidents involving TW-4 personnel in any manner will be reported as Aviation Mishaps, Non-Aviation Mishaps, and Special Incident Reporting utilizing OPNAVINST 3750.6H, 5102.1D, and 3100.6H respectively.
2. Mishaps not involving naval aircraft will be reported as non-aviation mishaps utilizing OPNAVINST 5102.1D procedures and templates noted in this instruction, unless indicated as a personnel/special incident. (Example: Instructor is struck/killed by car while walking in parking lot at night. Category is Non-Aviation Mishap, severity is Class ALPHA.)
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 to answer phones and initiate recall, log keeper to log all actions and events, and runner to collect required mishap materials and data.
4. When notified of a mishap, the first priority is the notification of the CDO, OPS-Officer, and Safety Officer
5. Attempt to obtain CO/XO approval prior to releasing any messages or making mishap related phone calls, but meet timelines if approval can't 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 any phone recall simply state that your command is implementing the non-aviation mishap/special incident response 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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**ASSUMING THE WATCH REVIEW**

10. OPREP-3 five minute voice reports are required for all Class ALPHA and Class BRAVO Non-Aviation mishaps. The five minute phone report is not required for Class CHARLIE Non-Aviation mishaps.

11. A PAO press release is required anytime an OPREP-3 PINNACLE or NAVY BLUE report is made.

12. 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.

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**ASSUMING THE WATCH REVIEW****MISHAP TIMELINE MILESTONES QUICK REFERENCE**

1. FIVE (5) MINUTES - OPREP-3 voice report (Class ALPHA and BRAVO)
2. ASAP/CONCURRENT - Phone recall of CDO/OPS-O/CO/XO
3. ASAP - CTW-4 CDO/CNATRA notification
4. 60 MINUTES - OPREP-3 message (Class ALPHA and BRAVO)
5. 60 MINUTES - Safety Center phone report (Class ALPHA)
6. 4 HOURS - CHNAVPERS Message Next of Kin MILPERSMAN 1770
7. 8 HOURS - Initial Class A, B, Notification (WESS)
8. PAO draft press release - As Required

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## NON-AVIATION MISHAP/SPECIAL INCIDENT ACTION CHECKLIST REVIEW

### GENERAL INFORMATION

1. REVIEW THIS CHECKLIST PRIOR TO ASSUMING EVERY WATCH.

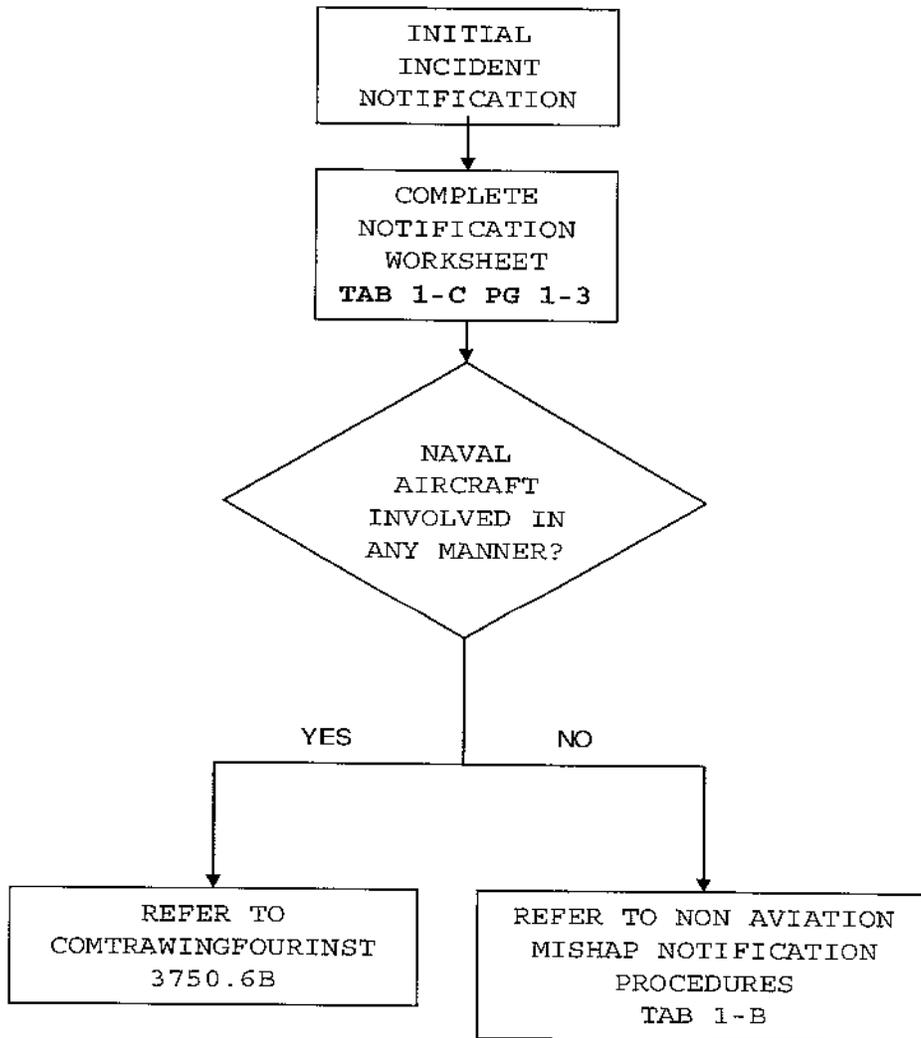
DEADLINE	ACTION	CLASS			TIME
ASAP	Initial Notification to CDO and Safety				
ASAP	Initiate/Verify Rescue Services Contacted				
ASAP	Determine Mishap Category/Class <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C <input type="checkbox"/> Non-Aviation Mishap <input type="checkbox"/> Personnel/Special Incident (See Note)				
	<b>For Non-Aviation Mishaps</b>	<b>CLASS</b>			
		<b>A</b>	<b>B</b>	<b>C</b>	
5-MIN	Safety Center Phone Report (A&B) <input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue	√	√	NA	
ASAP	Initiate Phone 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 Message	√	√	NA	
As Req'd	PAO Draft Press Release				
4-HR	USAF, USMC, USCG, Foreign National Parent Service Notification	√	√	√	
As Required	Miscellaneous Reports/Duties <ul style="list-style-type: none"> <li>• Fluid Samples &amp; 72 hr history</li> <li>• PNOK/SNOK Notification</li> <li>• Imminent Death Retirement</li> </ul> X-ray/Equipment Loss Report	As Required			

(\*) Note: For Personnel / Special Incident Reporting, refer to OPNAVINST 3100.6H, Appendix A for required actions

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# INCIDENT NOTIFICATION

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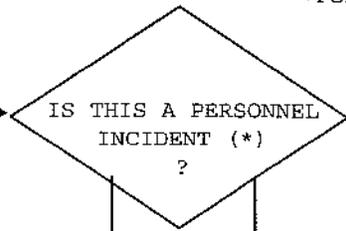


TAB 1-A

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# NON AVIATION/INCIDENT NOTIFICATION

COMPLETE  
NOTIFICATION  
WORKSHEET  
TAB 1-C



•Personnel Incident Report Examples:

- Disease
- Suicide
- Homicide
- Domestic Violence
- Sexual Harassment
- Discrimination/Hazing
- Assault (Sexual/Non Sexual)
- Pre-existing med. conditions
- Death by natural causes
- Ref. OPNAVINST 5102.1D, Sec 3005 for all listed criteria

YES

NO

NOTIFY CDO/SAFETY  
OFFICER/GROUND  
SAFETY OFFICER  
TAB 1-E

NOTIFY CDO/SAFETY  
OFFICER/GROUND  
SAFETY OFFICER  
TAB 1-E

UNLESS DIRECTED,  
PERSONNEL INCIDENTS  
ARE NON-REPORTABLE  
UNDER OPNAVINST  
5102.1D PROCEDURES

PROCEED TO MISHAP  
SEVERITY  
CLASSIFICATION  
TAB 1-D

PROCEED TO SPECIAL  
INCIDENT REPORTING  
PROCEDURES  
TAB 6

~~03 FEB 2009~~**INITIAL NON-AVIATION MISHAP WORKSHEET**

REFERENCE: OPNAVINST 5102.1D SERIES

OPNAVINST 3100.6H SERIES (OPREP REPORTING)

**GENERAL INFORMATION**

1. This module provides initial response actions for mishaps and injuries not directly related to naval aircraft.
2. Fatalities or severe injuries whether on or off-duty shall be reported immediately to the CO, XO, CAO and Safety Officer.
3. *Commanders, commanding officers, and OICs experiencing an on or off-duty non-aviation Class A mishap within their commands will personally brief the first flag officer within their chain of command on the mishap itself, the factors leading up to the mishap, pre-existing command programs to address mishap prevention and reduction, actions being taken to prevent future mishaps, and assistance required from outside the command. This briefing, either in person or via VTC will take place within seven days of the mishap. Upon the conclusion of the briefing, a message summary will be forwarded to Commander, Naval Safety Center. (Ref: CNO MSG, 121044ZAUG04)*
4. Injuries of a less severe nature shall be reported immediately to the Ground Safety Officer or Safety Officer.
5. Certain mishaps require completion of OPREP-3 reports. Use the OPREP-3 classification chart (TAB 2-B/Pg 2) to assist in determining required reports. Most non-fatal non-aviation mishaps will not require OPREP-3 reporting.

**INITIAL NOTIFICATION**

1. Record all available information on the Initial Notification Worksheet (TAB 1-C/Pg 3).
2. Use the mishap severity classification chart (TAB 1-D/Pg 1) to determine level of reporting required.
3. Notify the Operations Duty Officer (ODO) or the Command Duty Officer (CDO) immediately. In the event of death or serious injury initiate recall per recall chart (TAB 1-E/Pg 1) ensure the CO, XO, and CACO are notified to initiate primary and secondary next of kin notification. Do not release victim's names over the phone or to anyone outside the command.

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<b>INITIAL NON-AVIATION MISHAP NOTIFICATION (CONT)</b>
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4. If the CO is fatally or critically injured or missing, an OPREP-3 NAVY BLUE report is required (TAB 2-D/PG 7).
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. SAFETY CENTER NOTIFICATION is required for all on-duty DOD civilian and all on and off-duty military Class A mishaps (fatality or permanent disability) and any mishaps that result in the hospitalization of three or more personnel. Notification is required within eight hours of the mishap by telephone or electronic means (TAB 3-E/PG 2).
7. For non-severe mishaps, notify the Ground Safety Officer and have the victim's supervisor complete an NASCORPINST 5100.29 Mishap Report.
8. If the CO determines an OPREP-3 NAVY UNIT SITREP is required, refer to (TAB 4-C/PG 4).
9. Forward the original report and all other information associated with the mishap to your command Ground Safety Officer.

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**NON-AVIATION MISHAP NOTIFICATION WORKSHEET**

Time of Call: \_\_\_\_\_

Caller's Name: \_\_\_\_\_ (Rank): \_\_\_\_\_

Phone Number: \_\_\_\_\_ (Organization): \_\_\_\_\_

Time of mishap (Local): \_\_\_\_\_

Location: (nearest crossroads, be as specific as possible)

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

Caller's Initial Description of Mishap (Find out who, what, where, when and why): \_\_\_\_\_

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

If anyone has gone to hospital, find out which hospital:

\_\_\_\_\_

What are the estimated injuries?  UNKNOWN

Condition: \_\_\_\_\_

How many injured?  UNKNOWN

Condition: \_\_\_\_\_

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

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**NON-AVIATION MISHAP NOTIFICATION WORKSHEET  
(CONT.)**

Were there any other witnesses?     YES    NO

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

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**NON-AVIATION MISHAP SEVERITY CLASSIFICATION**

REFERENCE: OPNAVINST 5102.1 SERIES

**GENERAL INFORMATION**

1. Reportable non-aviation mishaps are classified according to severity. OPNAVINST 5102.1 defines non-aviation mishap severity in the Class A through Class C hierarchy. The following definitions are taken directly from OPNAVINST 5102.1:
  - a. CLASS ALPHA-injury or occupational illness results in a fatality or permanent total disability.
  - b. CLASS BRAVO-injury or occupational illness results in permanent partial disability or where three or more personnel are hospitalized for inpatient care (beyond observation) as a result of a single mishap.
  - c. CLASS CHARLIE-a non-fatal injury that causes any loss of time from work beyond the day or shift on which it occurred, or a non-fatal occupational illness which causes loss of time from work or disability at any time.
  
2. The following mishaps are to be investigated by a Safety Investigation Board (SIB) and reported via WESS or naval message in the SIREP format, Figure 5-2:

MISHAP SEVERITY	APPLICABLE PERSONNEL	REPORT REQUIRED	DEADLINE
<ul style="list-style-type: none"> <li>• <b>Class A:</b></li> <li>• Fatality.</li> <li>• PTD - Permanent Total Disability.</li> <li>• Property Damage &gt; \$1M.</li> <li>• <b>Other:</b></li> <li>• Fatality as result of medical event within 1 hour of PFA/PFT/PRT.</li> <li>• Training-related fatality.</li> <li>• All afloat Class A mishaps involving collision, fire, grounding and flooding.</li> <li>• All Class B and C explosive mishaps, all ordnance impacting off range and all live fire mishaps.</li> <li>• Selected other mishaps.</li> </ul>	<ul style="list-style-type: none"> <li>• On-Duty DoD Civilian Employees and Contractors Under DoD Supervision.</li> <li>• On-Duty Military.</li> <li>• On-Base Military.</li> </ul>	WESS or SIREP Message	30 Days

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## NON-AVIATION MISHAP SEVERITY CLASSIFICATION (CONT)

3. The following mishaps are to be investigated by the command safety investigator and reported as a SIREP using WESS.

MISHAP SEVERITY	APPLICABLE PERSONNEL	REPORT REQUIRED	DEADLINE
<ul style="list-style-type: none"> <li>• <b>Class B and C:</b></li> <li>• Permanent Partial Disability.</li> <li>• Hospitalization of 3 or more personnel.</li> <li>• Property Damage &gt; \$20K but &lt; \$1M.</li> <li>• Days away from work resulting from injury or occupational illness.</li> <li>• <b>Other reportable mishaps:</b></li> <li>• Fatality of off-base, off-duty military.</li> <li>• Fatality or permanent partial disability of non-DoD guest or military dependent as result of DoD operation or evolution.</li> <li>• Any parachuting, HRST, or cargo airdrop mishap.</li> <li>• Any diving mishap resulting in hyperbaric treatment, CNS, oxygen toxicity, or POIs.</li> <li>• Any GMV or GOV vehicle mishap causing \$5K damage or injury/fatality.</li> <li>• Injury or occupational illness resulting in medical treatment beyond first aid, loss of consciousness, light or limited duty, restricted days away from work, or removal from work due to OSH-related restriction.</li> <li>• Occupational TB exposure.</li> <li>• Work-related needle/sharps stick with suspected infectious material.</li> <li>• Work-related Significant Threshold Shift (STS).</li> <li>• Diagnosed occupational disease such as cumulative trauma disorder.</li> <li>• Loss of 1 training day or rollback in a high-risk course.</li> </ul>	<ul style="list-style-type: none"> <li>• On-Duty DoD Civilian Employees and Contractors under direct DoD Supervision.</li> <li>• On-/Off-Duty Military on or off base.</li>   <li>• On-Duty DoD Civilian Employees and Contractors under DoD Supervision.</li> <li>• On-/Off-Duty Military on or off base.</li> </ul>	<p>WESS, WESS-DS, or SIREP message if no e-mail access.</p> <p>WESS, WESS-DS, or SIREP message if no e-mail access.</p>	<p>30 Days (6 days to initiate log entries for work-related injuries or illnesses)</p> <p>30 Days</p>

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<b>NON-AVIATION MISHAP SEVERITY CLASSIFICATION (CONT)</b>
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- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>All explosive mishaps (as determined by para 1005.5.b.</li> </ul> |  |  |
|--|--|--|

4. The following hazards, in addition to those to be brought to outside attention, are to be reported as a HAZREP using WESS.

MISHAP SEVERITY	APPLICABLE PERSONNEL	REPORT REQUIRED	DEADLINE
<ul style="list-style-type: none"> <li>Electrical shock afloat from a design deficiency (no injury).</li> <li>Man-overboard mishaps underway with no injury.</li> <li>* All identified hazards where information is valuable if shared with community of interest or all Navy/Marine Corps.</li> </ul>	<ul style="list-style-type: none"> <li>On-Duty Military and Civilian Employees</li> </ul>	HAZREP using WESS, WESS-DS or HAZREP message in no e-mail access	None

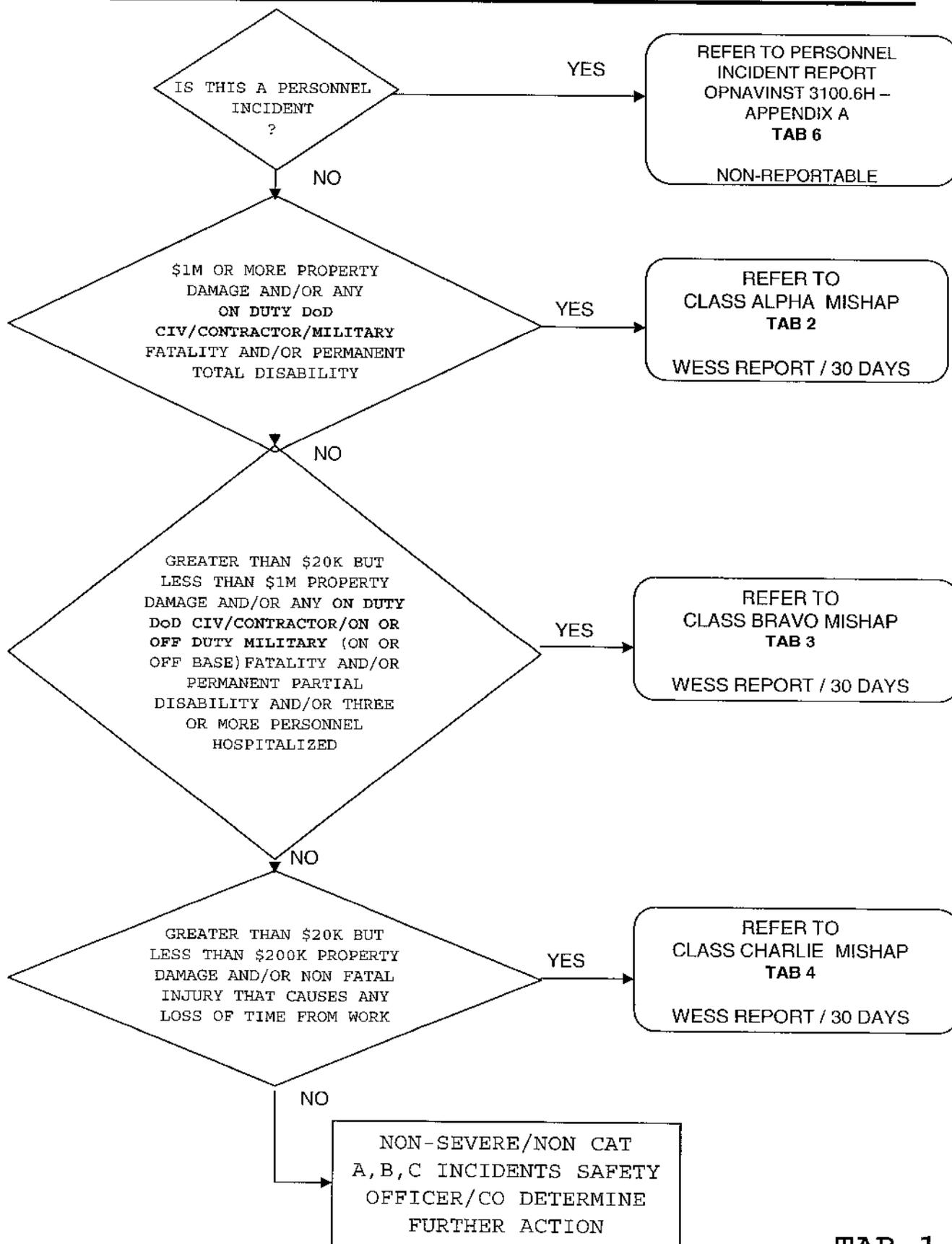
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<b>OPREP-3 CLASSIFICATION CHART</b>
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NATIONAL LEVEL INTEREST	HIGH LEVEL NAVY INTEREST	HIGHER NAVAL AUTHORITY INTEREST
<b>OPREP-3 PINNACLE</b>	<b>OPREP-3 NAVY BLUE</b>	<b>OPREP-3 NAVY UNIT SITREP</b>
<ul style="list-style-type: none"> <li>• PRESIDENT/SECDEF/CNO notification required.</li> <li>• Major military, missile, or ordnance incidents. (Not involving nuclear warheads.)</li> <li>• Incidents involving reconnaissance activities.</li> <li>• Hijacking and related incidents.</li> <li>• US SAR operations in foreign countries and the territorial waters.</li> <li>• Grave breaches of International law of armed conflict.</li> <li>• Any incident in which live ordnance is fired with the intent to destroy or disable.</li> <li>• Loss of or substantial damage to civilian property caused by military equipment such as aircraft or ships, when national-level interest is indicated.</li> <li>• Loss of or substantial damage to major military equipment such as aircraft or ships when national-level interest is indicated.</li> <li>• Any incidents involving the use of chemical or biological agents.</li> <li>• 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.</li> </ul>	<p style="text-align: center;"><b>OPERATIONAL INCIDENTS</b></p> <ul style="list-style-type: none"> <li>• Any Class A or B aircraft mishap not reported as PINNACLE. <i>Most TRAWING FOUR Class A and B mishaps will be NAVY BLUE level.</i></li> <li>• Near or actual collisions or minor significance involving Navy ships or aircraft.</li> <li>• Aggressive actions by foreign entities towards USN ships or aircraft.</li> <li>• SAR incidents 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.</li> <li>• Any discharge of a government weapon that causes a fatality or injury to personnel.</li> <li>• Acts or attempts to willfully destroy property of the Navy.</li> <li>• Aircraft crash on government land or at sea.</li> <li>• Bomb threat thought to be valid</li> <li>• Request for assistance after natural disaster</li> </ul> <p style="text-align: center;"><b>PERSONNEL INCIDENTS</b></p> <ul style="list-style-type: none"> <li>• Death of or critical injury to, or missing Commanding Officers or senior officials. (flag officer or equivalent)</li> <li>• Incidents involving death or injury to personnel embarked in Navy ships or aircraft.</li> <li>• Death or serious personal injury of a civilian, this includes civilian traffic deaths caused by a service member.</li> </ul>	<ul style="list-style-type: none"> <li>• When considered appropriate by the reporting activity.</li> <li>• When directed.</li> <li>• To update incidents previously reported via OPREP-3 NAVY BLUE when the update information does not meet OPREP-3 NAVY BLUE criteria.</li> <li>• Operational incidents that do not attract media attention.</li> <li>• Fires or floods resulting in minor damage or does not cause significant personnel injury or loss of combat capability.</li> <li>• Minor liberty incidents in which a service member is arrested or held for a non-serious offense by local or foreign authorities.</li> </ul>

03 FEB 2009

# MISHAP SEVERITY DETERMINATION



03 FEB 2009

<b>MISHAP CATEGORY AND SEVERITY CLASSIFICATION</b>
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REFERENCE: OPNAVINST 5102.1D

DETERMINE MISHAP CATEGORY AND SEVERITY

1. Utilize severity flowchart (TAB 1-D), or classification chart on TAB 1-C PG 5. Table is provided for additional clarification if needed.

Mishap Category:  Non Aviation Mishap  
 Personnel Incident

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.

<p>a. TAB 2: CLASS ALPHA MISHAP  b. TAB 3: CLASS BRAVO MISHAP  c. TAB 4: CLASS CHARLIE MISHAP</p>
---

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

## MISHAP CATEGORY AND SEVERITY CHART

	Mishap Severity		
Mishap Category	Class A	Class B	Class C
<ul style="list-style-type: none"> <li>• Non Aviation Mishap</li> </ul>	<ul style="list-style-type: none"> <li>• Any fatality (DOD or Civ).</li> <li>• Total damage cost is \$1,000,000 or more.</li> <li>• Injury to On duty / On Base DOD personnel resulted in permanent total disability.</li> <li>• GO TO TAB 2</li> </ul>	<ul style="list-style-type: none"> <li>• Total damage cost is greater than \$200,000 but less than \$1,000,000.</li> <li>• Injury to DOD personnel (only) resulted in permanent partial disability.</li> <li>• Three or more DOD personnel were hospitalized.</li> <li>• GO TO TAB 3</li> </ul>	<ul style="list-style-type: none"> <li>• Total damage cost is greater than \$20,000 but less than \$200,000.</li> <li>• Injury to DOD personnel resulted in five or more lost workdays.</li> <li>• GO TO TAB 4</li> </ul>

**Notes:**

- (1) For details on Mishap and Injury Classification, refer to OPNAVINST 5102.1D, CHAPTER 2.
- (2) PERSONNEL INCIDENT REFER TO OPNAVINST 3100.6H, APPENDIX A PROCEDURES

~~03 FEB 2009~~**RECALL LISTS****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 incident or 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.

**TAB 1-E PG-1**

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**RECALL LISTS**

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.

~~03 FEB 2009~~

**TW-4/COMMAND RECALL MATRIX**

**RECALL**

1. Contact the personnel listed in matrix below using:
  - a. Command Safety Board Recall List (TAB 1-E PG 4)
  - b. Command Recall Roster (TAB 1-E PG 5)

POSITION	NON-AVIATION MISHAP	TIME NOTIFIED
	CLASS A, B, C	
CO *	✓	
XO *	✓	
Safety O	✓	
ASO	✓	
GSO	✓	
Duty Admin	✓	
OPSO		
MO		
Admin O		
FLT SURGEON	✓	
Command PAO	✓	
Base PAO	✓	
CNATRA PAO	✓	
Senior Enlisted Advisor		
Chaplain	(fatality)	
CACO	(fatality)	
CTW-4 CDO	✓	
CTW-4 Safety O	✓	

~~03 FEB 2009~~**TW-4/COMMAND RECALL MATRIX**

## Command Safety Board Recall Priorities

POSTION	NAME	WORK	HOME	CELL
CO				
XO				
SAFETY OFFICER				
GROUND SAFETY				
ADMIN OFFICER				
FLIGHT SURGEON				
STAFF				

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<b>TW-4 / COMMAND RECALL MATRIX</b>
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**GENERAL INFORMATION**

1. Refer to your command's Notice for Primary and Collateral Duties and Assignment to Boards, Committee and Councils; Notice for Personnel Recall Bill/Social Roster and Notice for Pre-mishap Recall Bill. Insert the most recent version of each notice/roster behind this page.

2. Phone numbers for personnel listed on the Command Recall Matrix that are outside your command are as follows:

POSTION	NAME	WORK	HOME	CELL
<b>CNATRA PAO</b>	LTJG Brett Dawson	961-3666	452-3587	438-7846
<b>Base PAO</b>	Mr. Bob Torres	961-2674	937-3865	774-7104
<b>Base Chaplain</b>	(24-hr Duty)	961-3751	N/A	533-1394
<b>CTW-4 CDO</b>	(24-hr Duty)	N/A	N/A	533-4714
<b>CTW-4 Safety Officer</b>	LCDR James DeMott	961-3588	334-9929	533-4721

(Note: Numbers listed without area code are all area code 361):



DEPARTMENT OF THE NAVY

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

Canc frp: Jan 09

COMTRAWINGFOURNOTE 1710  
N1

14 JUL 2008

COMTRAWING FOUR NOTICE 1710

Subj: PERSONNEL RECALL BILL/SOCIAL ROSTER

Encl: (1) Personnel Recall Bill - Officers, Enlisted & Civilians

1. Purpose. To promulgate enclosure (1) for official use only.
2. Cancellation. COMTRAWINGFOURNOTE 1710 of 07 April 2008 is hereby cancelled and superseded.
3. Background. Enclosure (1) is provided to improve communication in case of emergencies, social events and other items of interest.
4. Privacy Act Statement. Title 5, United States Code 552a is the authority to request information (The Privacy Act of 1974). Information contained herein is for official use only and will not be released to Non-Department of Defense or any soliciting agency without written consent of each individual on the roster.
5. Cancellation Contingency. This notice will remain in effect until superseded by another notice with the same subject.

D. R. PRICE

Distribution:  
COMTRAWINGFOURINST 5216.1K  
List I and III  
CDO/WDO BINDER

Electronically via NMCI TW4 Shared Drive;  
"W:\TW4HQ\N1-N4-N8\Admin Shared\Directives\CTW4 Notices"



DEPARTMENT OF THE NAVY

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

Canc frp: May 09

COMTRAWINGFOURNOTE 3751  
N00X

04 FEB 2009

COMTRAWING FOUR NOTICE 3751

Subj: PRE-MISHAP PLAN RECALL BILL

Ref: (a) COMTRAWINGFOURINST 3750.6B (Aviation Pre-Mishap Plan)  
(b) COMTRAWINGFOURINST 5102.1 (Non-Aviation Mishap/  
Incident Response Plan)

Encl: (1) Training Air Wing FOUR Mishap Recall Bill

1. Purpose. To provide a current recall bill for mishap notification in accordance with references (a) and (b).
2. Cancellation. COMTRAWINGFOURNOTE 3751 of 28 Mar 08 is hereby cancelled and superseded.
3. Action. The Safety Department is responsible for ensuring currency of the Mishap Recall Bill.
4. Privacy Act Statement. The information contained within this mishap recall roster is not to be released to non-government organizations or individuals whether commercial, non-profit, or others without the consent of the individual concerned, as per SECNAVINST 5211.5E.
5. Cancellation Contingency. This notice will remain in effect until superseded by another notice of the same subject.

D. R. PRICE

Distribution:

COMTRAWINGFOURINST 5216.1L  
List I, III, and CNATRA

Electronically via NMCI TW-4 Shared Drive;  
"W:\TW4HQ\N1-N4-N8\Admin Shared\Directives\CTW-4 Notices"

COMTRAWINGFOURNOTE 3751

04 FEB 2009

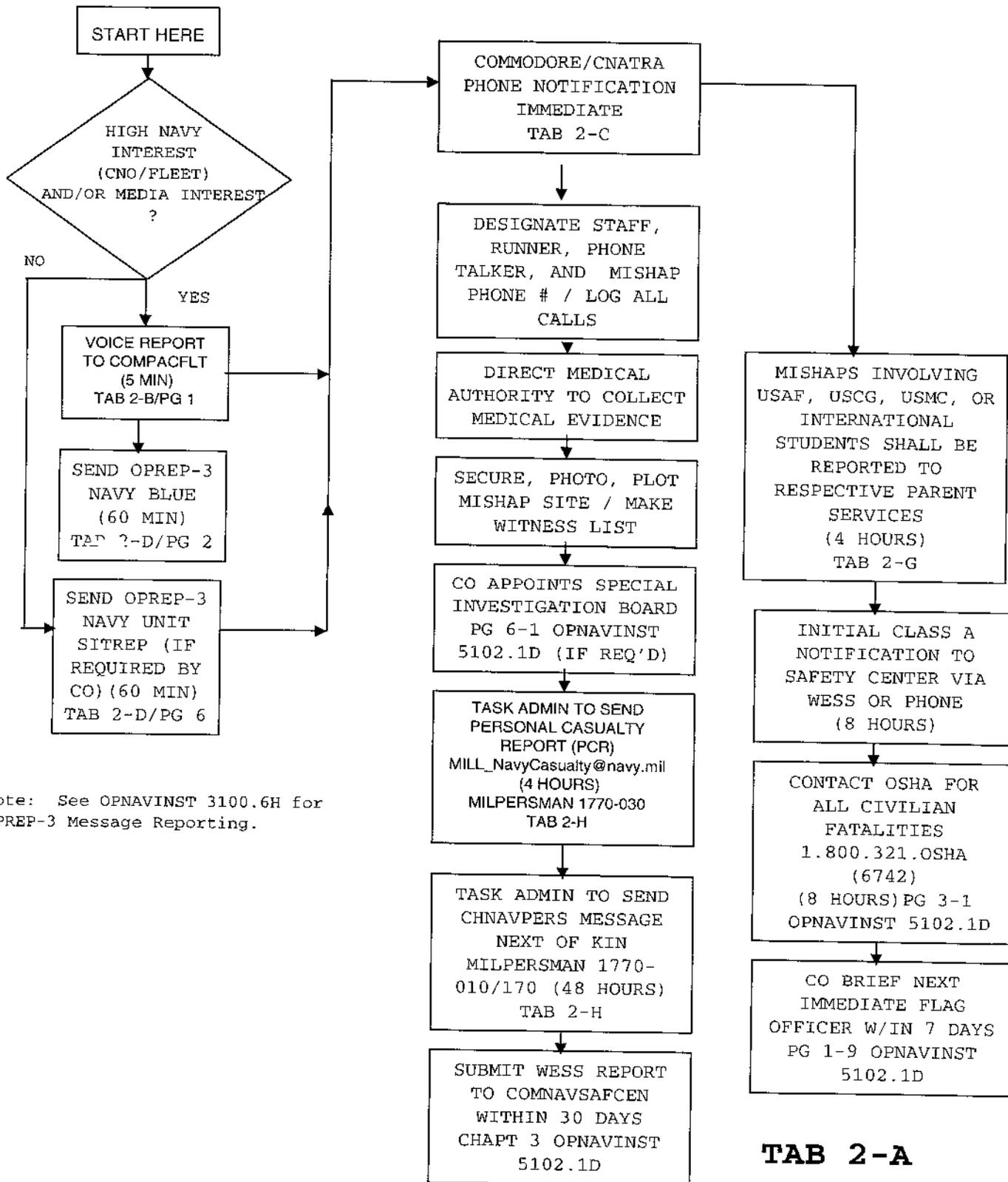
## TRAINING AIR WING FOUR MISHAP RECALL BILL

POSITION	NAME	OFFICE	HOME	CELL
<b>TRAWING FOUR</b>				
WING COMMODORE	CAPT David Price	2427	949-0533	533-3057
CSO	CDR Timothy Dry	2354	992-0319	533-4716
SO	LCDR James DeMott	3588	334-9929	533-4721
ASO	Maj Brian Campbell	3588	None	331-0833
Ops Off	LtCol Chuck Taylor	1604	813-495-6246	533-4723
Senior Marine	LtCol Nathan Cook	1184	452-3754	850-3469
CNATRA Det OIC	CWO4 Robert Harrill	3518	229-2936	533-2489
Admin Off	Mr Gary Hampton	1600	758-1016	533-4720
Senior Enlisted Advisor	Vacant	5252		
Senior Air Force Chaplain (if Fatality)	Maj Gerrod McClellan LT Tim Gault	1355 3751	949-8114 None	910-551-5741 533-4912
<b>VT-27</b>				
CO	CDR Mark Edwards	2450	703-439-0949	533-4715
XO	CDR Kyle Gatzmeyer	2531	939-7884	533-4731
SO	Capt Andrew Kirkpatrick	3814	None	760-429-4135
ASO	LT Jeff Desmond	3814	None	850-384-2331
GSO	LT Dave Yokers	3814	None	360-630-1877
Ops Off	LCDR Patrick Duffy	2078	None	619-549-2003
FLT Surgeon	LT Yorel Hickerson	3410/3856	210-483-3337	533-5072
<b>VT-28</b>				
CO	CDR Brian Hoyt	2458	452-2878	533-4724
XO	CDR Willard Cox	3738	353-4143	533-4717
SO	Maj Ian Stevens	2594	None	619-920-7395
ASO	LT Jerrod Washburn	2594	None	360-929-8529
GSO	Capt Lex Creamer	2594	None	713-576-6556
Ops Off	LCDR Michael Tiefenbach	5206	None	994-1158
FLT Surgeon	LT Bonita Banerjee	3410/3856	516-238-6464	533-5075
<b>VT-31</b>				
CO	CDR Dennis Crew	2036	334-0451	533-4719
XO	CDR William Hearther	2037	288-1955	533-4711
SO	Maj Jason Trantum	3210	None	229-269-6027
ASO	LT Arthur Rodriguez	3210	None	714-348-1382
GSO	Capt Ryan Rasmussen	3210	None	325-829-7551
Ops Off	Capt Harvey Heck	2882	None	215-7594
FLT Surgeon	LT Gavin McEwan	3410/3856	993-2788	533-5080
<b>VT-35</b>				
CO	CDR Mark Springer	5130	850-7023	533-4726
XO	LtCol Robert Blagg	5131	249-3956	533-4718
SO	Maj James Buck	3141	949-9244	815-9246
ASO	LT Dexter Triplett	3141	None	360-421-7616
GSO	LT Eric Laeder	3141	None	405-812-7650
Ops Off	LCDR Charles Fortinberry	5122	None	737-2531
FLT Surgeon	LT Matt Pond	3410/3856	288-2734	533-5079

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# NON AVIATION

## CLASS ALPHA MISHAP ACTIONS



Note: See OPNAVINST 3100.6H for OPREP-3 Message Reporting.

**TAB 2-A**

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## NON-AVIATION MISHAP/SPECIAL INCIDENT ACTION CHECKLIST REVIEW

### GENERAL INFORMATION

DEADLINE	ACTION	CLASS			TIME
ASAP	Initial Notification to CDO and Safety				
ASAP	Initiate/Verify Rescue Services Contacted				
ASAP	Determine Mishap Category/Class <input type="checkbox"/> Non-Aviation Mishap <input type="checkbox"/> Personnel/Special Incident (See Note)	<input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C			
	For Non-Aviation Mishaps	CLASS			
		A	B	C	
5-MIN	Safety Center Phone Report (A&B) <input type="checkbox"/> Navy Blue (Media Interest)	√	√	NA	
ASAP	Initiate Phone Recall	√	√	√	
ASAP	Commodore & CNATRA Phone Reports	√	√	√	
60-MIN	OPREP-3 NAVY BLUE MSG	√	√	NA	
60-MIN	OPREP-3 NAVY UNIT SITREP (If RQD)	NA	NA	√	
ASAP	Collect mishap related records	√	√	√	
8-HRS	COMNAVSAFECEN Notification (WESS)	√	√	NA	
As Req'd	PAO Draft Press Release				
4-HR	USAF, USMC, USCG, Foreign National Parent Service Notification	√	√	√	
As Required By SIB	Miscellaneous Reports/Duties <ul style="list-style-type: none"> <li>• Fluid Samples &amp; 72 hr history</li> <li>• PNOK/SNOK Notification</li> <li>Imminent Death Retirement</li> </ul>	As Required			

1. REVIEW THIS CHECKLIST PRIOR TO ASSUMING EVERY WATCH.

(\*) Note: For Personnel / Special Incident Reporting, refer to OPNAVINST 3100.6H, Appendix A for required actions

TAB 2-A/PG 2

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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 Non-Aviation Mishaps that have reasonable probability of CNO/Fleet and/or media interests.

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 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 NAVY BLUE special incident reporting criteria. An example would be a Class CHARLIE mishap.

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<b>OPREP-3 CLASSIFICATION CHART</b>
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NATIONAL LEVEL INTEREST	HIGH LEVEL NAVY INTEREST	HIGHER NAVAL AUTHORITY INTEREST
<b>OPREP-3 PINNACLE</b>	<b>OPREP-3 NAVY BLUE</b>	<b>OPREP-3 NAVY UNIT SITREP</b>
<ul style="list-style-type: none"> <li>• Major military, missile, or ordnance incidents (when nuclear warheads are not present).</li> <li>• Incidents involving reconnaissance activities.</li> <li>• Hijacking and related incidents.</li> <li>• US SAR operations in foreign countries and their territorial waters.</li> <li>• Grave breaches of International Law of Armed Conflict.</li> <li>• Loss of, or substantial damage to, civilian property caused by military equipment, such as aircraft or ships, when national-level interest is indicated.</li> <li>• Loss of or substantial damage to major military equipment such as aircraft or ships when national-level interest is indicated.</li> <li>• Any incidents involving the use of chemical or biological agents, to include anthrax.</li> <li>• 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.</li> </ul>	<p><b>OPERATIONAL INCIDENTS</b></p> <ul style="list-style-type: none"> <li>• 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></li> <li>• Near or actual collisions of minor significance involving Navy ships or aircraft.</li> <li>• Aggressive actions by foreign entities towards USN ships or aircraft.</li> <li>• 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.)</li> <li>• Any discharge of a government weapon that causes a fatality or injury to personnel.</li> <li>• Acts or attempts to willfully destroy property of the Navy.</li> </ul> <p><b>PERSONNEL INCIDENTS</b></p> <ul style="list-style-type: none"> <li>• Death of, critical injury to, or missing Commanding Officers or senior officials (flag officer or equivalent).</li> <li>• Incidents involving death or injury to personnel embarked in Navy ships or aircraft.</li> <li>• Death or serious personal injury of a civilian; this includes civilian traffic accident deaths caused by a service member.</li> </ul>	<ul style="list-style-type: none"> <li>• When considered appropriate by the reporting activity.</li> <li>• When directed.</li> <li>• To update incidents previously reported via OPREP-3 NAVY BLUE when the update information does not meet OPREP-3 NAVY BLUE criteria.</li> <li>• Operational incidents that do not attract media attention.</li> <li>• Fires or floods resulting in minor damage or does not cause significant personnel injury or loss of combat capability.</li> <li>• Minor liberty incidents in which a service member is arrested or held for a non-serious offense by local or foreign authorities.</li> </ul> <p style="text-align: center;"><b>PERSONNEL INCIDENTS</b></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"> <li>• Domestic violence</li> <li>• Domestic abuse</li> <li>• Child Abuse/Neglect</li> <li>• Child Sexual Abuse</li> <li>• Indecent Assault</li> <li>• Assault with intent to commit rape or sodomy</li> <li>• Sexual Harassment - formal complaint or report</li> <li>• Suicide and Suicide attempts</li> <li>• Suicidal gestures: report as an OPREP-3 NAVY UNIT SITREP</li> <li>• Equal Opportunity Incidents - formal complaint or report</li> <li>• Unlawful Discrimination</li> <li>• Hazing</li> </ul>

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<b>OPREP-3 CLASSIFICATION/VOICE REPORT</b>
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**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 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 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: <a href="mailto:bwc.ptgn@navy.mil">bwc.ptgn@navy.mil</a> or <a href="mailto:nocwo@navy.mil">nocwo@navy.mil</a>
SECONDARY	NATIONAL MILITARY COMMAND CENTER (NMCC)	COMM: (703)693-8196/(703)697-6340 DSN: 223-8196/227-6340 UNCLAS Email: <a href="mailto:opssoo@js.pentagon.mil">opssoo@js.pentagon.mil</a> • 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)

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<b>OPREP-3 SERIALIZATION LOG</b>
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**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"/> NAVY BLUE <input type="checkbox"/> NAVY UNIT SITREP
			<input type="checkbox"/> NAVY BLUE <input type="checkbox"/> NAVY UNIT SITREP
			<input type="checkbox"/> NAVY BLUE <input type="checkbox"/> NAVY UNIT SITREP
			<input type="checkbox"/> NAVY BLUE <input type="checkbox"/> NAVY UNIT SITREP
			<input type="checkbox"/> NAVY BLUE <input type="checkbox"/> NAVY UNIT SITREP

## OPREP-3 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"/> 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"/> 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"/> 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"/> NAVY BLUE
You Say:	"LINE ONE  "LINE TWO	INCIDENT  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 _____	(Give Duty Office phone number.) _____		
OVER."				

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<b>OPREP-3 VOICE REPORT EXAMPLE</b>
-------------------------------------

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

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, AUTO ACCIDENT, CORPUS CHRISTI, TX, ZERO  
TWO THREE ZERO ZULU.

LINE TWO, NARRATIVE, MILITARY MEMBER WAS INVOLVED IN AN AUTO  
ACCIDENT THAT KILLED A CIVILIAN OFF BASE, PERIOD. MILITARY  
MEMBER HAS MINOR INJURIES PERIOD. OVER."

"MY NAME IS \_\_\_\_\_"

"MY PHONE NUMBER IS DSN 861-XXXX"

"REQUEST THE DATE TIME GROUP FOR YOUR RECEIPT OF THIS REPORT"

0 8 FEB 2009

**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 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 Non Aviation Mishap
- "...involving \_\_\_\_\_"  
(# vehicles/# personnel)
- (Give a brief description of incident, including injury, damage, and rescue services notified. (Do not speculate.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Example: "Auto accident with two cars at the corner of Rodd Field Road and Saratoga; 2 DoD military members involved in same car, 1 fatality, 1 with minor abrasions to the head and body. Civilian in second car is unhurt. EMS is on scene."

- "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.

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<b>COMMODORE/CNATRA PHONE REPORTS (CONT)</b>
--

PRIORITY	PERSON	PHONE NUMBER
<b>CONTACT ALL INDIVIDUALS IN ORDER</b> 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 October 2007		

**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) 442-8903  
 (361) 533-0499

**CNATRA QUARTER DECK/DUTY OFFICER**

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

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<b>OPREP-3 60 MINUTE MESSAGE</b>
----------------------------------

**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 AND IN RARE CASES NAVY UNIT SITREP.**
2. The purpose of the OPREP-3 message is to follow-up on the NAVY BLUE voice report already sent and to 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. Recall the Duty Admin or someone who can use the Automated Message Handling System (AHMS). If unable to contact one of the experts listed in **TAB 7-A**, follow the "Message Drafting and Release Procedures" in **TAB 7-B**.
2. Fill in a blank **OPREP-3 Message Worksheet (TAB 2-D/PG 4 or 8) (NAVY BLUE)** with the required information and then return to this page. **DO NOT INCLUDE NAMES OF PERSONNEL INVOLVED.** Bold items in the template must be repeated exactly. Not all addressees are required on most messages. Delete those that are not required from your draft. Use the message templates (**TAB 2-D/PG 2 or 7**) and message examples (**TAB 2-D/PG 6 or 11**) as guides. Message examples are saved on a CD at the front of this instruction. Use message templates with required addresses to expedite the message release.
3. 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.

<b>NAVY OPERATIONS CENTER (NOC)</b>	COMM (703)692-9284/(703)693-2006 DSN: 222-9284/223-2006 UNCLAS Email: <a href="mailto:bwc.ptgn@navy.mil">bwc.ptgn@navy.mil</a> or <a href="mailto:nocwo@navy.mil">nocwo@navy.mil</a>
---	---

4. Give the filled in template to the Duty Admin and have them prepare the message for transmission.

**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.

5. Review the message 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. Release the message.

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**OPREP-3 NAVY BLUE MESSAGE TEMPLATE/EXAMPLE**

**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. Do not include *italics* information in the final 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

NAVCRIMINVSERVRA CORPUS CHRISTI TX//GCCC//

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

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)*

AIRSTA CORPUS CHRISTI TX

COMNAVPERSCOM MILLINGTON TN

*(Death or serious injury)*

CHNAVPERS WASHINGTON DC

*(Death or serious injury)*

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//

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:

1. 2 CAR ACCIDENT IN CORPUS CHRISTI, TX WITH 1 CIVILIAN FATALITY.
2. USN/MILITARY MEMBER CAUSED ACCIDENT OFF BASE HITTING ANOTHER CAR CAUSING THE DEATH OF A CIVILIAN
3. CORNER OF RODD FIELD ROAD/SARATOGA, CORPUS CHRISTI, TX

03 FEB 2008

**OPREP-3 NAVY BLUE MESSAGE TEMPLATE/EXAMPLE**

4. 17 JUN 2008, 1730L
5. INCLEMENT WEATHER/SLICK ROADS, HIGH SPEED DRIVING
6. SIB ENACTED; PMV/MIR BEGINNING
7. PMV/MIR REPORT WITHIN 30 DAYS; JAG NOTIFIED
8. NEGATIVE IMPACT TO SQUADRON MISSION CAPABILITY
9. NO ASSISTANCE REQUIRED
10. MEDIA ATTENTION ANTICIPATED
11. COMMAND POINT OF CONTACT, VT-XX, SAFETY-O, DSN 861-XXXX//

#XXXX

NNNN

08 FEB 2009

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

NAVCRIMINVSERVRA CORPUS CHRISTI TX//GCCC//

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

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)

AIRSTA CORPUS CHRISTI TX

COMNAVPERSCOM MILLINGTON TN

(Death or serious injury)

CHNAVPEERS WASHINGTON DC

(Death or serious injury)

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//

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//

1. WHAT HAPPENED \_\_\_\_\_

2. WHO IS/WAS INVOLVED \_\_\_\_\_

3. WHERE DID IT HAPPEN \_\_\_\_\_

4. WHEN DID IT HAPPEN \_\_\_\_\_

5. WHY DID IT HAPPEN \_\_\_\_\_

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**OPREP-3 NAVY BLUE MESSAGE WORKSHEET**

- 6. WHAT ACTION IS ONGOING \_\_\_\_\_
- 7. WHAT FUTURE ACTION IS CONTEMPLATED \_\_\_\_\_
- 8. WHAT IS THE IMPACT ON THE COMMAND'S MISSION  
CAPABILITY \_\_\_\_\_
- 9. IS ANY ASSISTANCE REQUIRED \_\_\_\_\_
- 10. IS MEDIA ATTENTION ANTICIPATED \_\_\_\_\_
- 11. COMMAND POINT OF CONTACT INFORMATION \_\_\_\_\_

#XXXXX  
NNNN

03 FEB 2009

# OPREP-3 NAVY UNIT SITREP MESSAGE TEMPLATE/EXAMPLE

**OPREP-3 NAVY UNIT SITREP** - 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. Do not include *italics* information in the final message

O DDHMMZ MMM YY

FM (Your command)

COMTRAWING FOUR CORPUS CHRISTI TX or  
TRARON \_\_\_\_\_ CORPUS CHRISTI TX or

TO COMTRAWING FOUR CORPUS CHRISTI TX  
INFO CNATRA CORPUS CHRISTI TX//00X//  
COMNAVAIRFOR SAN DIEGO, CA  
CHINFO WASHINGTON DC//00//  
ONI WASHINGTON DC  
COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//  
NAVY JAG WASHINGTON DC  
NAVCRIMINVSERVRA CORPUS CHRISTI TX//GCC//  
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//  
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 US<sup>3</sup>P SE (USAF personnel involved)  
AFSC SEF (USAF personnel involved)  
COMDT COGARD WASHINGTON DC//G-WKS/G-OCA// (USCG personnel involved)  
AIRSTA CORPUS CHRISTI TX  
COMNAVPERSCOM MILLINGTON TN (Death or serious injury)  
CHNAVPERS WASHINGTON DC (Death or serious injury)  
COMNAVREG SE JACKSONVILLE FL  
NAS CORPUS CHRISTI TX  
BT

UNCLAS //N03750//

PASS TO:

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//  
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)//  
FLAGWORD/NAVY UNIT SITREP/-//

TIMELOC/Date\_time group of incident/Location of incident/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/Include the following:

- 10.1 CAR ROLLOVER ACCIDENT IN CORPUS CHRISTI, TX WITH MINOR INJURY.
11. USN/MILITARY MEMBER ROLLED HIS VEHICLE ON BASE DUE TO SLICK ROADS AND HIGH RATE OF SPEED.
12. CORNER OF 1<sup>ST</sup> STREET/3<sup>RD</sup> STREET, NAS CORPUS CHRISTI, TX
13. 17 JUN 2008, 1730L
14. INCLEMENT WEATHER/SLICK ROADS, HIGH SPEED DRIVING, ALCOHOL INVOLVED
15. SIB ENACTED; PMV/MIR BEGINNING
16. PMV/MIR REPORT WITHIN 30 DAYS; JAG NOTIFIED

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**OPREP-3 NAVY UNIT SITREP MESSAGE  
TEMPLATE/EXAMPLE**

17. NEGATIVE IMPACT TO SQUADRON MISSION CAPABILITY

18. NO ASSISTANCE REQUIRED

10. MEDIA ATTENTION NOT ANTICIPATED

11. COMMAND POINT OF CONTACT, VT-XX, SAFETY-O, DSN 861-XXXX//

#XXXX

NNNN

03 FEB 2009

**OPREP-3 NAVY UNIT SITREP MESSAGE WORKSHEET**

0 HHMMZ MMM YY

FM (Your command)

COMTRAWING FOUR CORPUS CHRISTI TX or  
TRARON \_\_\_\_\_ CORPUS CHRISTI TX or

TO COMTRAWING FOUR CORPUS CHRISTI TX  
INFO CNATRA CORPUS CHRISTI TX//00X//  
COMNAVAIRFOR SAN DIEGO, CA  
CHINFO WASHINGTON DC//00//  
ONI WASHINGTON DC  
COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//  
NAVY JAG WASHINGTON DC  
NAVCRIMINVSERVRA CORPUS CHRISTI TX//GCC//  
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//  
BUMED WASHINGTON DC  
CMC WASHINGTON DC  
CG TECOM QUANTICO VA  
CG TECOM G3  
CG TECOM ATB  
MATSG-22 CORPUS CHRISTI TX  
HQ USAF SE  
AFSC SEF  
COMDT COGARD WASHINGTON DC//G-WKS/G-OCA//  
AIRSTA CORPUS CHRISTI TX  
COMNAVPERSCOM MILLINGTON TN  
CHNAVPERS WASHINGTON DC  
COMNAVREG SE JACKSONVILLE FL  
NAS CORPUS CHRISTI TX  
BT

(USMC personnel/mission incidents)  
(USMC personnel involved)  
(USMC personnel involved)  
(USMC personnel involved)  
(USMC personnel involved)  
(USAF personnel involved)  
(USAF personnel involved)  
(USAF personnel involved)  
(USCG personnel involved)  
(Death or serious injury)  
(Death or serious injury)

UNCLAS //N03750//

PASS TO:

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//  
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)//  
FLAGWORD/NAVY UNIT SITREP/-//  
TIMELOC/Date time group of incident/Location of incident/INIT//  
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS//

- 12. WHAT HAPPENED \_\_\_\_\_
- 13. WHO IS/WAS INVOLVED \_\_\_\_\_
- 14. WHERE DID IT HAPPEN \_\_\_\_\_
- 15. WHEN DID IT HAPPEN \_\_\_\_\_
- 16. WHY DID IT HAPPEN \_\_\_\_\_
- 17. WHAT ACTION IS ONGOING \_\_\_\_\_
- 18. WHAT FUTURE ACTION IS CONTEMPLATED \_\_\_\_\_
- 19. WHAT IS THE IMPACT ON THE COMMAND'S MISSION CAPABILITY \_\_\_\_\_

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**OPREP-3 NAVY UNIT SITREP MESSAGE WORKSHEET**

- 20. *IS ANY ASSISTANCE REQUIRED* \_\_\_\_\_
- 21. *IS MEDIA ATTENTION ANTICIPATED* \_\_\_\_\_
- 22. *COMMAND POINT OF CONTACT INFORMATION* \_\_\_\_\_

#XXXX  
NNNN

03 FEB 2009

**SAFETY CENTER**  
**8 HOUR WEB ENABLED SAFETY SYSTEM (WESS)**  
**REPORT**

**GENERAL INFO**

1. DUE WITHIN 8 HOURS of a Class A or B mishap (COMNAVSAFECEN)
2. Do not delay reporting in WESS if all details are not available.
3. Do not release names of personnel involved.
4. Follow WESS fields, providing as much information as possible. Examples of basic information may include:
  - a. Reporting custodian. Training Air Wing FOUR
  - b. #Vehicles/Persons. \_\_\_\_\_
  - c. Mishap location. \_\_\_\_\_
  - d. Brief Narrative. \_\_\_\_\_
  - e. Damage. \_\_\_\_\_
  - f. Injuries/Fatalities. \_\_\_\_\_
  - e. Points of contact. \_\_\_\_\_

~~03 FEB 2009~~

**SAFETY CENTER**  
**8 HOUR WESS REPORT (CONT)**

**SAFETY CENTER PHONE REPORT**

1. Complete Initial Notification via WESS (Safety Officer)
2. Follow up with the NAVAL SAFETY CENTER regarding inputs to WESS as required.

**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.

03 FEB 2009

**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.

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**PAO PRELIMINARY PRESS RELEASE WORKSHEET**

"At approximately \_\_\_\_\_ a.m./p.m. today

Military/civilian member(s) from Training Air Wing FOUR based on  
Board NAS Corpus Christi, was/were involved in an auto accident

at \_\_\_\_\_  
(location)

A \_\_\_\_\_ was \_\_\_\_\_  
(military/DoD civilian ) (injured/killed)

An investigation is underway to determine the cause of the  
mishap."

Optional: "The name(s) of the deceased are being withheld pending  
a 24 hour period after next of kin notification."

03 FEB 2009

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

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 2-G/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 Additonal Relevant Information \_\_\_\_\_
8. Contact Number at Your Unit \_\_\_\_\_

**USAF PERSONNEL**

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

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

**USMC PERSONNEL**

1. Contact your unit's Senior Marine and they will inform MATSG 22. If the Senior Marine is unavailable contact MATSG 22 directly.

2. Contact MATSG 22:

- a. COMM: (361) 961-3484
- b. DSN: 861-3484
- c. DUTY CELL: (361) 533-4738

**USCG PERSONNEL**

1. Contact the Commandant of the Coast Guard Command Center (manned 24 Hours):

- a. COMM: (202) 267-2100

**INTERNATIONAL MILITARY STUDENTS**

1. Complete IMS Casualty Report Message draft (TAB 2-G/PG 3). Reference is CNATRAINST 1500.4F for amplification. A message example is saved on a CD or thumb drive at the front of this instruction. Use Notepad; save your work as a text-only file for release.

2. Copy all bold items from the template verbatim.

3. Obtain Command approval prior to release.

4. Release within 12 hours of mishap. Message precedence shall be PRIORITY.

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<b>INTERNATIONAL MILITARY STUDENT CASUALTY REPORT MESSAGE TEMPLATE</b>
--

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  
NETSAFA DET 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 RIYADH//NAVAL ATTACHE//)  
UNCLAS//N04950//

PASS TO:

COMNAVPERSCOM MILLINGTON TN//PERS-621//  
CNATEA 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

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**INTERNATIONAL MILITARY STUDENT CASUALTY  
REPORT MESSAGE TEMPLATE**

*establishment where remains are located. If remains are to be 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.)*

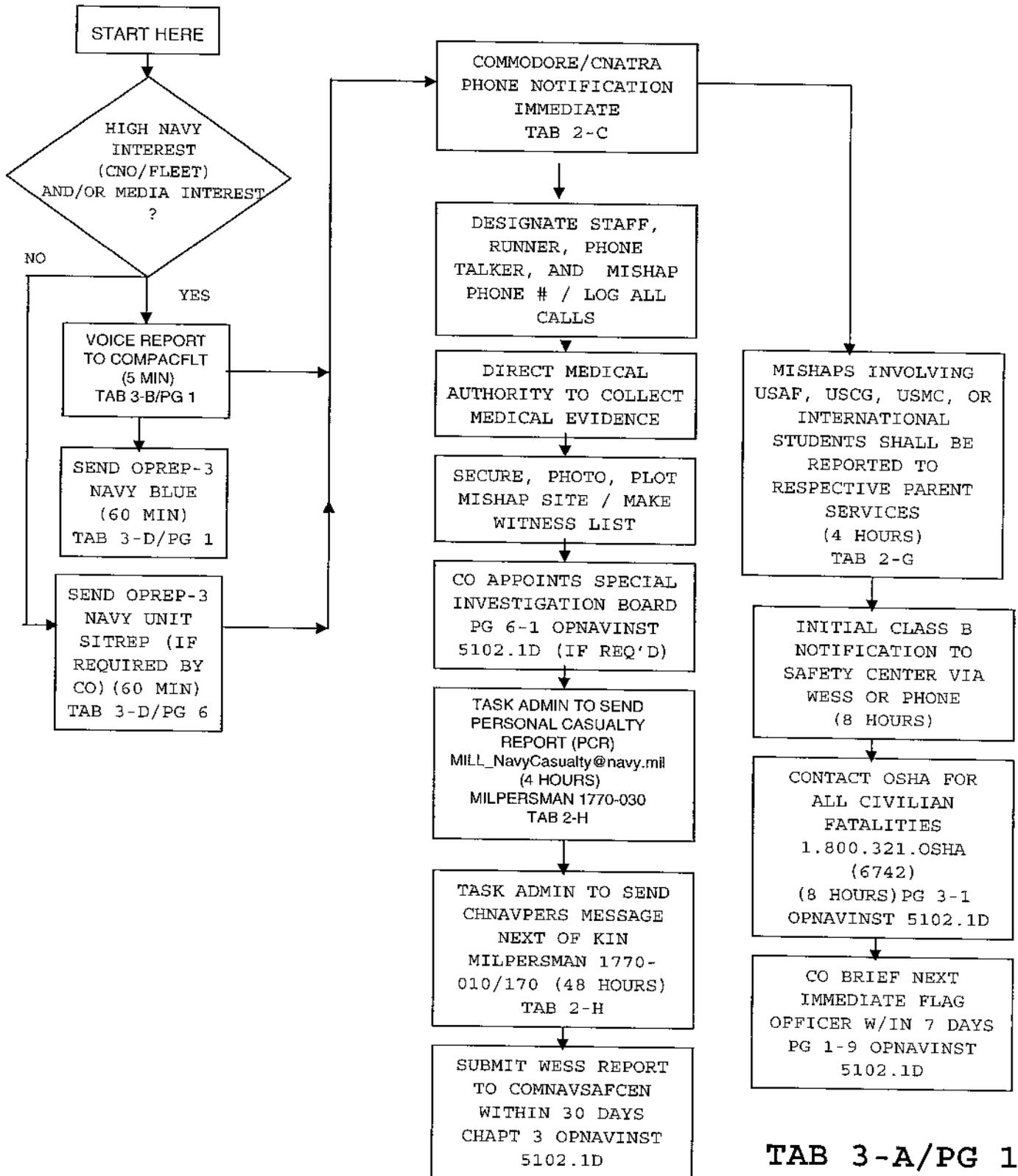
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**MISCELLANEOUS REPORTS / DUTIES****GENERAL INFORMATION**

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. 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. E-MAIL: [MILL\\_NavyCasualty@navy.mil](mailto:MILL_NavyCasualty@navy.mil)

Note: THERE IS AN UNDERSCORE BETWEEN "MILL" and NavyCasualty@navy.mil

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NON AVIATIONCLASS BRAVO MISHAP ACTIONS

TAB 3-A/PG 1

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## NON-AVIATION MISHAP/SPECIAL INCIDENT ACTION CHECKLIST REVIEW

### GENERAL INFORMATION

DEADLINE	ACTION	TIME
ASAP	Initial Notification to CDO and Safety	
ASAP	Initiate/Verify Rescue Services Contacted	
ASAP	Determine Mishap Category/Class <div style="text-align: right;"> <u>Class</u>  <input type="checkbox"/> Class A  <input type="checkbox"/> Class B  <input type="checkbox"/> Class C </div> <input type="checkbox"/> Non-Aviation Mishap <input type="checkbox"/> Personnel/Special Incident (See Note)	
	<b>For Non-Aviation Mishaps</b>	
		<b>CLASS</b>
		A    B    C
5-MIN	Safety Center Phone Report (A&B) <input type="checkbox"/> Navy Blue (Media Interest)	√    √    NA
ASAP	Initiate Phone Recall	√    √    √
ASAP	Commodore & CNATRA Phone Reports	√    √    √
60-MIN	OPREP-3 NAVY BLUE MSG	√    √    NA
60-MIN	OPREP-3 NAVY UNIT SITREP (IF RQD)	NA    NA    √
ASAP	Collect mishap related records	√    √    √
8-HRS	COMNAVSAFECEN Notification	√    √    NA
As Req'd	PAO Draft Press Release	
4-HR	USAF, USMC, USCG, Foreign National Parent Service Notification	√    √    √
As Required	Miscellaneous Reports/Duties <ul style="list-style-type: none"> <li>• Fluid Samples &amp; 72 hr history</li> <li>• PNOK/SNOK Notification</li> <li>Imminent Death Retirement</li> </ul>	As Required

1. REVIEW THIS CHECKLIST PRIOR TO ASSUMING EVERY WATCH.

(\*) Note: For Personnel / Special Incident Reporting, refer to OPNAVINST 3100.6H, Appendix A for required actions

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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 Non Aviation Mishaps that have a reasonable probability of CNO/Fleet and/or media interests.
  - 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. 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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<b>OPREP-3 CLASSIFICATION CHART</b>
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NATIONAL LEVEL INTEREST	HIGH LEVEL NAVY INTEREST	HIGHER NAVAL AUTHORITY INTEREST
<p style="text-align: center;"><b>OPREP-3 PINNACLE</b></p> <ul style="list-style-type: none"> <li>• Major military, missile, or ordnance incidents (when nuclear warheads are not present).</li> <li>• Incidents involving reconnaissance activities.</li> <li>• Hijacking and related incidents.</li> <li>• US SAR operations in foreign countries and their territorial waters.</li> <li>• Grave breaches of International Law of Armed Conflict.</li> <li>• Loss of, or substantial damage to, civilian property caused by military equipment, such as aircraft or ships, when national-level interest is indicated.</li> <li>• Loss of or substantial damage to major military equipment such as aircraft or ships when national-level interest is indicated.</li> <li>• Any incidents involving the use of chemical or biological agents, to include anthrax.</li> <li>• 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.</li> </ul>	<p style="text-align: center;"><b>OPREP-3 NAVY BLUE</b></p> <p style="text-align: center;"><b>OPERATIONAL INCIDENTS</b></p> <ul style="list-style-type: none"> <li>• 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></li> <li>• Near or actual collisions of minor significance involving Navy ships or aircraft.</li> <li>• Aggressive actions by foreign entities towards USN ships or aircraft.</li> <li>• 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.)</li> <li>• Any discharge of a government weapon that causes a fatality or injury to personnel.</li> <li>• Acts or attempts to willfully destroy property of the Navy.</li> </ul> <p style="text-align: center;"><b>PERSONNEL INCIDENTS</b></p> <ul style="list-style-type: none"> <li>• Death of, critical injury to, or missing Commanding Officers or senior officials (flag officer or equivalent).</li> <li>• Incidents involving death or injury to personnel embarked in Navy ships or aircraft.</li> <li>• Death or serious personal injury of a civilian; this includes civilian traffic accident deaths caused by a service member.</li> </ul>	<p style="text-align: center;"><b>OPREP-3 NAVY UNIT SITREP</b></p> <ul style="list-style-type: none"> <li>• When considered appropriate by the reporting activity.</li> <li>• When directed.</li> <li>• To update incidents previously reported via OPREP-3 NAVY BLUE when the update information does not meet OPREP-3 NAVY BLUE criteria.</li> <li>• Operational incidents that do not attract media attention.</li> <li>• Fires or floods resulting in minor damage or does not cause significant personnel injury or loss of combat capability.</li> <li>• Minor liberty incidents in which a service member is arrested or held for a non-serious offense by local or foreign authorities.</li> </ul> <p style="text-align: center;"><b>PERSONNEL INCIDENTS</b></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"> <li>• Domestic violence</li> <li>• Domestic abuse</li> <li>• Child Abuse/Neglect</li> <li>• Child Sexual Abuse</li> <li>• Indecent Assault</li> <li>• Assault with intent to commit rape or sodomy</li> <li>• Sexual Harassment - formal complaint or report</li> <li>• Suicide and Suicide attempts</li> <li>• Suicidal gestures: report as an OPREP-3 NAVY UNIT SITREP</li> <li>• Equal Opportunity Incidents - formal complaint or report</li> <li>• Unlawful Discrimination</li> <li>• Hazing</li> </ul>

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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 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 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: <a href="mailto:bwc.ptgn@navy.mil">bwc.ptgn@navy.mil</a> or <a href="mailto:nocwo@navy.mil">nocwo@navy.mil</a>
SECONDARY	NATIONAL MILITARY COMMAND CENTER (NMCC)	COMM: (703)693-8196/(703)697-6340 DSN: 223-8196/227-6340 UNCLAS Email: <a href="mailto:opssoo@js.pentagon.mil">opssoo@js.pentagon.mil</a> • Request they relay to NOC.

a. Read the filled-in OPREP-3 VOICE REPORT TEMPLATE (TAB 3-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 3-B/PG 4)

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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.).
3. Use the Serialization Log on TAB 2-B, PG 4 as the master list for all OPREP-3 reports

## OPREP-3 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"	THIS IS TRAINING AIR WING FOUR/TRAINING SQUADRON _____	OPREP-3,	<input type="checkbox"/> NAVY BLUE OVER."
They Respond:	<input type="checkbox"/> "TRAINING AIR WING FOUR/TRAINING SQUADRON _____" <input type="checkbox"/> "NAVY OPERATIONS CENTER 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"/> NAVY BLUE OVER."
You Say:	<input type="checkbox"/> "NAVY OPERATIONS CENTER NATIONAL MILITARY COMMAND CENTER" <input type="checkbox"/> "LINE ONE"	THIS IS TRAINING AIR WING FOUR/TRAINING SQUADRON _____	<input type="checkbox"/> 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"/> NAVY BLUE
	<input type="checkbox"/> "LINE TWO"	NARRATIVE	(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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<b>OPREP-3 VOICE REPORT EXAMPLE</b>
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PRIORITY	(b) AGENCY	PHONE NUMBER
PRIMARY	NAVY OPERATIONS CENTER (NOC)	COMM: (703)692-9284/(703)693-2006 DSN: 222-9284/223-2006 UNCLAS Email: <a href="mailto:bwc.ptgn@navy.mil">bwc.ptgn@navy.mil</a> or <a href="mailto:nocwo@navy.mil">nocwo@navy.mil</a>
SECONDARY	NATIONAL MILITARY COMMAND CENTER (NMCC)	COMM: (703)693-8196/(703)697-6340 DSN: 223-8196/227-6340 UNCLAS Email: <a href="mailto:opssoo@js.pentagon.mil">opssoo@js.pentagon.mil</a> • Request they relay to NOC.

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, AUTO ACCIDENT, CORPUS CHRISTI, TX, ZERO  
TWO THREE ZERO ZULU.

LINE TWO, NARRATIVE, MILITARY MEMBER WAS INVOLVED IN AN AUTO  
ACCIDENT IN WHICH HE WAS KILLED. THREE CIVILIANS WERE ALSO  
HOPITALIZED WITH SERIOUS INJURIES. PERIOD. OVER."

"MY NAME IS \_\_\_\_\_"

"MY PHONE NUMBER IS DSN 861-XXXX"

"REQUEST THE DATE TIME GROUP FOR YOUR RECEIPT OF THIS REPORT"

**COMMODORE/CNATRA PHONE REPORTS**

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**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 Bravo Non Aviation Mishap
- "...involving \_\_\_\_\_"  
(# vehicles/# personnel)
- (Give a brief description of incident, including injury, damage, and rescue services notified. (Do not speculate.)

---



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Example: "Auto accident on NAS CC involving, 1 DoD civilian fatality, Civilian in second car is unhurt. EMS is on scene."

- "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.

~~03 FEB 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 October 2007		

**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) 442-8903  
 (361) 533-0499

**CNATRA QUARTER DECK/DUTY OFFICER**

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

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<b>OPREP-3 60 MINUTE MESSAGE</b>
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**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 to 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. Recall the Duty Admin or someone who can use the Automated Message Handling System (AMHS). If unable to contact one of the experts listed in **TAB 7-A**, follow the "Message Drafting and Release Procedures" in **TAB 7-B**.
2. Fill in a blank **OPREP-3 Message Worksheet (TAB 3-D/PG 4 or 8) (NAVY BLUE or NAVY UNIT SITREP as appropriate)** with the required information and then return to this page. **DO NOT INCLUDE NAMES OF PERSONNEL INVOLVED.** Bold items in the template must be repeated exactly. Not all addressees are required on most messages. Delete those that are not required from your draft. Use the message template/example (**TAB 3-D/PG 2 or 6**) as guides. Message examples are saved on a CD at the front of this instruction. Use pre-addressed templates if able to expedite message process.
3. 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.

<b>NAVY OPERATIONS CENTER (NOC)</b>	COMM (703)692-9284/(703)693-2006 DSN: 222-9284/223-2006 UNCLAS Email: <a href="mailto:bwc.ptgn@navy.mil">bwc.ptgn@navy.mil</a> or <a href="mailto:nocwo@navy.mil">nocwo@navy.mil</a>
---	---

4. Give the filled in template to the Duty Admin and have them prepare the message for transmission.

**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.

5. Review the message 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. Release the message.

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**OPREP-3 NAVY BLUE MESSAGE TEMPLATE/EXAMPLE**

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. Do not include italics information in the final 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  
NAVCRIMINVSERVA CORPUS CHRISTI TX//GCC//  
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//  
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)  
AIRSTA CORPUS CHRISTI TX  
COMNAVPERSCOM MILLINGTON TN (Death or serious injury)  
CHNAVPERS WASHINGTON DC (Death or serious injury)  
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//  
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:  
1. 2 CAR ACCIDENT IN CORPUS CHRISTI, TX  
2. 1 USN/MILITARY FATALITY AND 3 CIVILIAN INJURIES  
3. CORNER OF RODD FIELD ROAD/SARATOGA, CORPUS CHRISTI, TX  
4. 17 JUN 2008, 1730L

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**OPREP-3 NAVY BLUE MESSAGE TEMPLATE/EXAMPLE**

5. INCLEMENT WEATHER/SLICK ROADS, HIGH SPEED DRIVING
6. SIB ENACTED; PMV/MIR BEGINNING
7. PMV/MIR REPORT WITHIN 30 DAYS; JAG NOTIFIED
8. NEGATIVE IMPACT TO SQUADRON MISSION CAPABILITY
9. NO ASSISTANCE REQUIRED
10. MEDIA ATTENTION ANTICIPATED
11. COMMAND POINT OF CONTACT, VT-XX, SAFETY-O, DSN 861-XXXX//

#XXXX

NNNN

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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  
NAVCRIMINVSERVRA CORPUS CHRISTI TX//GCC//  
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//  
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)  
AIRSTA CORPUS CHRISTI TX

COMNAVPERSCOM MILLINGTON TN (Death or serious injury)  
CHNAVPEERS WASHINGTON DC (Death or serious injury)  
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//  
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//

- 1. WHAT HAPPENED \_\_\_\_\_
- 2. WHO IS/WAS INVOLVED \_\_\_\_\_
- 3. WHERE DID IT HAPPEN \_\_\_\_\_
- 4. WHEN DID IT HAPPEN \_\_\_\_\_
- 5. WHY DID IT HAPPEN \_\_\_\_\_

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**OPREP-3 NAVY BLUE MESSAGE WORKSHEET**

- 6. WHAT ACTION IS ONGOING \_\_\_\_\_
- 7. WHAT FUTURE ACTION IS CONTEMPLATED \_\_\_\_\_
- 8. WHAT IS THE IMPACT ON THE COMMAND'S MISSION  
CAPABILITY \_\_\_\_\_
- 9. IS ANY ASSISTANCE REQUIRED \_\_\_\_\_
- 10. IS MEDIA ATTENTION ANTICIPATED \_\_\_\_\_
- 11. COMMAND POINT OF CONTACT INFORMATION \_\_\_\_\_

#XXXX  
NNNN

03 FEB 2009

# OPREP-3 NAVY UNIT SITREP MESSAGE TEMPLATE/EXAMPLE

**OPREP-3 NAVY UNIT SITREP** - 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. Do not include *italics* information in the final message

O DDHHMMZ MMM YY

FM (Your command)

COMTRAWING FOUR CORPUS CHRISTI TX or  
TRARON \_\_\_\_\_ CORPUS CHRISTI TX or

TO COMTRAWING FOUR CORPUS CHRISTI TX  
INFO CNATRA CORPUS CHRISTI TX//00X//  
COMNAVAIRFOR SAN DIEGO, CA  
CHINFO WASHINGTON DC//00//  
ONI WASHINGTON DC  
COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//  
NAVY JAG WASHINGTON DC  
NAVCRIMINVSERVRA CORPUS CHRISTI TX//GCC//  
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//  
BUMED WASHINGTON DC  
CMC WASHINGTON DC  
CG TECOM QUANTICO VA (USMC personnel/mission incidents)  
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)  
AIRSTA CORPUS CHRISTI TX  
COMNAVPERSCOM MILLINGTON TN (Death or serious injury)  
CHNAVPERS WASHINGTON DC (Death or serious injury)  
COMNAVREG SE JACKSONVILLE FL  
NAS CORPUS CHRISTI TX

BT

UNCLAS //N03750//

PASS TO:

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//  
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:

1. 2 VEHICLE ACCIDENT IN CORPUS CHRISTI, TX
2. 3 CIVILIAN MEMBERS COLLIDED IN THEIR VEHICLE BY BUS ON BASE. ALL THREE CIVILIANS HOSPITALIZED WITH SEVERE INJURIES
3. CORNER OF 1<sup>ST</sup> STREET/3<sup>RD</sup> STREET, NAS CORPUS CHRISTI, TX
4. 17 JUN 2008, 1730L
5. INCLEMENT WEATHER/SLICK ROADS, HIGH SPEED DRIVING, ALCOHOL INVOLVED
6. SIB ENACTED; PMV/MIR BEGINNING
7. PMV/MIR REPORT WITHIN 30 DAYS; JAG NOTIFIED

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**OPREP-3 NAVY UNIT SITREP MESSAGE  
TEMPLATE/EXAMPLE**

8. *NEGATIVE IMPACT TO SQUADRON MISSION CAPABILITY*
  9. *NO ASSISTANCE REQUIRED*
  10. *MEDIA ATTENTION NOT ANTICIPATED*
  11. *COMMAND POINT OF CONTACT, VT-XX, SAFETY-O, DSN 861-XXXX//*
- #XXXX  
NNNN

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OPREP-3 NAVY UNIT SITREP MESSAGE WORKSHEET
--

O HHMMZ MMM YY

FM (Your command)

COMTRAWING FOUR CORPUS CHRISTI TX or  
 TRARON \_\_\_\_\_ CORPUS CHRISTI TX or

TO COMTRAWING FOUR CORPUS CHRISTI TX

INFO CNATRA CORPUS CHRISTI TX//00X//

COMNAVAIRFOR SAN DIEGO, CA

CHINFO WASHINGTON DC//00//

ONI WASHINGTON DC

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

NAVY JAG WASHINGTON DC

NAVCRIMINVSERVRA CORPUS CHRISTI TX//GCCC//

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

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)

AIRSTA CORPUS CHRISTI TX

COMNAVPERSCOM MILLINGTON TN

(Death or serious injury)

CHNAVPERS WASHINGTON DC

(Death or serious injury)

COMNAVREG SE JACKSONVILLE FL

NAS CORPUS CHRISTI TX

BT

UNCLAS //N03750//

PASS TO:

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//

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 UNIT SITREP/-//

TIMELOC/Date\_time group of incident/Location of incident/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS//

10. WHAT HAPPENED \_\_\_\_\_

11. WHO IS/WAS INVOLVED \_\_\_\_\_

12. WHERE DID IT HAPPEN \_\_\_\_\_

13. WHEN DID IT HAPPEN \_\_\_\_\_

14. WHY DID IT HAPPEN \_\_\_\_\_

15. WHAT ACTION IS ONGOING \_\_\_\_\_

16. WHAT FUTURE ACTION IS CONTEMPLATED \_\_\_\_\_

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**OPREP-3 NAVY UNIT SITREP MESSAGE WORKSHEET**

17. WHAT IS THE IMPACT ON THE COMMAND'S MISSION  
CAPABILITY \_\_\_\_\_

18. IS ANY ASSISTANCE REQUIRED \_\_\_\_\_

19. IS MEDIA ATTENTION ANTICIPATED \_\_\_\_\_

20. COMMAND POINT OF CONTACT INFORMATION \_\_\_\_\_

#XXXX  
NNNN

~~03 FEB 2009~~

**SAFETY CENTER**  
**8 HOUR WEB ENABLED SAFETY SYSTEM (WESS)**  
**REPORT**

**GENERAL INFO**

1. DUE WITHIN 8 HOURS of a Class A or B mishap (COMNAVSAFECEN)
2. Do not delay reporting in WESS if all details are not available.
3. Do not release names of personnel involved.
4. Follow WESS fields, providing as much information as possible. Examples of basic information may include:
  - a. Reporting custodian. Training Air Wing FOUR
  - b. #Vehicles/Persons. \_\_\_\_\_
  - c. Mishap location. \_\_\_\_\_
  - d. Brief Narrative. \_\_\_\_\_
  - e. Damage. \_\_\_\_\_
  - f. Injuries/Fatalities. \_\_\_\_\_
  - e. Points of contact. \_\_\_\_\_

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<b>SAFETY CENTER</b> <b>8 HOUR WESS REPORT (CONT)</b>
--

**SAFETY CENTER PHONE REPORT**

1. Complete Initial Notification via WESS (Safety Officer)
2. Follow up with the NAVAL SAFETY CENTER regarding inputs to WESS as required.

**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.

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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 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.

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**PAO PRELIMINARY PRESS RELEASE WORKSHEET**

"At approximately \_\_\_\_\_ a.m./p.m. today

Military/civilian member(s) from Training Air Wing FOUR based on  
Board NAS Corpus Christi, was/were involved in an auto accident

at \_\_\_\_\_  
(location)

A \_\_\_\_\_ was \_\_\_\_\_  
(military/DoD civilian ) (injured/killed)

An investigation is underway to determine the cause of the  
mishap."

Optional: "The name(s) of the deceased are being withheld pending  
a 24 hour period after next of kin notification."

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

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 3-G/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 Additonal Relevant Information \_\_\_\_\_
8. Contact Number at Your Unit \_\_\_\_\_

**USAF PERSONNEL**

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

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

**USMC PERSONNEL**

1. Contact your unit's Senior Marine and they will inform MATSG 22. If the Senior Marine is unavailable contact MATSG 22 directly.

2. Contact MATSG 22:

- |               |                |
|---------------|----------------|
| a. COMM:      | (361) 961-3484 |
| b. DSN:       | 861-3484       |
| c. DUTY CELL: | (361) 533-4738 |

**USCG PERSONNEL**

1. Contact the Commandant of the Coast Guard Command Center (manned 24 Hours):

- |          |                |
|----------|----------------|
| a. COMM: | (202) 267-2100 |
|----------|----------------|

**INTERNATIONAL MILITARY STUDENTS**

1. Complete IMS Casualty Report Message draft (TAB 2-G/Pg 3). Reference is CNATRAINST 1500.4F for amplification. A message example is saved on a CD or thumb drive at the front of this instruction. Use Notepad; save your work as a text-only file for release.

2. Copy all **bold** items from the template verbatim.

3. Obtain Command approval prior to release.

4. Release within 12 hours of mishap. Message precedence shall be PRIORITY.

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<b>INTERNATIONAL MILITARY STUDENT CASUALTY REPORT MESSAGE TEMPLATE</b>
--

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  
NETSAFA DET 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 RIYADH//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

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**INTERNATIONAL MILITARY STUDENT CASUALTY  
REPORT MESSAGE TEMPLATE**

*establishment where remains are located. If remains are to be 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.)*

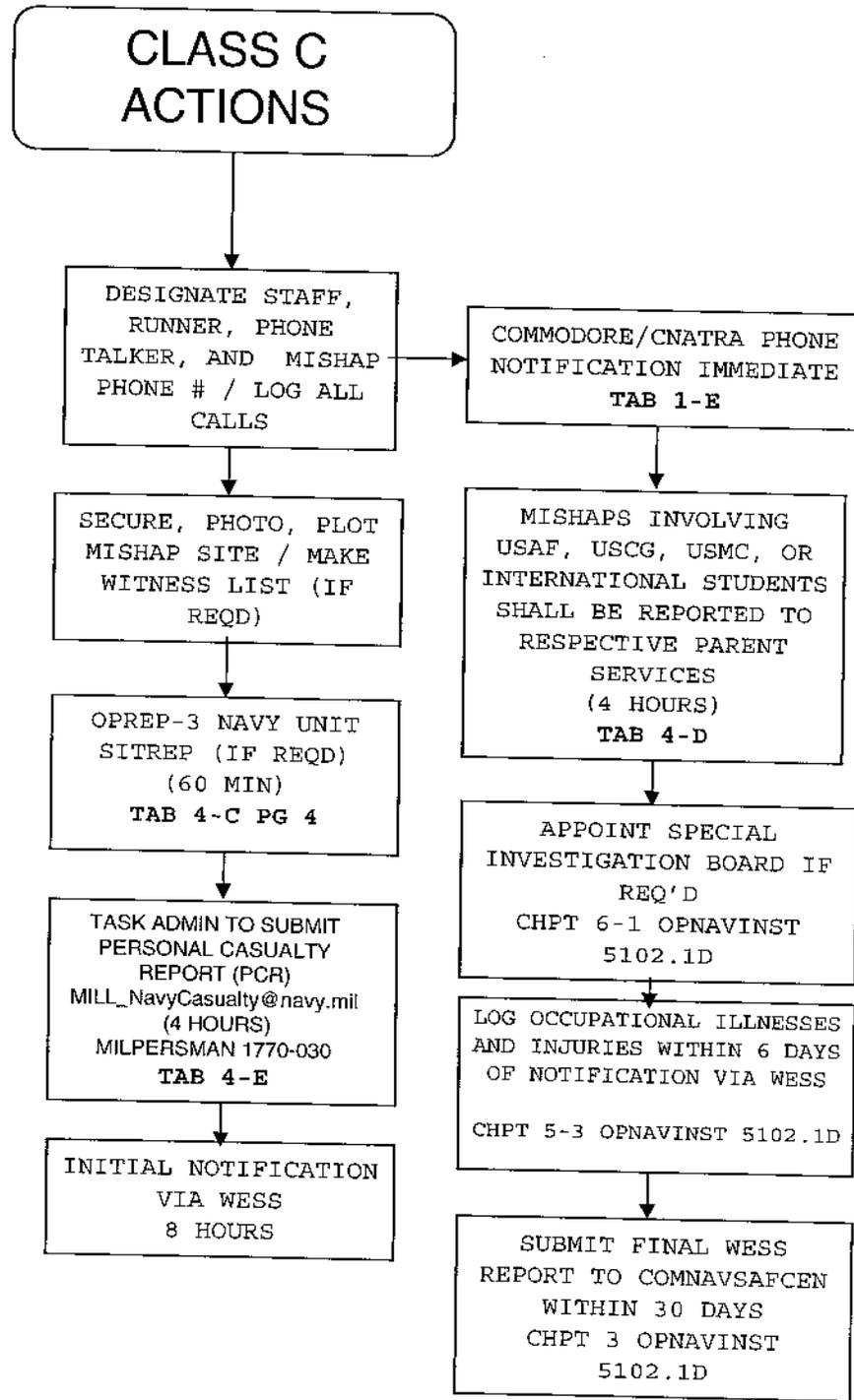
03 FEB 2009

**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. 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. E-MAIL: [MILL\\_NavyCasualty@navy.mil](mailto:MILL_NavyCasualty@navy.mil)

Note: THERE IS AN UNDERSCORE BETWEEN "MILL" and "NavyCasualty@navy.mil"

03 FEB 2009

NON AVIATIONCLASS CHARLIE MISHAP ACTIONS

03 FEB 2009

## NON-AVIATION MISHAP/SPECIAL INCIDENT ACTION CHECKLIST REVIEW

### GENERAL INFORMATION

DEADLINE	ACTION	CLASS			TIME
		A	B	C	
ASAP	Initial Notification to CDO and Safety				
ASAP	Initiate/Verify Rescue Services Contacted				
ASAP	Determine Mishap Category/Class  <input type="checkbox"/> Non-Aviation Mishap <input type="checkbox"/> Personnel/Special Incident (See Note)				
	<b>For Non-Aviation Mishaps</b>	<b>CLASS</b>			
		A	B	C	
5-MIN	Safety Center Phone Report (A&B) <input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue	√	√	NA	
ASAP	Initiate Phone 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 Message	√	√	NA	
As Req'd	PAO Draft Press Release				
4-HR	USAF, USMC, USCG, Foreign National Parent Service Notification	√	√	√	
As Required	Miscellaneous Reports/Duties <ul style="list-style-type: none"> <li>• Fluid Samples &amp; 72 hr history</li> <li>• PNOK/SNOK Notification</li> <li>• Imminent Death Retirement</li> <li>X-ray/Equipment Loss Report</li> </ul>	As Required			

1. REVIEW THIS CHECKLIST PRIOR TO ASSUMING EVERY WATCH.

(\* Note: For Personnel / Special Incident Reporting, refer to OPNAVINST 3100.6H, Appendix A for required actions

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**COMMODORE/CNATRA PHONE REPORTS**

**GENERAL INFORMATION**

1. Make these calls ASAP.
2. Delegate this tab 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 Charlie Non Aviation Mishap
- "...involving \_\_\_\_\_"  
(# vehicles/# personnel)
- (Give a brief description of incident, including injury, damage, and rescue services notified. (Do not speculate.)  
\_\_\_\_\_  
\_\_\_\_\_

Example: "Auto accident on NAS CC involving, 1 DoD civilian wrecking a GOV into a telephone pole. No injuries. Estimated car damage - totaled."

- "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.

PRIORITY	PERSON	PHONE NUMBER
----------	--------	--------------

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**COMMODORE/CNATRA PHONE REPORTS (CONT)**

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 October 2007

**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) 442-8903  
 (361) 533-0499

**CNATRA QUARTER DECK/DUTY OFFICER**

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

**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-C/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.

**MESSAGE GENERATION/RELEASE PROCEDURES**

1. If the CO determines one should be sent, it should be released within 60 minutes of the mishap.

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**OPREP-3 NAVY UNIT SITREP (CONT.)**

2. Obtain CO approval of content prior to release. Inform the Commodore an OPREP-3 NAVY UNIT SITREP will be released.
  3. Recall duty Admin or someone who can use the Defense Message System to release the message. If unable to contact one of the experts listed in **TAB 7-A**, follow the "Message Drafting and Release Procedures" in **TAB 7-B**.
  4. Fill in a blank **OPREP-3 NAVY UNIT SITREP Worksheet (TAB 4-C/PG 6)** with the required information and then return to this page. **DO NOT INCLUDE NAMES OF PERSONNEL INVOLVED**. Bold items in the template must be repeated exactly. Not all addresses are required on most messages. Delete those that are not required from your draft. Use the message template (**TAB 4-C/PG 4**) and message example (**TAB 4-C/PG 6**) as a guide. Message examples are saved on a CD at the front of this instruction. Utilize pre-addressed message formats if able to expedite message process.
  5. Give the filled in template to the Duty Admin and have them prepare the message for transmission.
- 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.
6. Review the message for proper serialization (**TAB 2-B/PG 4**), format, and spelling. Release the message.

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<b>OPREP-3 CLASSIFICATION CHART</b>
-------------------------------------

NATIONAL LEVEL INTEREST	HIGH LEVEL NAVY INTEREST	HIGHER NAVAL AUTHORITY INTEREST
<b>OPREP-3 PINNACLE</b>	<b>OPREP-3 NAVY BLUE</b>	<b>OPREP-3 NAVY UNIT SITREP</b>
<ul style="list-style-type: none"> <li>• Major military, missile, or ordnance incidents (when nuclear warheads are not present).</li> <li>• Incidents involving reconnaissance activities.</li> <li>• Hijacking and related incidents.</li> <li>• US SAR operations in foreign countries and their territorial waters.</li> <li>• Grave breaches of International Law of Armed Conflict.</li> <li>• Loss of, or substantial damage to, civilian property caused by military equipment, such as aircraft or ships, when national-level interest is indicated.</li> <li>• Loss of or substantial damage to major military equipment such as aircraft or ships when national-level interest is indicated.</li> <li>• Any incidents involving the use of chemical or biological agents, to include anthrax.</li> <li>• 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.</li> </ul>	<p style="text-align: center;"><b>OPERATIONAL INCIDENTS</b></p> <ul style="list-style-type: none"> <li>• 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></li> <li>• Near or actual collisions of minor significance involving Navy ships or aircraft.</li> <li>• Aggressive actions by foreign entities towards USN ships or aircraft.</li> <li>• 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.)</li> <li>• Any discharge of a government weapon that causes a fatality or injury to personnel.</li> <li>• Acts or attempts to willfully destroy property of the Navy.</li> </ul> <p style="text-align: center;"><b>PERSONNEL INCIDENTS</b></p> <ul style="list-style-type: none"> <li>• Death of, critical injury to, or missing Commanding Officers or senior officials (flag officer or equivalent).</li> <li>• Incidents involving death or injury to personnel embarked in Navy ships or aircraft.</li> <li>• Death or serious personal injury of a civilian; this includes civilian traffic accident deaths caused by a service member.</li> </ul>	<ul style="list-style-type: none"> <li>• When considered appropriate by the reporting activity.</li> <li>• When directed.</li> <li>• To update incidents previously reported via OPREP-3 NAVY BLUE when the update information does not meet OPREP-3 NAVY BLUE criteria.</li> <li>• Operational incidents that do not attract media attention.</li> <li>• Fires or floods resulting in minor damage or does not cause significant personnel injury or loss of combat capability.</li> <li>• Minor liberty incidents in which a service member is arrested or held for a non-serious offense by local or foreign authorities.</li> </ul> <p style="text-align: center;"><b>PERSONNEL INCIDENTS</b></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"> <li>• Domestic violence</li> <li>• Domestic abuse</li> <li>• Child Abuse/Neglect</li> <li>• Child Sexual Abuse</li> <li>• Indecent Assault</li> <li>• Assault with intent to commit rape or sodomy</li> <li>• Sexual Harassment - formal complaint or report</li> <li>• Suicide and Suicide attempts</li> <li>• Suicidal gestures: report as an OPREP-3 NAVY UNIT SITREP</li> <li>• Equal Opportunity Incidents - formal complaint or report</li> <li>• Unlawful Discrimination</li> <li>• Hazing</li> </ul>

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**OPREP-3 NAVY UNIT SITREP MESSAGE  
TEMPLATE/EXAMPLE**

**OPREP-3 NAVY UNIT SITREP** - 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. Do not include *italics* information in the final message

O DDHHMMZ MMM YY

FM (Your command)

COMTRAWING FOUR CORPUS CHRISTI TX or  
TRARON \_\_\_\_\_ CORPUS CHRISTI TX or

TO COMTRAWING FOUR CORPUS CHRISTI TX  
INFO CNATRA CORPUS CHRISTI TX//00X//  
COMNAVAIRFOR SAN DIEGO, CA  
CHINFO WASHINGTON DC//00//  
ONI WASHINGTON DC  
COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//  
NAVY JAG WASHINGTON DC  
NAVCRIMINVSERVRA CORPUS CHRISTI TX//GCCC//  
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//  
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 U.S. SE (USAF personnel involved)  
AFSC SEF (USAF personnel involved)  
COMDT COGARD WASHINGTON DC//G-WKS/G-OCA// (USCG personnel involved)  
AIRSTA CORPUS CHRISTI TX  
COMNAVPERSCOM MILLINGTON TN (Death or serious injury)  
CHNAVPERS WASHINGTON DC (Death or serious injury)  
COMNAVREG SE JACKSONVILLE FL  
NAS CORPUS CHRISTI TX

BT

UNCLAS //N03750//

PASS TO:

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//  
COMDT COGARD WASHINGTON DC//G-WKS/G-OCA// (USCG personnel involved)  
MSGID/OPREP-3NUS,USMTE, 2007/Your command/Serial #(Refer to TAB 2-B/Pg 4)//  
REF/A/DESC: /INITIAL//  
FLAGWORD/NAVY UNIT SITREP/-//

TIMELOC/Date\_time group of incident/Location of incident/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/Include the following:

1. 2 VEHICLE ACCIDENT IN CORPUS CHRISTI, TX
2. 3 CIVILIAN MEMBERS COLLIDED IN THEIR VEHICLE BY BUS ON BASE. ALL  
THREE CIVILIANS HOSPITALIZED WITH SEVERE INJURIES
3. CORNER OF 1<sup>ST</sup> STREET/3<sup>RD</sup> STREET, NAS CORPUS CHRISTI, TX
4. 17 JUN 2008, 1730L
5. INCLEMENT WEATHER/SLICK ROADS, HIGH SPEED DRIVING, ALCOHOL INVOLVED
6. SIB ENACTED; PMV/MIR BEGINNING

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**OPREP-3 NAVY UNIT SITREP MESSAGE  
TEMPLATE/EXAMPLE**

7. *PMV/MIR REPORT WITHIN 30 DAYS; JAG NOTIFIED*
8. *NEGATIVE IMPACT TO SQUADRON MISSION CAPABILITY*
9. *NO ASSISTANCE REQUIRED*
10. *MEDIA ATTENTION NOT ANTICIPATED*
11. *COMMAND POINT OF CONTACT, VT-XX, SAFETY-O, DSN 861-XXXX//*

#XXXX

NNNN

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OPREP-3 NAVY UNIT SITREP MESSAGE WORKSHEET
--

O HHMMZ MMM YY

FM (Your command)

COMTRAWING FOUR CORPUS CHRISTI TX or  
 TRARON \_\_\_\_\_ CORPUS CHRISTI TX or

TO COMTRAWING FOUR CORPUS CHRISTI TX  
 INFO CNATRA CORPUS CHRISTI TX//00X//  
 COMNAVAIRFOR SAN DIEGO, CA  
 CHINFO WASHINGTON DC//00//  
 ONI WASHINGTON DC  
 COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//  
 NAVY JAG WASHINGTON DC  
 NAVCRIMINVSERVRA CORPUS CHRISTI TX//GCCC//  
 DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//  
 BUMED WASHINGTON DC  
 CMC WASHINGTON DC  
 CG TECOM QUANTICO VA (USMC personnel/mission incidents)  
 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)  
 AIRSTA CORPUS CHRISTI TX  
 COMNAVPERSCOM MILLINGTON TN (Death or serious injury)  
 CHNAVPERS WASHINGTON DC (Death or serious injury)  
 COMNAVREG SE JACKSONVILLE FL  
 NAS CORPUS CHRISTI TX

BT

UNCLAS //N03750//

PASS TO:

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//  
 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 UNIT SITREP/-//

TIMELOC/Date\_time group of incident/Location of incident/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS//

1. WHAT HAPPENED \_\_\_\_\_
2. WHO IS/WAS INVOLVED \_\_\_\_\_
3. WHERE DID IT HAPPEN \_\_\_\_\_
4. WHEN DID IT HAPPEN \_\_\_\_\_
5. WHY DID IT HAPPEN \_\_\_\_\_
6. WHAT ACTION IS ONGOING \_\_\_\_\_
7. WHAT FUTURE ACTION IS CONTEMPLATED \_\_\_\_\_

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**OPREP-3 NAVY UNIT SITREP MESSAGE WORKSHEET**

8. WHAT IS THE IMPACT ON THE COMMAND'S MISSION  
CAPABILITY \_\_\_\_\_
9. IS ANY ASSISTANCE REQUIRED \_\_\_\_\_
10. IS MEDIA ATTENTION ANTICIPATED \_\_\_\_\_
11. COMMAND POINT OF CONTACT INFORMATION \_\_\_\_\_

#XXXX  
NNNN

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<p align="center"><b>USAF, USMC, USCG, INTERNATIONAL STUDENT PARENT SERVICE PHONE/MESSAGE NOTIFICATION</b></p>
--

REFERENCE: CNATRINST 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 4-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 Additonal Relevant Information \_\_\_\_\_
8. Contact Number at Your Unit \_\_\_\_\_

**USAF PERSONNEL**

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

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

**USMC PERSONNEL**

1. Contact your unit's Senior Marine and they will inform MATSG
22. If the Senior Marine is unavailable contact MATSG 22 directly.
  
2. Contact MATSG 22:
  - a. COMM: (361) 961-3484
  - b. DSN: 861-3484
  - c. DUTY CELL: (361) 533-4738

**USCG PERSONNEL**

1. Contact the Commandant of the Coast Guard Command Center (manned 24 Hours):
  - a. COMM: (202) 267-2100

**INTERNATIONAL MILITARY STUDENTS**

1. Complete IMS Casualty Report Message draft (**TAB 2-G/PG 3**). Reference is CNATRAINST 1500.4F for amplification. A message example is saved on a CD at the front of this instruction. Use pre-addressed template on AMHS to expedite message process.
2. Copy all **bold** items from the template verbatim.
3. Obtain Command approval prior to release.
4. Release within 12 hours of mishap. Message precedence shall be PRIORITY.

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<b>INTERNATIONAL MILITARY STUDENT CASUALTY REPORT MESSAGE TEMPLATE</b>
--

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  
NETSAFA DET 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 RIYADH//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

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**INTERNATIONAL MILITARY STUDENT CASUALTY  
REPORT MESSAGE TEMPLATE**

*establishment where remains are located. If remains are to be 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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<p><b>SAFETY CENTER</b></p> <p><b>8 HOUR WEB ENABLED SAFETY SYSTEM (WESS)</b></p> <p><b>REPORT</b></p>
--

**GENERAL INFO**

1. DUE WITHIN 8 HOURS of a Class A, B, or C mishap (COMNAVSAFECEN)
2. Do not delay reporting in WESS if all details are not available.
3. Do not release names of personnel involved.
4. Follow WESS fields, providing as much information as possible. Examples of basic information may include:
  - a. Reporting custodian. Training Air Wing FOUR
  - b. #Vehicles/Persons. \_\_\_\_\_
  - c. Mishap location. \_\_\_\_\_
  - d. Brief Narrative. \_\_\_\_\_
  - e. Damage. \_\_\_\_\_
  - f. Injuries/Fatalities. \_\_\_\_\_
  - e. Points of contact. \_\_\_\_\_

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**SAFETY CENTER**  
**8 HOUR WESS REPORT (CONT)**

**SAFETY CENTER PHONE REPORT**

1. Complete Initial Notification via WESS (Safety Officer)
2. Follow up with the NAVAL SAFETY CENTER regarding inputs to WESS as required.

**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.

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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 may convene the Safety Investigation Board (SIB), 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 members/close friend
- d. Spouse of squadron member
- 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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<b>MISHAP ACTION GUIDES</b>
-----------------------------

<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 and B only.	_____
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. Safety  
Investigation Board  
Convened  
(members)

\_\_\_\_\_  
SENIOR MEMBER

\_\_\_\_\_  
OPERATIONS

\_\_\_\_\_  
MAINTENANCE

\_\_\_\_\_  
FLIGHT SURGEON

\_\_\_\_\_  
SAFETY/ASO

Within 4 Hours:

c. USAF, USCG, USMC, Foreign  
National notification  
of parent service

Within 24 Hours:

a. Determination of SIB reqt

Within 48 Hours:

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

b. JAGMAN investigation,  
recommended determination

~~03 FEB 2009~~**MISHAP ACTION GUIDES**Within 30 Working Days:

- a. Safety Investigation  
Report (OPNAVINST 5102.1D)

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
- g. 1070-270 Death Gratuity Paid
- h. Personal Effects inventory  
completed
- i. Line of duty investigation  
completed (JAGMAN)

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<b>MISHAP ACTION GUIDES</b>
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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 safety officers for initial response to mishap (if required).	_____
e. Assign CACOs (as required). Current CACO roster is located in N1. (NAVMILPERSCOMINST 1770.1)	_____
f. Review Admin's draft of Personnel Casualty Report for CO's release.	_____

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**MISHAP ACTION GUIDES**

- h. Review composition of SIB.
- 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".

Within 4 Hours:

- a. Verify Parent Service Notification complete.

Within 24 Hours:

- a. Verify SIB composition (if reqd)

Beyond Initial 24 Hours:

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

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<b>MISHAP ACTION GUIDES</b>
-----------------------------

SAFETY OFFICER'S CHECKLIST AND GUIDE

1. The Safety Officer is responsible to the Senior Member of the Safety Investigation Board for overall coordination of investigation and reporting.
2. In the event of a mishap the Safety Officer will:

ACTIONTIME/DATE  
COMPLETED

- |   |  |
|---|--|
| <p>a. If the time and location of the mishap allow, assume responsibility for the telephone report to the Naval Safety Center. 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 are examined by the Flight Surgeon for injury and fitness for duty.</p>  | <hr style="border: 0.5px solid black;"/> |
| <p>d. Ensure the Public Affairs Officer is on-scene to assist the media as required and to control the release of information regarding the mishap. Refer to Tab 2-G or 3-G.</p>                                | <hr style="border: 0.5px solid black;"/> |
| <p>e. 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.</p> | <hr style="border: 0.5px solid black;"/> |
| <p>f. Establish liaison with the local</p>  | <hr style="border: 0.5px solid black;"/> |

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**MISHAP ACTION GUIDES**

police and news personnel and  
host air station/squadron ASO.

- g. Assist Commanding Officer in convening the SIB and provide each member with reference material, as required.
- h. Upon completion of the investigation, assist the Senior Member in preparation and submission of the report within 30 calendar days following the mishap.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

~~08 FEB 2009~~  
**MISHAP ACTION GUIDES**

SENIOR MEMBER, NON-AVIATION MISHAP BOARD CHECKLIST AND GUIDE

1. The Senior Member of the Safety Investigation Board shall supervise the group 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. Record information at the mishap scene.

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

c. Attempt to photograph the scene if able

d. Refer all inquiries concerning press releases to the CNATRA PAO.

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<b>MISHAP ACTION GUIDES</b>
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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 SIB 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 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:	_____
(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 SIB 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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<b>MISHAP ACTION GUIDES</b>
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<b><u>OPERATIONS OFFICER'S CHECKLIST AND GUIDE</u></b>
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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:

ACTIONTIME/DATE  
COMPLETED

g. Ensure OPREP-3 reports are made within the required time limits

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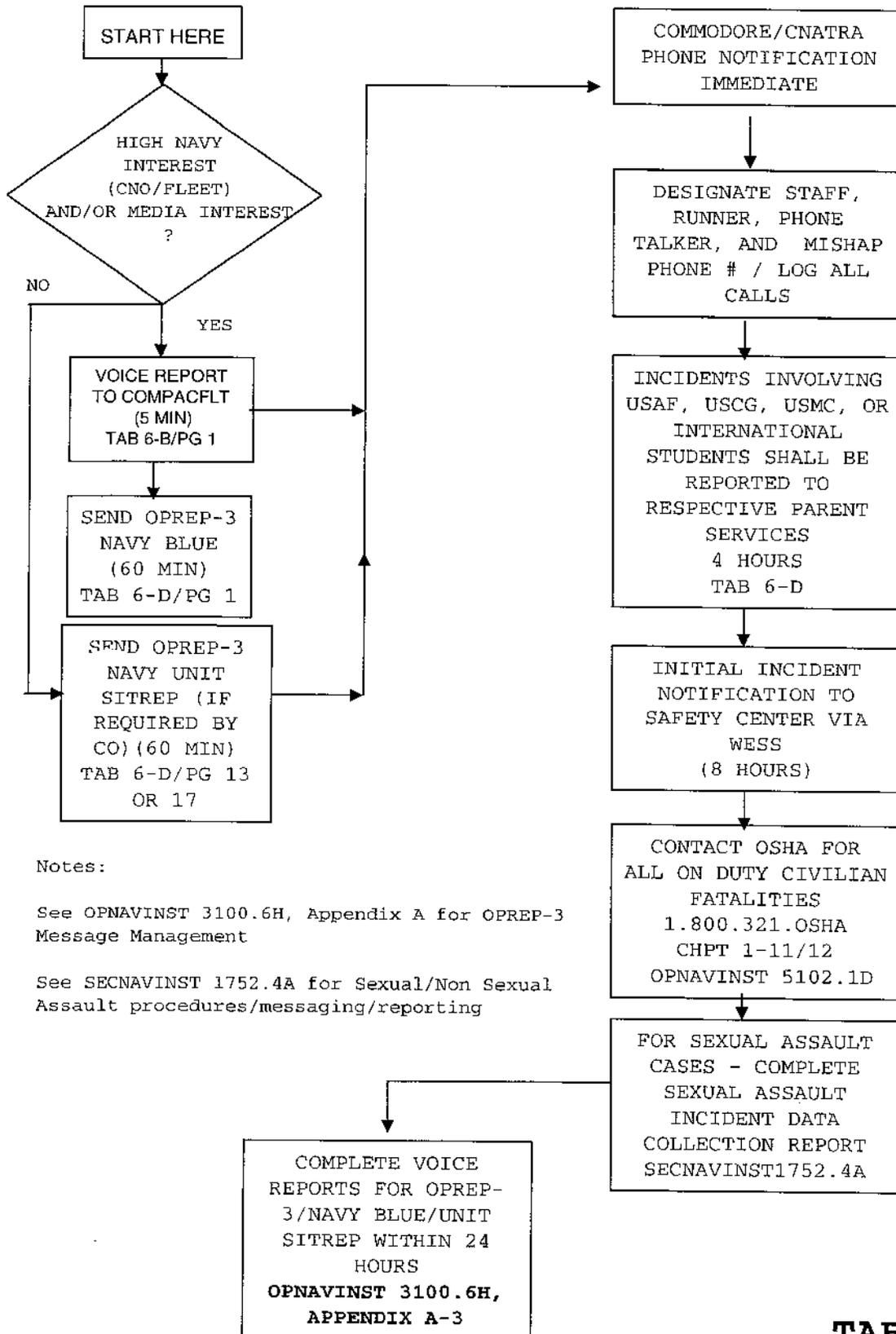
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**MISHAP ACTION GUIDES****LEGAL OFFICER'S CHECKLIST AND GUIDE**

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 SIB'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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**PERSONNEL INCIDENT ACTIONS****Notes:**

See OPNAVINST 3100.6H, Appendix A for OPREP-3 Message Management

See SECNAVINST 1752.4A for Sexual/Non Sexual Assault procedures/messaging/reporting

**TAB 6-A**

~~03 FEB 2009~~  
**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 Non Aviation Mishaps that have a reasonable probability of CNO/Fleet and/or media interests.

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 6-B/PG 2) to aid in OPREP-3 classification.

2. 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"> <li>• Major military, missile, or ordnance incidents (when nuclear warheads are not present).</li> <li>• Incidents involving reconnaissance activities.</li> <li>• Hijacking and related incidents.</li> <li>• US SAR operations in foreign countries and their territorial waters.</li> <li>• Grave breaches of International Law of Armed Conflict.</li> <li>• Loss of, or substantial damage to, civilian property caused by military equipment, such as aircraft or ships, when national-level interest is indicated.</li> <li>• Loss of or substantial damage to major military equipment such as aircraft or ships when national-level interest is indicated.</li> <li>• Any incidents involving the use of chemical or biological agents, to include anthrax.</li> <li>• 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.</li> </ul>	<p><b>OPERATIONAL INCIDENTS</b></p> <ul style="list-style-type: none"> <li>• 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></li> <li>• Near or actual collisions of minor significance involving Navy ships or aircraft.</li> <li>• Aggressive actions by foreign entities towards USN ships or aircraft.</li> <li>• 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.)</li> <li>• Any discharge of a government weapon that causes a fatality or injury to personnel.</li> <li>• Acts or attempts to willfully destroy property of the Navy.</li> </ul> <p><b>PERSONNEL INCIDENTS</b></p> <ul style="list-style-type: none"> <li>• Death of, critical injury to, or missing Commanding Officers or senior officials (flag officer or equivalent).</li> <li>• Incidents involving death or injury to personnel embarked in Navy ships or aircraft.</li> <li>• Death or serious personal injury of a civilian; this includes civilian traffic accident deaths caused by a service member.</li> </ul>	<ul style="list-style-type: none"> <li>• When considered appropriate by the reporting activity.</li> <li>• When directed.</li> <li>• To update incidents previously reported via OPREP-3 NAVY BLUE when the update information does not meet OPREP-3 NAVY BLUE criteria.</li> <li>• Operational incidents that do not attract media attention.</li> <li>• Fires or floods resulting in minor damage or does not cause significant personnel injury or loss of combat capability.</li> <li>• Minor liberty incidents in which a service member is arrested or held for a non-serious offense by local or foreign authorities.</li> </ul> <p><b>PERSONNEL INCIDENTS</b></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"> <li>• Domestic violence</li> <li>• Domestic abuse</li> <li>• Child Abuse/Neglect</li> <li>• Child Sexual Abuse</li> <li>• Indecent Assault</li> <li>• Assault with intent to commit rape or sodomy</li> <li>• Sexual Harassment - formal complaint or report</li> <li>• Suicide and Suicide attempts</li> <li>• Suicidal gestures: report as an OPREP-3 NAVY UNIT SITREP</li> <li>• Equal Opportunity Incidents - formal complaint or report</li> <li>• Unlawful Discrimination</li> <li>• Hazing</li> </ul>

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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 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 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: <a href="mailto:bwc.ptgn@navy.mil">bwc.ptgn@navy.mil</a> or <a href="mailto:nocwo@navy.mil">nocwo@navy.mil</a>
SECONDARY	NATIONAL MILITARY COMMAND CENTER (NMCC)	COMM: (703)693-8196/(703)697-6340 DSN: 223-8196/227-6340 UNCLAS Email: <a href="mailto:opssoc@js.pentagon.mil">opssoc@js.pentagon.mil</a> • Request they relay to NOC.

- a. Read the filled-in OPREP-3 VOICE REPORT TEMPLATE (TAB 3-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 3-B/PG 4)

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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.).
3. Use Serialization Log on **TAB 2-B PG 4** as the master list for all OPREP-3 reports.

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# OPREP-3 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"/> 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"/> 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"/> 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"/> NAVY BLUE
You Say:	"LINE ONE	INCIDENT	(Brief description of mishap. Do not speculate!) _____ _____ _____	OVER."
You Say:	"LINE TWO	NARRATIVE		
"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 EXAMPLE**

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, PERSONNEL INCIDENT, CORPUS CHRISTI, TX,  
ZERO TWO THREE ZERO ZULU.

LINE TWO, NARRATIVE, MILITARY MEMBER WAS INVOLVED IN A  
DOMESTIC VIOLENCE SCENARIO IN WHICH HE WAS KILLED PERIOD.  
OVER."

"MY NAME IS \_\_\_\_\_"

"MY PHONE NUMBER IS DSN 861-XXXX"

"REQUEST THE DATE TIME GROUP FOR YOUR RECEIPT OF THIS REPORT"

03 FEB 2009  
**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 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 Personnel/Special Incident
- "...involving \_\_\_\_\_"  
   ("a member of VT-21 reporting an assault.")
- (Give a brief description of incident, including injury, damage, and rescue services notified. (Do not speculate.)  
   \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_

Example: "Military member of VT-21 reported an assault on his person from an unknown assailant. EMS is on scene.

- "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.

PRIORITY	PERSON	PHONE NUMBER
----------	--------	--------------

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<b>COMMODORE/CNATRA PHONE REPORTS (CONT)</b>		
<b>CONTACT ALL INDIVIDUALS IN ORDER</b> Between 0730 and 1630 CST Monday thru Friday After normal business hours, call the CELL number first.		
<b>FIRST</b>	<b>COMMODORE</b>	Comm: (361)961-2935 DSN: 861-2935 CELL: (361)533-6090
<b>SECOND</b>	<b>CHIEF STAFF OFFICER (CSO)</b>	Comm: (361)961-2354 DSN: 861-2354 CELL: (361)533-4716
<b>THIRD</b>	<b>WING CDO/WDO</b>	Comm: (361)961-2945 DSN: 861-2945 CELL: (361)533-4714
<b>FOURTH</b>	<b>WING SAFETY</b>	Comm: (361)961-3588 DSN: 861-3588 CELL: (361)533-4721
Numbers verified October 2007		

**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)442-8903  
       (361)533-0499

**CNATRA QUARTER DECK/DUTY OFFICER**

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

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**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 to 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.
7. IC-3,4/3100.6H states that all OPREP-3 reports of domestic violence, suicide/suicide attempts or behavior shall include date, location of service member's most recent operational, expeditionary, or individual augmentation (IA) deployment. Also include whether he/she has/has not completed a post-deployment health reassessment (PDHRA) between 90-180 days after returning from IA or expeditionary deployment.

**MESSAGE GENERATION/RELEASE PROCEDURES**

1. Recall the Duty Admin or someone who can use the Automated Message Handling System (AMHS). If unable to contact one of the experts listed in **TAB 7-A**, follow the "Message Drafting and Release Procedures" in **TAB 7-B**.
2. Fill in a blank **OPREP-3 Message Worksheet (TAB 6-D/PG 5 or 10)- NAVY BLUE Non-sexual or Sexual report as appropriate; (TAB 6-D/PG 10 or 15)- NAVY UNIT SITREP Sexual or non-sexual report** as appropriate with the required information and then return to this page. **DO NOT INCLUDE NAMES OF PERSONNEL INVOLVED.** Bold items in the template must be repeated exactly. Not all addressees are required on most messages. Delete those that are not required from your draft. Message examples are saved on a CD at the front of this instruction.
3. 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.

<b>NAVY OPERATIONS CENTER (NOC)</b>	COMM (703)692-9284/(703)693-2006 DSN: 222-9284/223-2006 UNCLAS Email: <a href="mailto:bwc.ptgn@navy.mil">bwc.ptgn@navy.mil</a> or <a href="mailto:nocwo@navy.mil">nocwo@navy.mil</a>
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4. Give the filled in template to the Duty Admin and have them prepare the message for transmission.

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**OPREP-3 60 MINUTE MESSAGE**

**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. Review IC-4 note on domestic violence reporting requirements if required.

5. Review the message 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. Release the message.

~~03 FEB 2009~~

**OPREP-3 NAVY BLUE SITREP MESSAGE  
(NON SEXUAL ASSAULT) TEMPLATE/EXAMPLE**

OPREP-3 NAVY BLUE SITREP - 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//N1//  
COMFLTFORCOM NORFOLK VA//N1/N3/N5/CDO//  
COMPACFLT PEARL HARBOR HI//FCC//  
INFO CHINFO WASHINGTON DC//00//  
CNATRA CORPUS CHRISTI TX//00X//  
INFO COMTRAWING FOUR CORPUS CHRISTI TX (If not the originator)  
NAS CORPUS CHRISTI, TX (UC)  
NAVCRIMINVSERVRA CORPUS CHRISTI TX//GCCC//  
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//  
NAVY JAG WASHINGTON DC  
COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//  
COMNAVPERSCOM MILLINGTON TN//PERS-6//PERS-483//PERS-67D//  
CNI WASHINGTON DC  
BUMED WASHINGTON DC  
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)  
NAS CORPUS CHRISTI TX  
AIRSTA CORPUS CHRISTI TX  
BT  
UNCLAS //N03750//  
MSGID/OPREP-3NUS USMFF, 2008/TRARON TWO SEVEN CORPUS CHRIST/001//  
FLAGWORD/NAVY BLUE SITREP/-//  
TIMELOC/171500Z/NAS CORPUS CHRISTI BASE HOUSING/INIT//  
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/  
1. INCIDENT: MURDER-SUICIDE  
2. DATE OF INCIDENT: 10MAR2008  
3. TIME OF INCIDENT: 2330L  
4. LOCATION OF INCIDENT: BASE HOUSING, NAS CORPUS CHRISTI, TX  
5. SUSPECT OR ALLEGED OFFENDER: O-3  
6. SEX: MALE  
7. AGE: 27 YR OLD  
8. RACE: CAUCASION  
9. WEAPON: HANDGUN  
10. ALCOHOL/DRUG: NONE  
11. VICTIM OR COMPLAINANT: CIV SPOUSE

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**OPREP-3 NAVY BLUE SITREP MESSAGE  
(NON SEXUAL ASSAULT) TEMPLATE/EXAMPLE**

12. GENDER: FEMALE
  13. AGE: 25 YR OLD
  14. RACE: CAUCASION
  15. NCIS NOTIFIED: YES
  16. FAMILIY ADVOCACY REP NOTIFIED: YES
  17. SUMMARY BRIEF: THIS UNIT SITREP REPORTS ON A SUSPECT THAT ENTERED A VICTIMS HOUSE AND HELD VICTIM'S CHILD HOSTAGE. WHEN VICTIM TRIED TO RECOVER CHILD, SUSPECT SHOT VICTIM IN FRONT OF WITNESSES, THEN KILLED HIMSELF.
  18. MEDIA INTEREST: ANTICIPATED.
  19. NCIS INVOLVEMENT: NOTIFIED.
  20. POC: LCDR JAMES DEMOTT, DSN 861-3588, JAMES.DEMOTT(@)NAVY.MIL.//
- BT  
#0097  
NNNN

03 FEB 2009

**OPREP-3 NAVY BLUE SITREP MESSAGE  
(NON SEXUAL ASSAULT) WORKSHEET**

OPREP-3 NAVY BLUE SITREP - 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//N1//  
COMFLTFORCOM NORFOLK VA//N1/N3/N5/CDO//  
COMPACFLT PEARL HARBOR HI//FCC//  
INFO CHINFO WASHINGTON DC//00//  
CNATRA CORPUS CHRISTI TX//00X//  
INFO COMTRAWING FOUR CORPUS CHRISTI TX      (If not the originator)  
NAS CORPUS CHRISTI, TX (UC)  
NAVCRIMINVSERVRA CORPUS CHRISTI TX//GCCC//  
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//  
NAVY JAG WASHINGTON DC  
COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//  
COMNAVPERSCOM MILLINGTON TN//PERS-6///PERS-483//PERS-67D//  
CNI WASHINGTON DC  
COMED WASHINGTON DC  
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)  
NAS CORPUS CHRISTI TX  
AIRSTA CORPUS CHRISTI TX  
BT

UNCLAS //N03750//

PASS TO:

CNATRA CORPUS CHRISTI TX//00X//  
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//  
CHINFO WASHINGTON DC//00//  
COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//  
COMDT COGARD WASHINGTON DC//G-WKS/G-OCA//  
COMNAVAIRSYSCOM PATUXENT RIVER MD//9F//  
MSGID/OPREP-3NUS USMTP, 2008/TRARON TWO SEVEN CORPUS CHRIST/001//  
FLAGWORD/NAVY BLUE SITREP/-//  
TIMELOC/171500Z/NAS CORPUS CHRISTI BASE HOUSING/INIT//  
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/

1. INCIDENT: \_\_\_\_\_
2. DATE OF INCIDENT: \_\_\_\_\_

~~09 FEB 2009~~  
**OPREP-3 NAVY BLUE SITREP MESSAGE  
(NON SEXUAL ASSAULT) WORKSHEET**

3. TIME OF INCIDENT: \_\_\_\_\_
4. LOCATION OF INCIDENT: \_\_\_\_\_
5. SUSPECT OR ALLEGED OFFENDER: \_\_\_\_\_
6. SEX: \_\_\_\_\_
7. AGE: \_\_\_\_\_
8. RACE: \_\_\_\_\_
9. WEAPON: \_\_\_\_\_
10. ALCOHOL/DRUG: \_\_\_\_\_
11. VICTIM OR COMPLAINANT: \_\_\_\_\_
12. GENDER: \_\_\_\_\_
13. AGE: \_\_\_\_\_
14. RACE: \_\_\_\_\_
15. NCIS NOTIFIED: \_\_\_\_\_
16. FAMILIY ADVOCACY REP NOTIFIED: \_\_\_\_\_
17. SUMMARY BRIEF: \_\_\_\_\_
18. MEDIA INTEREST: \_\_\_\_\_
19. NCIS INVOLVEMENT: \_\_\_\_\_
20. POC: LT SAFETY-O, DSN 861-XXXX, SAFETYOFFICER.NAME(@)NAVY.MIL.//  
BT  
#0097  
NNNN

08 FEB 2009

**OPREP-3 NAVY BLUE SITREP MESSAGE  
(SEXUAL ASSAULT) TEMPLATE/EXAMPLE**

OPREP-3 NAVY BLUE SITREP - 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//N1//  
COMFLTFORCOM NORFOLK VA//N1/N3/N5/CDO//  
COMPACFLT PEARL HARBOR HI//FCC//  
INFO CHINFO WASHINGTON DC//00//  
CNATRA CORPUS CHRISTI TX//00X//  
INFO COMTRAWING FOUR CORPUS CHRISTI TX (If not the originator)  
NAS CORPUS CHRISTI, TX (UC)  
NAVCRIMINVSERVRA CORPUS CHRISTI TX//GCCC//  
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//  
NAVY JAG WASHINGTON DC  
COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//  
COMNAVPERSCOM MILLINGTON TN//PERS-6///PERS-483//PERS-67D//  
CNI WASHINGTON DC  
BUMED WASHINGTON DC  
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)  
NAS CORPUS CHRISTI TX  
AIRSTA CORPUS CHRISTI TX  
BT  
UNCLAS //N03750//  
MSGID/OPREP-3NUS,USMTF,2008/TRARON TWO SEVEN CORPUS CHRIST/001//  
FLAGWORD/NAVY BLUE/-//  
TIMELOC/091500Z/ CORPUS CHRISTI TX//  
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/  
SEXUAL ASSAULT REPORT.

ALPHA:

1. 17JUN2008
2. INITIAL
3. LCDR SAFETY-O, DSN 861-XXXX, SAFETY-O(@)NAVY.MIL
4. 52812-08-00001, 52812, N/A.

BRAVO:

5. USN, AD, O-3

08 FEB 2009

**OPREP-3 NAVY BLUE SITREP MESSAGE  
(SEXUAL ASSAULT) TEMPLATE/EXAMPLE**

6. UNK

7. F

8. WHITE

9. CORPUS POLICE, 17JUN2008

10. YES

11. YES

12. YES, CIV

13. YES, UNK.

CHARLIE:

14. KNOWN, 1, 1

15. USN, AD, O-3

16. UNK

17. M

18. WHITE

19. ACQUAINTAMCE

20. YES, UNK

21. RAPE

22. UNK

DELTA:

23. 17JUN2008

24. ON-BASE US.

ECHO: WILL PROVIDE IN FOLLOW-UP REPORT.

25.

26.

FOXTROT:

27. US CIV LAW ENFORCEMENT

28. YES, IN PROGRESS

29. N/A

30. N/A

31. N/A

32. N/A

03 FEB 2009

**OPREP-3 NAVY BLUE SITREP MESSAGE  
(SEXUAL ASSAULT) TEMPLATE/EXAMPLE**

33. N/A

GOLF: VICTIM AND OFFENDER WERE RETURNING FROM A DATE. OFFENDER ASKED FOR SEX. VICTIM SAID NO. OFFENDER PROCEEDED TO RAPE VICTIM. AFTER OFFENDER LEFT, VICTIM CALLED NAS CORPUS POLICE DEPARTMENT. NCIS NOTIFIED..//

BT

#0097

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~~03 FEB 2009~~  
**OPREP-3 NAVY BLUE SITREP MESSAGE**  
**(SEXUAL ASSAULT) WORKSHEET**

**OPREP-3 NAVY BLUE SITREP** - 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//N1//  
 COMFLTFORCOM NORFOLK VA//N1/N3/N5/CDO//  
 COMPACFLT PEARL HARBOR HI//FCC//  
 INFO CHINFO WASHINGTON DC//00//  
 CNATRA CORPUS CHRISTI TX//00X//  
 INFO COMTRAWING FOUR CORPUS CHRISTI TX (If not the originator)  
 NAS CORPUS CHRISTI, TX (UC)  
 NAVCRIMINVSERVRA CORPUS CHRISTI TX//GCCC//  
 DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//  
 NAVY JAG WASHINGTON DC  
 COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//  
 COMNAVPERSCOM MILLINGTON TN//PERS-6///PERS-483//PERS-67D//  
 CNI WASHINGTON DC  
 BUMED WASHINGTON DC  
 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)  
 NAS CORPUS CHRISTI TX  
 AIRSTA CORPUS CHRISTI TX  
 BT  
 UNCLAS //N03750//  
 MSGID/OPREP-3NUS,USMTF,2008/TRARON TWO SEVEN CORPUS CHRIST/001//  
 FLAGWORD/NAVY BLUE/-//  
 TIMELOC/091500Z/NAS CORPUS CHRISTI BASE HOUSING/INIT//  
 GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/  
 SEXUAL ASSAULT REPORT.

ALPHA:

1. (TODAY'S DATE) \_\_\_\_\_
2. (INITIAL OR CONTINUATION REPORT) \_\_\_\_\_
3. (PERSON COMPLETING FORM, DSN 861-3588, NAME(@)NAVY.MIL) \_\_\_\_\_
4. (UIC CODE-TWO-DIGIT FISCAL YEAR-SEQUENTIAL NUMBER CORRESPONDING TO NUMBER OF ASSAULTS, VICTIMS UIC IF AVAILABLE) \_\_\_\_\_

BRAVO:

5. (MILITARY AFFILIATION, DUTY STATUS, GRADE) \_\_\_\_\_

~~03 FEB 2009~~

<b>OPREP-3 NAVY BLUE SITREP MESSAGE (SEXUAL ASSAULT) WORKSHEET</b>
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6. (VICTIM AGE AT TIME OF ASSAULT) \_\_\_\_\_
7. (MALE OR FEMALE) \_\_\_\_\_
8. (RACE) \_\_\_\_\_
9. (FIRST RESPONDER, INITIAL CONTACT DATE) \_\_\_\_\_
10. (WAS MEDICAL EXAM ACCOMPLISHED AFTER INCIDENT YES/NO) \_\_\_\_\_
11. (WAS MEDICAL TREATMENT REQUIRED IN ADDITION TO EXAM YES/NO) \_\_\_\_\_
12. (COUNSELING REQUIRED YES/NO, IF YES, SPECIFY MIL OR CIV COUNSELING) \_\_\_\_\_
13. (DRUGS/ALCOHOL INVOLVED YES/NO) \_\_\_\_\_

CHARLIE:

14. (OFFENDER KNOWN OR UNKNOWN, NUMBER OF OFFENDERS) \_\_\_\_\_
15. (SERVICE, STATUS, PAYGRADE) \_\_\_\_\_
16. (AGE) \_\_\_\_\_
17. (GENDER - MALE OR FEMALE) \_\_\_\_\_
18. (RACE) \_\_\_\_\_
19. (RELATIONSHIP TO VICTIM) \_\_\_\_\_
20. (ALCOHOL/DRUG USE WITHIN 24 HOURS OF INCIDENT) \_\_\_\_\_
21. (CRIME CHARGED) \_\_\_\_\_
22. (OFFENDER RELEASE NOTICE TO VICTIM? YES/NO) \_\_\_\_\_

DELTA:

23. (DATE ASSAULT TOOK PLACE) \_\_\_\_\_
24. (LOCATION OF ASSAULT) \_\_\_\_\_

NOTE: INITIAL REPORT MAY STOP HERE UNTIL INCIDENT HAS BEEN RESOLVED LEGALLY, ETC.  
FOLLOW-ON REPORT WILL CONTINUE WITH INFORMATION BELOW

ECHO:

25. (DID VICTIM ADVOCATE ASSIST THE VICTIM THROUGH MED/INVESTIGATION/LEGAL YES/NO, IF NOT WHY, WAS ADVOCATE SAME GENDER YES/NO) \_\_\_\_\_
26. (VICTIM WILLING TO ASSIST WITH INVESTIGATION YES/NO) \_\_\_\_\_

FOXTROT:

27. (SPECIFY LEAD CRIMINAL INVESTIGATIVE AGENCY) \_\_\_\_\_
28. (CRIMINAL INVESTIGATION INITIATED?) \_\_\_\_\_
29. (OFFENDER DISPOSITION) \_\_\_\_\_
30. (RESULTS OF COURT-MARTIAL/CIVILIAN TRIAL) \_\_\_\_\_

03 FEB 2009

**OPREP-3 NAVY BLUE SITREP MESSAGE  
(SEXUAL ASSAULT) WORKSHEET**

31. (CHARGES CONVICTED OF) \_\_\_\_\_

32. (IF OFFENDER GUILTY, RESULTS) \_\_\_\_\_

33. (DID CONVENING AUTHORITY APPROVE RESULTS OF COURT-MARTIAL YES/NO) \_\_\_\_\_

GOLF:

COMMENTS// \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BT

#0097

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IMPORTANT NOTES:

DO NOT INCLUDE (ITALICIZED/PARENTHESES) WORDING IN ACTUAL MESSAGE. THIS IS MERELY THE DATA TO BE INSERTED - OR RECOMMENDATIONS FOR YOU.

SEE SECNAVINST 1752.4A SEXUAL ASSAULT INCIDENT DATA COLLECTION, APPENDIX A-1 TO ASSIST IN COMPLETING THIS REPORT.

03 FEB 2009

**OPREP-3 NAVY UNIT SITREP MESSAGE  
(NON SEXUAL ASSAULT) TEMPLATE/EXAMPLE**

OPREP-3 NAVY UNIT SITREP - 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 COMTRAWING FOUR CORPUS CHRISTI TX  
CNO WASHINGTON DC//N1//  
CHINFO WASHINGTON DC//00//  
General Courts Martial Authority (GMCA)  
INFO CNATRA CORPUS CHRISTI TX//00X//  
NAS CORPUS CHRISTI, TX (UC)  
NAVCRIMINVSERVRA CORPUS CHRISTI TX//GCCC//  
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//  
NAVY JAG WASHINGTON DC  
COMNAVPERSCOM MILLINGTON TN//PERS-6///PERS-483//PERS-67D//  
CNI WASHINGTON DC  
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)  
NAS CORPUS CHRISTI TX  
AIRSTA CORPUS CHRISTI TX  
BT  
UNCLAS //N03750//  
MSGID/OPREP-3NUS USMTF, 2008/TRARON TWO SEVEN CORPUS CHRIST/001//  
FLAGWORD/NAVY UNIT SITREP/-//  
TIMELOC/171500Z/NAS CORPUS CHRISTI BASE HOUSING/INIT//  
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/  
1. INCIDENT: NON-HOSTILE DEATH  
2. DATE OF INCIDENT: 10MAR2008  
3. TIME OF INCIDENT: 2330L  
4. LOCATION OF INCIDENT: BASE HOUSING, NAS CORPUS CHRISTI, TX  
5. SUSPECT OR ALLEGED OFFENDER: NONE  
6. GENDER: N/A  
7. AGE: N/A  
8. RACE: N/A  
9. WEAPON: SHEET  
10. ALCOHOL/DRUG: WHISKEY, SINGLE-MALT SCOTCH 2 BOTTLES  
11. VICTIM OR COMPLAINANT: O-3  
12. SEX: MALE  
13. AGE: 27 YR OLD  
14. RACE: CAUCASION

03 FEB 2009

**OPREP-3 NAVY UNIT SITREP MESSAGE  
(NON SEXUAL ASSAULT) TEMPLATE/EXAMPLE**

15. NCIS NOTIFIED: YES
  16. FAMILY ADVOCACY REP NOTIFIED: YES
  17. SUMMARY BRIEF: THIS UNIT SITREP REPORTS DEATH BY POSSIBLE SUICIDE. SM FOUND IN HOME SHOWER AT APPROXIMATELY 0430 WITH A SHEET KNOTTED AROUND HIS NECK, HANGING FROM WATER PIPE. MEDICAL ASSISTANCE WAS RENDERED BY FAMILY MEMBER UNTIL ARRIVAL OF EMERGENCY MEDICAL STAFF. SERVICE MEMBER WAS PRONOUNCED DEAD ON ARRIVAL AT LOCAL HOSPITAL.
  18. MEDIA INTEREST: NOT ANTICIPATED.
  19. NCIS INVOLVEMENT: NOTIFIED.
  20. POC: LCDR SAFETY-O, DSN 861-XXXX, SAFETY-O(@)NAVY.MIL.//
- BT  
#0097  
NNNN

3 FEB 2009

**OPREP-3 NAVY UNIT SITREP MESSAGE  
(NON SEXUAL ASSAULT) WORKSHEET**

OPREP-3 NAVY UNIT SITREP - 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 COMTRAWING FOUR CORPUS CHRISTI TX  
CNO WASHINGTON DC//N1//  
CHINFO WASHINGTON DC//00//  
General Courts Martial Authority (GMCA)  
INFO CNATRA CORPUS CHRISTI TX//00X//  
NAS CORPUS CHRISTI, TX (UC)  
NAVCRIMINVSERVRA CORPUS CHRISTI TX//GCCC//  
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//  
NAVY JAG WASHINGTON DC  
COMNAVPERSCOM MILLINGTON TN//PERS-6///PERS-483//PERS-67D//  
CNI WASHINGTON DC  
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)  
NAS CORPUS CHRISTI TX  
AIRSTA CORPUS CHRISTI TX  
BT  
UNCLAS //N03750//  
MSGID/OPREP-3NUS USMTF, 2008/TRARON TWO SEVEN CORPUS CHRIST/001//  
FLAGWORD/NAVY UNIT SITREP/-//  
TIMELOC/171500Z/NAS CORPUS CHRISTI BASE HOUSING/INIT//  
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/

1. INCIDENT: \_\_\_\_\_
2. DATE OF INCIDENT: \_\_\_\_\_
3. TIME OF INCIDENT: \_\_\_\_\_
4. LOCATION OF INCIDENT: \_\_\_\_\_
5. SUSPECT OR ALLEGED OFFENDER: \_\_\_\_\_
6. SEX: \_\_\_\_\_
7. AGE: \_\_\_\_\_

03 FEB 2009

OPREP-3 NAVY UNIT SITREP MESSAGE  
(NON SEXUAL ASSAULT) WORKSHEET

- 8. RACE: \_\_\_\_\_
- 9. WEAPON: \_\_\_\_\_
- 10. ALCOHOL/DRUG: \_\_\_\_\_
- 11. VICTIM OR COMPLAINANT: \_\_\_\_\_
- 12. GENDER: \_\_\_\_\_
- 13. AGE: \_\_\_\_\_
- 14. RACE: \_\_\_\_\_
- 15. NCIS NOTIFIED: \_\_\_\_\_
- 16. FAMILIY ADVOCACY REP NOTIFIED: \_\_\_\_\_
- 17. SUMMARY BRIEF: \_\_\_\_\_
- 18. MEDIA INTEREST: \_\_\_\_\_
- 19. NCIS INVOLVEMENT: \_\_\_\_\_
- 20. POC: LT SAFETY-O, DSN 861-XXXX, SAFETYOFFICER.NAME(@)NAVY.MIL.//  
BT  
#0097  
NNNN

~~03 FEB 2009~~

**OPREP-3 NAVY UNIT SITREP MESSAGE  
(SEXUAL ASSAULT) TEMPLATE/EXAMPLE**

OPREP-3 NAVY UNIT SITREP - 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 COMTRAWING FOUR CORPUS CHRISTI TX  
CNO WASHINGTON DC//N1//  
CHINFO WASHINGTON DC//00//  
General Courts Martial Authority (GMCA)  
INFO CNATRA CORPUS CHRISTI TX//00X//  
NAS CORPUS CHRISTI, TX (UC)  
NAVCRIMINVSERVRA CORPUS CHRISTI TX//GCC//  
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//  
NAVY JAG WASHINGTON DC  
COMNAVPERSCOM MILLINGTON TN//PERS-6///PERS-483//PERS-67D//  
CNI WASHINGTON DC  
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)  
NAS CORPUS CHRISTI TX  
AIRSTA CORPUS CHRISTI TX  
BT  
UNCLAS //N03750//  
MSGID/OPREP-3NUS,USMTF,2008/TRARON TWO SEVEN CORPUS CHRIST/001//  
FLAGWORD/NAVY UNIT SITREP/-//  
TIMELOC/091500Z/NAS CORPUS CHRISTI BASE HOUSING/INIT//  
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/  
ATTEMPTED SEXUAL ASSAULT REPORT.  
ALPHA:  
1. 17JUN2008  
  
2. INITIAL  
  
3. LCDR SAFETY-0, DSN 861-XXXX, SAFETY-O(®)NAVY.MIL  
  
4. 52812-08-00001, 52812, N/A  
  
BRAVO:  
5. USN, AD, O-3  
  
6. UNK  
  
7. F

~~03 FEB 2009~~

**OPREP-3 NAVY UNIT SITREP MESSAGE  
(SEXUAL ASSAULT) TEMPLATE/EXAMPLE**

8. WHITE

9. NAS CORPUS POLICE, 17JUN2008

10. NO

11. NO

12. YES, CIV

13. NO, NO.

**CHARLIE:**

14. UNK, 2, OFFENDER 1

15. CIV, N/A, N/A

16. UNK

17. M

18. UNK

19. STRANGER

20. UNK, UNK

21. ATTEMPTED RAPE

22. UNK. OFFENDER 2; 15. CIV, N/A, N/A; 16. UNK, 17. M; 18. UNK; 19. STRANGER; 20. UNK, UNK;  
21. ATTEMPTED RAPE; 22. UNK.

**DELTA:**

23. 17JUN 2008

24. ON-BASE US.

**ECHO:** WILL PROVIDE IN FOLLOW-UP REPORT.

25. N/A

26. N/A

**FOXTROT:** WILL PROVIDE IN FOLLOW-UP REPORT

27. N/A

28. N/A

29. N/A

30. N/A

31. N/A

32. N/A

33. N/A

**GOLF:** VICTIM AND FRIENDS WERE EATING AT THE BASE CLUB. VICTIM WENT TO USE THE CLUB'S RESTROOM. TWO UNKNOWN MALE OFFENDERS WERE IN THE RESTROOM, GRABBED THE VICTIM AND TRIED TO RAPE HER. VICTIM STRUGGLED AND SCREAMED WHICH ALERTED STAFF. STAFF DETAINED OFFENDERS UNTIL NAS CORPUS POLICE ARRIVED AND TOOK THEM INTO CUSTODY. VICTIM IS PRESSING CHARGES. VICTIM IS RECEIVING CIVILIAN COUNSELING. FAMILY ADVOCACY REP NOTIFIED.//

~~03 FEB 2009~~

OPREP-3 NAVY UNIT SITREP MESSAGE  
(SEXUAL ASSAULT) TEMPLATE/EXAMPLE

BT  
#0097  
NNNN

03 FEB 2009

**OPREP-3 NAVY UNIT SITREP MESSAGE  
(SEXUAL ASSAULT) WORKSHEET**

OPREP-3 NAVY UNIT SITREP - 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 COMTRAWING FOUR CORPUS CHRISTI TX  
CNO WASHINGTON DC//N1//  
CHINFO WASHINGTON DC//00//  
General Courts Martial Authority (GMCA)  
INFO CNATRA CORPUS CHRISTI TX//00X//  
NAS CORPUS CHRISTI, TX (UC)  
NAVCRIMINVSERVRA CORPUS CHRISTI TX//GCC//  
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//  
NAVY JAG WASHINGTON DC  
COMNAVPERSCOM MILLINGTON TN//PERS-6//PERS-483//PERS-67D//  
CNI WASHINGTON DC  
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)  
NAS CORPUS CHRISTI TX  
AIRSTA CORPUS CHRISTI TX  
BT

UNCLAS //N03750//

MSGID/OPREP-3NUS,USMTF,2008/TRARON TWO SEVEN CORPUS CHRIST/001//

FLAGWORD/NAVY UNIT SITREP-//

TIMELOC/091500Z/NAS CORPUS CHRISTI BASE HOUSING/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/

ATTEMPTED SEXUAL ASSAULT REPORT.

ALPHA:

1. (TODAY'S DATE) \_\_\_\_\_

2. (INITIAL OR CONTINUATION REPORT) \_\_\_\_\_

3. (PERSON COMPLETING FORM, DSN 861-3588, NAME(@)NAVY.MIL) \_\_\_\_\_

4. (UIC CODE-TWO-DIGIT FISCAL YEAR-SEQUENTIAL NUMBER CORRESPONDING TO NUMBER OF ASSAULTS, VICTIMS UIC IF AVAILABLE) \_\_\_\_\_

BRAVO:

5. (MILITARY AFFILIATION, DUTY STATUS, GRADE) \_\_\_\_\_

6. (VICTIM AGE AT TIME OF ASSAULT) \_\_\_\_\_

7. (MALE OR FEMALE) \_\_\_\_\_

03 FEB 2009

**OPREP-3 NAVY UNIT SITREP MESSAGE  
(SEXUAL ASSAULT) WORKSHEET**

8. (RACE) \_\_\_\_\_
9. (FIRST RESPONDER, INITIAL CONTACT DATE) \_\_\_\_\_
10. (WAS MEDICAL EXAM ACCOMPLISHED AFTER INCIDENT YES/NO) \_\_\_\_\_
11. (WAS MEDICAL TREATMENT REQUIRED IN ADDITION TO EXAM YES/NO) \_\_\_\_\_
12. (COUNSELING REQUIRED YES/NO, IF YES, SPECIFY MIL OR CIV COUNSELING) \_\_\_\_\_
13. (DRUGS/ALCOHOL INVOLVED YES/NO) \_\_\_\_\_
- CHARLIE:**
14. (OFFENDER KNOWN OR UNKNOWN, NUMBER OF OFFENDERS) \_\_\_\_\_
15. (SERVICE, STATUS, PAYGRADE) \_\_\_\_\_
16. (AGE) \_\_\_\_\_
17. (GENDER - MALE OR FEMALE; (REPEAT FOR EACH OFFENDER) \_\_\_\_\_
18. (RACE) \_\_\_\_\_
19. (RELATIONSHIP TO VICTIM) \_\_\_\_\_
20. (ALCOHOL/DRUG USE WITHIN 24 HOURS OF INCIDENT) \_\_\_\_\_
21. (CRIME CHARGED) \_\_\_\_\_
22. (OFFENDER RELEASE NOTICE TO VICTIM? YES/NO) \_\_\_\_\_
- DELTA:**
23. (DATE ASSAULT TOOK PLACE) \_\_\_\_\_
24. (LOCATION OF ASSAULT) \_\_\_\_\_
- NOTE: INITIAL REPORT MAY STOP HERE UNTIL INCIDENT HAS BEEN RESOLVED LEGALLY, ETC. FOLLOW-ON REPORT WILL CONTINUE WITH INFORMATION BELOW
- ECHO:**
25. (DID VICTIM ADVOCATE ASSIST THE VICTIM THROUGH MED/INVESTIGATION/LEGAL YES/NO, IF NOT WHY, WAS ADVOCATE SAME GENDER YES/NO) \_\_\_\_\_
26. (VICTIM WILLING TO ASSIST WITH INVESTIGATION YES/NO) \_\_\_\_\_
- FOXTROT:**
27. (SPECIFY LEAD CRIMINAL INVESTIGATIVE AGENCY) \_\_\_\_\_
28. (CRIMINAL INVESTIGATION INITIATED?) \_\_\_\_\_
29. (OFFENDER DISPOSITION) \_\_\_\_\_
30. (RESULTS OF COURT-MARTIAL/CIVILIAN TRIAL) \_\_\_\_\_
31. (CHARGES CONVICTED OF) \_\_\_\_\_
32. (IF OFFENDER GUILTY, RESULTS) \_\_\_\_\_

~~0~~ 3 FEB 2009

**OPREP-3 NAVY UNIT SITREP MESSAGE  
(SEXUAL ASSAULT) WORKSHEET**

33. (DID CONVENING AUTHORITY APPROVE RESULTS OF COURT-MARTIAL YES/NO) \_\_\_\_\_

GOLF:

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

BT  
#0097  
NNNN

IMPORTANT NOTES:

DO NOT INCLUDE (ITALICIZED/PARENTHESES) INFORMATION IN FINAL MESSAGE: THIS IS ONLY TO ASSIST YOU IN PREPARATION

SEE SECNAVINST 1752.4A SEXUAL ASSAULT INCIDENT DATA COLLECTION, APPENDIX A-1 TO COMPLETE THIS REPORT.

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<p align="center"><b>USAF, USMC, USCG, INTERNATIONAL STUDENT PARENT SERVICE PHONE/MESSAGE NOTIFICATION</b></p>
--

REFERENCE: CNATRINST 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 4-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 Additonal Relevant Information \_\_\_\_\_
8. Contact Number at Your Unit \_\_\_\_\_

**USAF PERSONNEL**

1. Contact the 19 AF/DO through the 12<sup>th</sup> FTW Command Post (manned 24 Hours):

a. COMM:	(210) 652-1859
b. DSN:	487-1859

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

1. Contact your unit's Senior Marine and they will inform MATSG 22. If the Senior Marine is unavailable contact MATSG 22 directly.

2. Contact MATSG 22:

a. COMM:	(361) 961-3484
b. DSN:	861-3484
c. DUTY CELL:	(361) 533-4738

**USCG PERSONNEL**

1. Contact the Commandant of the Coast Guard Command Center (manned 24 Hours):

a. COMM:	(202) 267-2100
----------	----------------

**INTERNATIONAL MILITARY STUDENTS**

1. Complete IMS Casualty Report Message draft (TAB 2-G/Pg 3). Reference is CNATRINST 1500.4F for amplification. A message example is saved on a CD or thumb drive at the front of this instruction. Use Notepad; save your work as a text-only file for release.

2. Copy all **bold** items from the template verbatim.

3. Obtain Command approval prior to release.

4. Release within 12 hours of mishap. Message precedence shall be **PRIORITY**.

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<b>INTERNATIONAL MILITARY STUDENT CASUALTY REPORT MESSAGE TEMPLATE</b>
--

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  
NETSAFA DET 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 RIYADH//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

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**INTERNATIONAL MILITARY STUDENT CASUALTY  
REPORT MESSAGE TEMPLATE**

*establishment where remains are located. If remains are to be 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.)*

~~03 FEB 2009~~**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.
9. REFER TO THE MESSAGE TEMPLATE IN TAB 2-D, 2-G, 3-D, 3-G, 4-C, 4-D, 6-D, OR 6-E AS APPROPRIATE.
10. CLICK IN THE BOX NEXT TO EACH COMMAND/ACTIVITY TO SELECT THEM AS A RECIPIENT FOR THE MESSAGE.
11. WHEN YOU'VE FINISHED SELECTING THE RECIPIENTS, CLICK ON THE MESSAGE TAB.
12. CLICK IN THE BOX NEXT TO THE SUBJECT LINE TO CHANGE "TRAWING FOUR" TO YOUR COMMAND'S NAME IF REQUIRED.

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**MESSAGE DRAFTING AND RELEASE PROCEDURES**

13. CLICK IN THE BODY OF THE MESSAGE. UPDATE THE APPROPRIATE FIELDS AS REQUIRED. REFER TO THE MESSAGE TEMPLATE IN TAB 2-D, 2-G, 3-D, 3-G, 4-C, 4-D, 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.

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. TEXT WILL APPEAR STATING YOUR MESSAGE HAS BEEN RELEASED. CLICK ON THE "OK" BUTTON.

**SEXUAL ASSAULT INCIDENT DATA COLLECTION REPORT**

Instructions for completing this form are on pages A-11 through A-15 of this appendix.

A. GENERAL INFORMATION

1. Date reported: \_\_\_\_\_
2. Type of report: \_\_\_ Initial \_\_\_ Continuation (status)
3. Name of person and command submitting report: \_\_\_\_\_

Command/FSC affiliation: \_\_\_\_\_ USN \_\_\_\_\_ USMC

4. Incident Report Number: a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

UIC/MCC: \_\_\_\_\_

NAVCRIMINVSVC/CID Case Control Number: \_\_\_\_\_

NOTE: An incident will always retain the same incident report number regardless of whether reporting responsibility is transferred to another installation.

B. VICTIM INFORMATION

5. (a) Affiliation: (b) Status: (c) Paygrade:

___ USN	___ Active Duty	___ E-1	___ W-1
___ USMC	___ Reservist on	___ E-2	___ W-2
___ USAF	___ Active Duty	___ E-3	___ W-3
___ USA	___ Retired	___ E-4	___ W-4
___ USCG	___ Family Member	___ E-5	___ O-1
___ Unknown	___ N/A	___ E-6	___ O-2
___ DOD Civilian		___ E-7	___ O-3
___ Civilian		___ E-8	___ O-4
(no military affiliation)		___ E-9	___ O-5
			___ O-6
			___ O-7+

6. Age: \_\_\_\_\_

7. Gender: Male or Female

8. Race:

<input type="checkbox"/> White	<input type="checkbox"/> American Indian/Alaskan Native
<input type="checkbox"/> Black	<input type="checkbox"/> Asian/Pacific Islander
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Unreported

9. (a) Initial contact/entry into system:

<input type="checkbox"/> Medical Treatment Facility	<input type="checkbox"/> FFSC
<input type="checkbox"/> Base/Command Security/MPs	<input type="checkbox"/> Chaplain
<input type="checkbox"/> Duty Office/Quarterdeck	<input type="checkbox"/> Other: _____

(b) Date of initial contact: \_\_\_\_\_

10. Did victim receive initial medical examination? Y/N

11. (a) Was the victim referred for additional medical care following initial physical examination/evidence collection? Y/N

(b) If yes, was medical care rendered at medical treatment facility? CIV/MIL

12. Was victim referred for counseling? Y/N (If yes, was counseling rendered at a civilian or military facility? CIV/MIL

13. (a) Use of alcohol? Yes/No/Unknown

(b) Use of drugs? Yes/No/Unknown

C. OFFENDER INFORMATION (If more than one, use OFFENDER INFORMATION/INVESTIGATION/RESOLUTION Continuation Sheets)

14. Offender is known/unknown?

(a) Number of offenders: \_\_\_\_\_

(b) Offender Number: \_\_\_\_\_

15. (a) Affiliation (b) Status: (c) Paygrade:
- |  |  |                              |                               |
|--|--|------------------------------|-------------------------------|
| <input type="checkbox"/> USN                       | <input type="checkbox"/> Active Duty   | <input type="checkbox"/> E-1 | <input type="checkbox"/> W-1  |
| <input type="checkbox"/> USMC                      | <input type="checkbox"/> Reservist on  | <input type="checkbox"/> E-2 | <input type="checkbox"/> W-2  |
| <input type="checkbox"/> USAF                      | <input type="checkbox"/> Active Duty   | <input type="checkbox"/> E-3 | <input type="checkbox"/> W-3  |
| <input type="checkbox"/> USA                       | <input type="checkbox"/> Retired       | <input type="checkbox"/> E-4 | <input type="checkbox"/> W-4  |
| <input type="checkbox"/> USCG                      | <input type="checkbox"/> Family Member | <input type="checkbox"/> E-5 | <input type="checkbox"/> O-1  |
| <input type="checkbox"/> Unknown                   | <input type="checkbox"/> N/A           | <input type="checkbox"/> E-6 | <input type="checkbox"/> O-2  |
| <input type="checkbox"/> DOD Civilian              |  | <input type="checkbox"/> E-7 | <input type="checkbox"/> O-3  |
| <input type="checkbox"/> Civilian                  |  | <input type="checkbox"/> E-8 | <input type="checkbox"/> O-4  |
| <input type="checkbox"/> (no military affiliation) |  | <input type="checkbox"/> E-9 | <input type="checkbox"/> O-5  |
|  |  |                              | <input type="checkbox"/> O-6  |
|  |  |                              | <input type="checkbox"/> O-7+ |

16. Age: \_\_\_\_\_

17. Gender: Male or Female

18. Race:

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> White    | <input type="checkbox"/> American Indian/Alaskan Native |
| <input type="checkbox"/> Black    | <input type="checkbox"/> Asian/Pacific Islander         |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Other: _____                   |
|                                   | <input type="checkbox"/> Unreported                     |

19. Relationship to victim (see instruction for #19):

- Ex-Spouse  
 Family Member (not Spouse)  
 Acquaintance/Friend  
 Shipmate/Co-worker  
 Girlfriend/Boyfriend  
 No known relationship (i.e., stranger)  
 Family Member (USMC)  
 Other: \_\_\_\_\_

20. (a) Use of alcohol? Yes/No/Unknown

(b) Use of drugs? Yes/No/Unknown

21. Type of assault:

- Rape  Forcible Sodomy  
 Indecent Assault  Forcible Sodomy (same gender)  
 Other: \_\_\_\_\_

22. If the offender is found guilty, does the victim want to be notified of the offender's release? Yes/No/Unknown

D. ASSAULT DYNAMICS/CIRCUMSTANCES

23. Date of Assault: \_\_\_\_\_

24. Location of assault (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> On-base, U.S.       | <input type="checkbox"/> Off-base, U.S.       |
| <input type="checkbox"/> On-base, Overseas   | <input type="checkbox"/> Off-base, Overseas   |
| <input type="checkbox"/> Aboard ship, at sea | <input type="checkbox"/> Aboard ship, in port |

E. INTERVENTION

25. a. Did victim advocate assist the victim through the following proceedings?

- Medical
- Investigation
- Legal

b. If not, why?

\_\_\_\_\_

c. Was the advocate same gender? Y/N

26. Victim's willingness to assist with investigation/prosecution. (Mark as many statements as appropriate.)

- Will (or did) submit to medical examination/evidence collection
- Statement given to law enforcement
- Willing to assist with prosecution
- Willing to testify against offender
- Unwilling to provide evidence to law enforcement

Unwillingness reasons:

- Fear of reprisal by offender
- Fear of reprisal by superiors and/or peers
- Fear of adverse effect on career advancement
- Fear of not being believed by others
- Did not want others to know of assault
- Embarrassment
- Desire to avoid retelling defending victim's actions
- Unknown

\_\_\_ Other, specify: \_\_\_\_\_

F. INVESTIGATION/RESOLUTION (If more than one, use OFFENDER INFORMATION/INVESTIGATION/RESOLUTION Continuation Sheets)

27. Lead criminal investigative agency:  
\_\_\_ NAVCRIMINVSVC  
\_\_\_ U.S. Civilian Law Enforcement  
\_\_\_ Foreign Civilian Law Enforcement  
\_\_\_ Command Security/Military Police  
\_\_\_ Other: \_\_\_\_\_
28. Criminal investigation initiated?  
(a) Was investigation initiated? Yes/No  
(b) Status: \_\_\_ In progress \_\_\_ Completed  
(c) Results:  
\_\_\_ Forwarded to Command or TSO/RLSO for action  
\_\_\_ Offender not identified  
\_\_\_ Unfounded/False report
29. Offender disposition:  
(a) Administrative  
\_\_\_ Nonjudicial Punishment (NJP)  
\_\_\_ Administrative Separation Processing  
\_\_\_ Initiated/Completed  
\_\_\_ No Action Taken  
\_\_\_ Separation in Lieu of Trial  
\_\_\_ Article 32  
\_\_\_ Other: \_\_\_\_\_  
(b) Judicial:  
\_\_\_ Summary Court-Martial  
\_\_\_ Special Court-Martial  
\_\_\_ General Court-Martial  
\_\_\_ Civilian Trial
30. Results of court-martial/civilian trial:  
\_\_\_ Guilty  
\_\_\_ Not Guilty/Acquitted

Mistrial       Retry Mistrial: Yes/No/Unknown

31. Charges convicted of:

- Rape       Forcible Sodomy
- Indecent Assault       Forcible Sodomy (same gender)
- Other: (e.g., Assault with Intent to Commit Rape and Assault with Intent to Commit Sodomy)

32. If offender was found guilty, results:

(a) Military:

- Discharge/Dismissal
- Confinement/Imprisonment
- Forfeiture/Fine
- Reduction in pay grade/Loss of lineal number
- Other: \_\_\_\_\_

(b) Civilian courts:

- Confinement
- Fine
- Counseling
- Other: \_\_\_\_\_

33. Did convening authority approve the results of the court-martial? Yes/No

Specify approved results \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

G. COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OFFENDER INFORMATION/INVESTIGATION/RESOLUTION Continuation Sheet

14. Offender is unknown/unknown?

(a) Number of offenders: \_\_\_ (b) Offender Number: \_\_\_

15. (a) Affiliation:	(b) Status:	(c) Paygrade:
___ USN	___ Active	___ E-1 ___ W-1
___ USMC	___ Reservist on	___ E-2 ___ W-2
___ USAF	___ Active Duty	___ E-3 ___ W-3
___ USA	___ Retired	___ E-4 ___ W-4
___ USCG	___ Family member	___ E-5 ___ O-1
___ Unknown	___ N/A	___ E-6 ___ O-2
___ DOD Civilian		___ E-7 ___ O-3
___ Civilian		___ E-8 ___ O-4
(no military affiliation)		___ O-5
		___ O-6
		___ O-7+

16. Age: \_\_\_

17. Gender: Male or Female

18. Race:

___ White	___ American Indian/Alaskan Native
___ Black	___ Asian/Pacific Islander
___ Hispanic	___ Other: _____
	___ Unreported

19. Relationship to victim (see instructions for #19)

\_\_\_ Ex-Spouse  
\_\_\_ Family Member (not Spouse)  
\_\_\_ Acquaintance/Friend  
\_\_\_ Shipmate/Co-worker  
\_\_\_ Girlfriend/Boyfriend  
\_\_\_ No known relationship (i.e., stranger)  
\_\_\_ Family Member (USMC)  
\_\_\_ Other: \_\_\_\_\_

20. (a) Use of alcohol? Yes/No/Unknown

(b) Use of drugs? Yes/No/Unknown

OFFENDER INFORMATION/INVESTIGATION/RESOLUTION Continuation Sheet

21. Type of assault:

- Rape  Forcible Sodomy  
 Indecent Assault  Forcible Sodomy (same gender)  
 Other: \_\_\_\_\_

22. If the offender is found guilty, does the victim want to be notified of the offender's release? Yes/No/Unknown

23-26. Not used on continuation sheets.

27. Lead criminal investigative agency:

- NAVCRIMINVSVC  
 U.S. Civilian Law Enforcement  
 Foreign Civilian Law Enforcement  
 Command Security/Military Police  
 Other: \_\_\_\_\_

28. Criminal investigation:

(a) Was investigation initiated? Yes/No

(b) Status: In progress? - Completed?

(c) Results:

- Forwarded to Command or TSO/RLSO for action  
 Offender not identified  
 Unfounded/False report`

29. Offender disposition:

(a) Administrative

- Nonjudicial (NJP)  
 Administrative Separation  
 No action taken  
 Other: \_\_\_\_\_  
 Separation In Lieu Of Trial  
 Article 32

- (b) Judicial:  
 Summary Court-Martial  
 Special Court-Martial  
 General Court-Martial  
 Civilian Trial

30. Results of court-martial/civilian trial:  
 Guilty  
 Not Guilty/Acquitted  
 Mistrial  Retry Mistrial: YES/NO/UNKNOWN

31. Charges convicted of:  
 Rape  Forcible Sodomy  
 Indecent Assault  Forcible Sodomy (same gender)  
 Other: (e.g., Assault with Intent to Commit Rape  
and Assault with Intent to Commit Sodomy)

32. If offender was found guilty, results:

- (a) Military:  
 Discharge/Dismissal  
 Confinement/Imprisonment  
 Forfeiture/Fine  
 Reduction in pay grade/Loss of lineal number  
 Other: \_\_\_\_\_

- (b) Civilian courts:  
 Confinement/Imprisonment  
 Fine  
 Probation  
 Deferment/Dismissal  
 Restitution  
 Suspended Sentence  
 Counseling  
 Other: \_\_\_\_\_

33. Did convening authority approve the results of the court-martial? Yes/No

Specify approved results \_\_\_\_\_

SECNAVINST 1752.4A  
01 Dec 2005

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**INSTRUCTIONS FOR COMPLETING THE SEXUAL ASSAULT INCIDENT DATA  
COLLECTION REPORT**

Question:    Comments:

- 1        Enter current (today's) date.
  
- 2        If this is a new incident, which has not been previously reported, mark "initial." If a report was previously submitted on this particular incident, mark "continuation" in this space.
  
- 3        **Enter the name of the person who is completing the form and the command to which that person is assigned. DO NOT enter the name of the victim or offender. Indicate whether the common FFSC submitting the report is Navy or Marine Corps.**
  
- 4        Incident report numbers are locally generated and consist of:
  - a. The UIC (Navy) or MCC (Marine Corps) corresponds to the victim's command vice the reporting command/installation.
  
  - b. The last two digits of the fiscal year in which the assault occurred.
  
  - c. The sequential number that corresponds to the number of sexual assaults reported by the reporting command/installation in that fiscal year.

(For example, if a command/installation (with UIC/MCC 12345) is submitting a report on an assault which occurred in December 2005 and it's the second assault for that fiscal year, the incident report number would be [12345-06-002].) If this is a continuation (status) report, use the incident report number that was **originally assigned** to the incident. Afloat commands should use the same numbering system as outlined above.

Enter the victim's (or victim's sponsor's) UIC/MCC and the NAVCRIMINVSVC/CID case control number.

**NOTE:** If sending a continuation report, respond only to questions not previously answered. If previously reported information has changed or needs revision, indicate in the "comments" section as new or corrected data.

- 5a If military, select one category to indicate military affiliation. DOD Civilians includes permanent and temporary employees, as well as vendors contracted by DOD/DON.
- 5b If military, select status. If family member, select a category to show specific military affiliation.
- 5c If military, select specific pay grade.
- 6 Age at the time of assault.
- 7 Circle Male or Female.
- 8 Select only one category. If other, specify.
- 9a Indicate which office/department first became aware of and responded to the incident. If other, specify.
- 9b Indicate date when initial contact was made.
- 10 Indicate if victim received a medical examination following the incident.
- 11 Indicate whether the victim required medical treatment beyond an initial examination/evidence collection (e.g., for injuries). If yes, specify civilian or military treatment facility.
- 12 Counseling may include clinical psychologist, social worker, FFS counselor, chaplain, or community crisis center. If yes, specify civilian or military.
- 13 Any amount of alcohol or drug consumption prior to (within approximately 24 hours of) the incident

- constitutes "use," backed up by the victim's account or blood test.
- 14 Indicate offender "known/unknown."
- 14a List number of offenders involved in the assault. If more than one offender was involved, questions 14-19 should be answered separately for each offender on a separate "OFFENDER INFORMATION/INVESTIGATION/RESOLUTION Continuation Sheet."
- 14b List offender as 1 of 1, 1 of 2, 2 of 2, etc., as appropriate.
- 15-18 Refer to explanations provided for questions 5-8.
- 19 Indicate offender's relationship to the victim. (If they were living together, check "other" and provide an explanation.)
- NOTE: The USMC Sexual Assault and Rape Program covers all victims of sexual assault regardless of age and reports data under their FAP. Therefore, "Family Member" would include spouse.
- The Navy's Sexual Assault Victim Intervention (SAVI) Program reports data for sexual assault victims who are 18 years or older except for victims of marital rape (legal spouse is alleged offender). Victims who are under 18 years old or victims of marital rape are reported through FAP.
- 20 Any amount of alcohol or drug consumption prior to (within approximately 24 hours of) the incident constitutes "use," backed up by the victim's account or blood test.
- 21 Describe the crime with which the offender is charged.
- 22 Indicate if victim wishes to be notified of offender's release. Notification is a function of the correctional facility.

- 23 Give the date the assault actually occurred.
- 24 If assault occurred in more than one location, check all that apply (e.g., on-base, U.S.; off-base, U.S.).
- 25 Indicate if a victim advocate assisted the victim through any of the processes, which ones, and if not, why. A victim advocate can be either a military or civilian trained volunteer or employee.
- 26 Indicate the victim's willingness to assist in the investigation and prosecution of the offender. Select all statement(s) that apply. The second part of question 26 is an option that is answered if the victim wishes not to assist in the investigation and states why he/she is unwilling to assist. If "Unwilling to provide evidence" was selected in question 26 and a reason given, the second part of question 26 must be answered. Select as many statements as appropriate. If further explanation is required, use comment section.
- 27 Indicate which agency has the lead in conducting the criminal investigation. If "other," specify.
- 28 If an investigation was opened, indicate the status/results of the criminal investigation as determined/reported by NAVCRIMINVSVC or other lead-investigating agency. Do not make your own status determination. Generally, the response choices have the following meanings:

Forwarded to Command or TSO/RLSO for action: The Case was forwarded to the offender's command or TSO/RLSO for review and appropriate disciplinary action.

Offender not identified: The offender was never identified, such as in the case of a stranger rape or unconscious victim with no other identifying evidence uncovered.

Unfounded/False Report: Allegation of a crime is unfounded or victim admits a false report.

- 29 Select only one. Disposition refers only to charges of sexual assault or any lesser-included offenses substituted for those charges. Other offenses with which the offender may be charged (e.g., breaking and entering in conjunction with an assault) should not be addressed. If in question 28, an incident was resolved, question 29 must be answered. If more than one offender is being investigated/prosecuted, questions 29-32 should be answered separately for each offender on OFFENDER INFORMATION/INVESTIGATION/RESOLUTION Continuation Sheets.
- 30 Results of courts martial/civilian trial refer only to charges of sexual assault or any lesser-included offenses substituted for those charges. Other offenses of which the offender may be found guilty (e.g., breaking and entering in conjunction with an assault) should not be addressed. Note in the comment section if and why information regarding the verdict cannot be obtained.
- 31 Indicate those charges for which a conviction resulted.
- 32 Select appropriate response(s). If other (e.g., probation), specify.
- 33 Refers only to military trials.

Comments Use this section to clarify any previous answer and to provide additional information if desired.

If final disposition of an incident has been determined or installation commander determines that further information is under civilian jurisdiction and this report represents the last report, state in the comments section, "Final report this incident."



**DEPARTMENT OF THE NAVY**

OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, DC 20350-1000

SECNAVINST 1752.4A  
PERS-61  
01 Dec 2005

SECNAV INSTRUCTION 1752.4A

From: Secretary of the Navy

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE

Ref: (a) 42 U.S.C., Sections 10605 and 10607  
(b) DODI 1030.2 of 4 Jun 04  
(c) SECNAVINST 5800.11A  
(d) Manual for Courts-Martial 2005  
(e) NAVADMIN 128/05 (CNO Washington DC 161952Z Jun 05)  
(f) NAVMEDCOMINST 6310.3

Encl: (1) Crime Victim's Bill of Rights  
(2) Sexual Assault Incident Data Collection Report and Explanation  
(3) Sexual Assault Data for U.S. Navy/U.S. Marine Corps

1. Purpose. To revise policy and provide guidance for the establishment of a sexual assault prevention/victim assistance program within the Department of the Navy (DON), including development and maintenance of a DON sexual assault reporting system and database for data on all such offenses against persons who are over 18 years of age and not married to the alleged offenders. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 1752.4.

3. Background

a. Reference (a) establishes that certain services are available to victims of crime, including the following:

(1) Availability of emergency medical and social services.

(2) Any available restitution or other relief.

(3) Public and private programs available to provide counseling, treatment, and other support to the victim.

(4) Assistance in contacting persons responsible for providing those services and relief.

b. Reference (b) provides guidance on assisting victims and witnesses of crime from initial contact through investigation, prosecution, and confinement. Enclosure (1) is the Crime Victim's Bill of Rights per references (b) and (c). Reference (c) establishes the Victim Witness Assistance Program (VWAP) for DON and provides further guidance to DON for assisting victims and witnesses of crime.

c. This instruction addresses specific needs of victims of sexual assaults and related issues by defining sexual assault; establishing procedures to protect the victim's privacy; establishing a mandatory, standardized sexual assault victim assistance program; developing a database to track sexual assault trends; and implementing a sexual assault prevention program for service members.

#### 4. Policy

a. Sexual assault is a criminal act that is absolutely incompatible with the DON's core values, high standards of professionalism, and personal discipline. Commanders shall take appropriate action under U.S. laws and regulations in all cases of sexual assault. The term "sexual assault," for the purpose of this instruction, includes rape, indecent assault, forcible sodomy, assault with intent to commit rape, and assault with intent to commit sodomy as defined in reference (d).

b. It is a DON goal to eliminate sexual assault incidents that impact DON personnel and family members or incidents that are perpetrated by DON personnel. To reach this goal, the DON will establish a standardized and effective sexual assault prevention and victim assistance program at the command level; will meet mandated reporting requirements without unduly compromising victim confidentiality or safety, or generating fear of reprisal; and will provide education to Navy and Marine Corps members and their families on socially responsible standards of behavior and factors that contribute to victimization.

c. Sexual assaults against children and those that occur within a marital relationship shall be reported under the DON's Family Advocacy Program (FAP).

d. This instruction is not intended to, and does not, create any entitlement, cause of action, or defense in favor of any person arising out of a failure to accord to a victim the assistance outlined in this instruction. No limitations are hereby placed on the lawful prerogatives of the DON or its officials.

#### 5. Application

a. The newly established Department of Defense (DOD) Sexual Assault Prevention and Response Office will be issuing a DOD Directive and Instruction on Sexual Assault, incorporating the 14 Directive-Type Memorandums establishing policy for addressing sexual assault. Until the directive and instruction are issued, SECNAVINST 1752.4A, "Sexual Assault Prevention and Response," will be the governing document for the DON Sexual Assault program, along with any guidance on handling sexual assaults issued by cognizant DON authority via message traffic or other means.

b. Reference (e) outlines new DOD policy concerning confidential restricted reporting of sexual assaults. None of the reporting or database requirements in this instruction apply to a Sexual Assault reported by a victim confidentially under the restricted reporting guidelines of reference (e).

#### 6. Action

a. Chief of Naval Operations (CNO)/Commandant of the Marine Corps (CMC) shall:

(1) Establish an Integrated Database (IDB) to capture and track reported incidents of sexual assault against persons who are over the age of 18 who are not married to their alleged offenders, and to track subsequent investigative and/or legal actions as defined in enclosure (2). This database will provide policy makers, developers of training, and other key leadership personnel with reliable statistical information to quantify and

categorize incidents, as well as to analyze the effectiveness of policies, training, and the command climate with relation to the identification and prevention of sexual assaults.

(2) Establish policy and procedures by which the sexual assault incident information contained in appendix A to enclosure (2) will be collected, reported, and entered into the DON IDB.

(3) Provide an annual report to Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) by 31 January for the preceding fiscal year, using the format in enclosure (3).

(4) Develop and conduct a sexual assault awareness and prevention program at both junior and senior levels, and at key career progression points (officer and enlisted) for all servicemembers. Training will be commensurate with a member's seniority and level of command responsibility/supervision.

(5) Establish a sexual assault victim assistance program that maximizes coordination of local resources, provides victim advocates, and minimizes re-victimization.

(6) Ensure installation commanders provide the safest possible environment for all servicemembers with particular emphasis on proper street lighting, enhanced barracks safety and base security, and the responsible use of alcohol onboard Navy and Marine Corps installations. This environment also requires diligent efforts by commanders to provide protection for victims from alleged offenders and a command climate that encourages the reporting of sexual assaults without fear of reprisal.

(7) Maximize cooperation between law enforcement and victim advocate personnel.

b. Director, Naval Criminal Investigative Service (NAVCRIMINVSVC) and Director, Marine Corps Criminal Investigation Division (CID) have key roles in management of sexual assault cases and shall:

(1) Provide technical guidance and training for military security forces and DON civilian law enforcement personnel involved in prevention of, and response to, sexual assault. In

order to keep re-victimization to a minimum, appropriate training in understanding sexual assault victims' needs and concerns shall be an essential component of this guidance and training.

(2) Provide training in the sensitive handling of sexual assault victims in both the Special Agent Basic Training course and in-service criminal investigative courses. Include in the Special Agent Basic Training course a review of Federal statutes and Navy and Marine Corps policies regarding the handling of sexual assault victims. Ensure all criminal investigators are included in all in-service training.

(3) Ensure that NAVCRIMINVSVC Resident Agencies (RAs) and Marine Corps CID Offices (CIDOs) provide necessary information to the appropriate command data collection coordinator to allow accurate completion of sexual assault incident reports. Information should be provided to the extent that it will not compromise the investigation.

(4) Ensure that NAVCRIMINVSVC RAs and Marine Corps CIDOs have special investigators available 24 hours a day to respond immediately to reported incidents of sexual assault.

c. The Judge Advocate General of the Navy shall provide advice, instruction, guidance, and assistance regarding the legal aspects of the Sexual Assault Prevention and Response Program.

d. Chief, Bureau of Medicine and Surgery (CHBUMED) shall:

(1) Provide medical training and technical guidance for appropriate personnel in order to provide comprehensive medical management for alleged sexual assault victims.

(2) Ensure adherence to reference (f), which provides guidance for appropriate training, forensic evidence collection and examination, and medical management for alleged sexual assault victims.

e. Commander, Naval Education and Training Command shall develop, conduct, and maintain a training continuum for all individual sexual assault training.

7. Form and Reports

a. NAVPERS 1752/1 (1-96), Sexual Assault Incident Data Collection Report, S/N 0106-LF-020-2900, may be obtained using requisitioning procedures contained in Navy Forms Online at <http://forms.daps.dla.mil>.

b. Report Control Symbol OPNAV 1752-1, Sexual Assault Incident Data Collection Report, is assigned to NAVPERS 1752/1 and is referred to in paragraph 6a(1) and (2), and is approved per SECNAVINST 5214.2B.

c. Symbol DD-P&R(A)1952(1752) is assigned to the reporting requirement contained in paragraph 6a(3).

William A. Navas, Jr.  
Assistant Secretary of the Navy  
(Manpower and Reserve Affairs)

Distribution:  
Electronic only via Navy Directives Web site  
<http://neds.daps.dla.mil/>

**CRIME VICTIM'S BILL OF RIGHTS**

A crime victim has the following rights:

1. The right to be treated with fairness and with respect for the victim's dignity and privacy.
2. The right to be reasonably protected from the accused offender.
3. The right to be notified of court proceedings.
4. The right to be present at all public court proceedings related to the offense, unless the court determines that testimony by the victim would be materially affected if the victim heard other testimony at trial.
5. The right to confer with the attorney for the Government in the case.
6. The right to receive available restitution.
7. The right to be provided information about the conviction, sentencing, imprisonment, and release of the offender.



**SEXUAL ASSAULT INCIDENT DATA COLLECTION REPORT AND EXPLANATION  
(Coincides with Integrated Database (IDB))**

1. Purpose. This reporting system:

a. Establishes a single, comprehensive database in which the prevalence of sexual assault within the Department of the Navy (DON) can be monitored and analyzed. In addition, information on the circumstances accompanying a sexual assault (e.g., involvement of alcohol or drugs, location of assault) will help in the development of appropriate measures to reduce the incidence of this crime.

b. Maintains data for all incidents of sexual assault reported to commands or civilian or military law enforcement, investigative, medical or social service agencies under either of the circumstances defined in paragraph 3a(1) and (2) of this enclosure.

2. Privacy Interests. The privacy interests of all parties shall be protected with particular emphasis on the following:

a. Data collection and reporting must protect the victim's identity. Access to the system to report and review information must be controlled at all levels of use to maintain confidentiality of case information.

b. The victim's identity will not be released to the media without the victim's express consent.

c. This system must use a means of identifying and tracking individual incidents and subsequent investigative and legal actions that does not rely on victim identity. Points of contact may include the Naval Criminal Investigative Service (NAVCRIMINVSVC), Marine Corps Criminal Investigative Division (CID), Fleet and Family Service Centers (FFSCs), law enforcement agencies, Medical Treatment Facilities (MTF), Staff Judge Advocates (SJA), and Trial Service Office (TSO) or Regional Legal Service Office (RLSO) as appropriate. The data collection coordinator shall obtain required data from these agencies rather than from the victim or alleged offender. The purpose of collecting data is for program management and statistical data analysis. Victim and alleged offender identifying data will not

be included in the database (e.g., name, social security number (SSN)).

d. Data collection and incident investigation shall be pursued with sensitivity to avoid re-victimization.

### 3. Reporting Requirement

a. An initial report must be submitted if an incident of sexual assault is reported to a military authority or support service (e.g., duty officer, legal officer, security, medical, or Fleet and Family Support (FFS)) and meets either of the following criteria:

(1) If the sexual assault occurs in areas under DON control or jurisdiction, regardless of the victim's or the alleged offender's duty status, military affiliation, or nationality.

(2) If the victim is a family member, or if the victim or the alleged offender is an active duty Navy or Marine Corps servicemember or Reservist on active duty, or is an active duty member of another Service assigned to a Navy or Marine Corps command at the time of the incident, regardless of the location of the incident.

(Note: Victims who are under the age of 18 or victims of marital sexual assault will not be reported through the IDB but must be reported through the FAP.)

b. Sexual Assault Incident Reports should be completed within 10 days of initial notification to any Navy or Marine Corps support service or command. Submission of the initial report should not be delayed to obtain more information.

c. Continuation (status) reports will be used to provide new or revised information and must be submitted to Service headquarters at least quarterly until final resolution of a case, or a determination that the installation commander is unable to monitor the progress of a case (e.g., the incident falls under the jurisdiction of civilian authorities). Final resolution refers to completion of investigative, disciplinary/criminal, and/or administrative actions (e.g., defendant found

guilty/not guilty, case determined to be unsubstantiated or false, alleged offender administratively separated.)

4. Reporting Responsibility

a. A data collection coordinator will be responsible for obtaining data elements through a coordinated effort with all agencies involved in the reporting, investigation, or prosecution of sexual assault.

b. Specific instructions for completing the report, NAVPERS 1752/1 (appendix A to this enclosure), are provided on pages 9-13 of NAVPERS 1752/1. It is recommended that a coordinating committee be used as the principal means of obtaining necessary information for the report.

c. The data collection coordinator should monitor the progress and outcome of all DON-related sexual assault incidents. A concerted effort is required in cases where an assault occurs outside the investigative and legal jurisdiction of the military, such as when the alleged offender is not an active duty servicemember or Reservist on active duty, or when the incident does not occur on military property. In cases where an assault is being investigated and prosecuted by civilian authorities with little or no military involvement, local military officials (e.g., NAVCRIMINVSVC and CID agents, military police, SJAs) should contact their civilian counterparts and arrange for sharing of information. Overseas locations should establish guidelines for interaction with nation authorities under applicable Status of Forces Agreements (SOFA). The data collection coordinator should note in the comment section of this report when a case falls under the jurisdiction of the civilian judicial or law enforcement system and information is not readily obtainable.



**SEXUAL ASSAULT INCIDENT DATA COLLECTION REPORT**

Instructions for completing this form are on pages A-11 through A-15 of this appendix.

**A. GENERAL INFORMATION**

1. Date reported: \_\_\_\_\_
2. Type of report: \_\_\_ Initial \_\_\_ Continuation (status)
3. Name of person and command submitting report: \_\_\_\_\_

Command/FSC affiliation: \_\_\_\_\_ USN \_\_\_\_\_ USMC

4. Incident Report Number: a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

UIC/MCC: \_\_\_\_\_

NAVCRIMINVSVC/CID Case Control Number: \_\_\_\_\_

NOTE: An incident will always retain the same incident report number regardless of whether reporting responsibility is transferred to another installation.

**B. VICTIM INFORMATION**

5. (a) Affiliation: (b) Status: (c) Paygrade:

___ USN	___ Active Duty	___ E-1	___ W-1
___ USMC	___ Reservist on	___ E-2	___ W-2
___ USAF	___ Active Duty	___ E-3	___ W-3
___ USA	___ Retired	___ E-4	___ W-4
___ USCG	___ Family Member	___ E-5	___ O-1
___ Unknown	___ N/A	___ E-6	___ O-2
___ DOD Civilian		___ E-7	___ O-3
___ Civilian		___ E-8	___ O-4
(no military affiliation)		___ E-9	___ O-5
			___ O-6
			___ O-7+

6. Age: \_\_\_\_\_

7. Gender: Male or Female

8. Race:

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> White    | <input type="checkbox"/> American Indian/Alaskan Native |
| <input type="checkbox"/> Black    | <input type="checkbox"/> Asian/Pacific Islander         |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Other: _____                   |
|                                   | <input type="checkbox"/> Unreported                     |

9. (a) Initial contact/entry into system:

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Medical Treatment Facility | <input type="checkbox"/> FFSC         |
| <input type="checkbox"/> Base/Command Security/MPs  | <input type="checkbox"/> Chaplain     |
| <input type="checkbox"/> Duty Office/Quarterdeck    | <input type="checkbox"/> Other: _____ |

(b) Date of initial contact: \_\_\_\_\_

10. Did victim receive initial medical examination? Y/N

11. (a) Was the victim referred for additional medical care following initial physical examination/evidence collection? Y/N

(b) If yes, was medical care rendered at medical treatment facility? CIV/MIL

12. Was victim referred for counseling? Y/N (If yes, was counseling rendered at a civilian or military facility? CIV/MIL

13. (a) Use of alcohol? Yes/No/Unknown

(b) Use of drugs? Yes/No/Unknown

C. OFFENDER INFORMATION (If more than one, use OFFENDER INFORMATION/INVESTIGATION/RESOLUTION Continuation Sheets)

14. Offender is known/unknown?

(a) Number of offenders: \_\_\_\_\_

(b) Offender Number: \_\_\_\_\_

15. (a) Affiliation (b) Status: (c) Paygrade:
- |  |  |                              |                               |
|--|--|------------------------------|-------------------------------|
| <input type="checkbox"/> USN                       | <input type="checkbox"/> Active Duty   | <input type="checkbox"/> E-1 | <input type="checkbox"/> W-1  |
| <input type="checkbox"/> USMC                      | <input type="checkbox"/> Reservist on  | <input type="checkbox"/> E-2 | <input type="checkbox"/> W-2  |
| <input type="checkbox"/> USAF                      | <input type="checkbox"/> Active Duty   | <input type="checkbox"/> E-3 | <input type="checkbox"/> W-3  |
| <input type="checkbox"/> USA                       | <input type="checkbox"/> Retired       | <input type="checkbox"/> E-4 | <input type="checkbox"/> W-4  |
| <input type="checkbox"/> USCG                      | <input type="checkbox"/> Family Member | <input type="checkbox"/> E-5 | <input type="checkbox"/> O-1  |
| <input type="checkbox"/> Unknown                   | <input type="checkbox"/> N/A           | <input type="checkbox"/> E-6 | <input type="checkbox"/> O-2  |
| <input type="checkbox"/> DOD Civilian              |  | <input type="checkbox"/> E-7 | <input type="checkbox"/> O-3  |
| <input type="checkbox"/> Civilian                  |  | <input type="checkbox"/> E-8 | <input type="checkbox"/> O-4  |
| <input type="checkbox"/> (no military affiliation) |  | <input type="checkbox"/> E-9 | <input type="checkbox"/> O-5  |
|  |  |                              | <input type="checkbox"/> O-6  |
|  |  |                              | <input type="checkbox"/> O-7+ |

16. Age: \_\_\_\_\_

17. Gender: Male or Female

18. Race:

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> White    | <input type="checkbox"/> American Indian/Alaskan Native |
| <input type="checkbox"/> Black    | <input type="checkbox"/> Asian/Pacific Islander         |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Other: _____                   |
|                                   | <input type="checkbox"/> Unreported                     |

19. Relationship to victim (see instruction for #19):

- Ex-Spouse  
 Family Member (not Spouse)  
 Acquaintance/Friend  
 Shipmate/Co-worker  
 Girlfriend/Boyfriend  
 No known relationship (i.e., stranger)  
 Family Member (USMC)  
 Other: \_\_\_\_\_

20. (a) Use of alcohol? Yes/No/Unknown

(b) Use of drugs? Yes/No/Unknown

21. Type of assault:

- |   |  |
|---|--|
| <input type="checkbox"/> Rape             | <input type="checkbox"/> Forcible Sodomy               |
| <input type="checkbox"/> Indecent Assault | <input type="checkbox"/> Forcible Sodomy (same gender) |
| <input type="checkbox"/> Other:           | _____  |

22. If the offender is found guilty, does the victim want to be notified of the offender's release? Yes/No/Unknown

D. ASSAULT DYNAMICS/CIRCUMSTANCES

23. Date of Assault: \_\_\_\_\_

24. Location of assault (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> On-base, U.S.       | <input type="checkbox"/> Off-base, U.S.       |
| <input type="checkbox"/> On-base, Overseas   | <input type="checkbox"/> Off-base, Overseas   |
| <input type="checkbox"/> Aboard ship, at sea | <input type="checkbox"/> Aboard ship, in port |

E. INTERVENTION

25. a. Did victim advocate assist the victim through the following proceedings?

- Medical
- Investigation
- Legal

b. If not, why?

\_\_\_\_\_

c. Was the advocate same gender? Y/N

26. Victim's willingness to assist with investigation/prosecution. (Mark as many statements as appropriate.)

- Will (or did) submit to medical examination/evidence collection
- Statement given to law enforcement
- Willing to assist with prosecution
- Willing to testify against offender
- Unwilling to provide evidence to law enforcement

Unwillingness reasons:

- Fear of reprisal by offender
- Fear of reprisal by superiors and/or peers
- Fear of adverse effect on career advancement
- Fear of not being believed by others
- Did not want others to know of assault
- Embarrassment
- Desire to avoid retelling defending victim's actions
- Unknown

\_\_\_ Other, specify: \_\_\_\_\_

F. INVESTIGATION/RESOLUTION (If more than one, use OFFENDER INFORMATION/INVESTIGATION/RESOLUTION Continuation Sheets)

27. Lead criminal investigative agency:  
\_\_\_ NAVCRIMINSVC  
\_\_\_ U.S. Civilian Law Enforcement  
\_\_\_ Foreign Civilian Law Enforcement  
\_\_\_ Command Security/Military Police  
\_\_\_ Other: \_\_\_\_\_
28. Criminal investigation initiated?  
(a) Was investigation initiated? Yes/No  
(b) Status: \_\_\_ In progress \_\_\_ Completed  
(c) Results:  
\_\_\_ Forwarded to Command or TSO/RLSO for action  
\_\_\_ Offender not identified  
\_\_\_ Unfounded/False report
29. Offender disposition:  
(a) Administrative  
\_\_\_ Nonjudicial Punishment (NJP)  
\_\_\_ Administrative Separation Processing  
\_\_\_ Initiated/Completed  
\_\_\_ No Action Taken  
\_\_\_ Separation in Lieu of Trial  
\_\_\_ Article 32  
\_\_\_ Other: \_\_\_\_\_  
(b) Judicial:  
\_\_\_ Summary Court-Martial  
\_\_\_ Special Court-Martial  
\_\_\_ General Court-Martial  
\_\_\_ Civilian Trial
30. Results of court-martial/civilian trial:  
\_\_\_ Guilty  
\_\_\_ Not Guilty/Acquitted

Mistrial       Retry Mistrial: Yes/No/Unknown

31. Charges convicted of:

- Rape       Forcible Sodomy
- Indecent Assault       Forcible Sodomy (same gender)
- Other: (e.g., Assault with Intent to Commit Rape and Assault with Intent to Commit Sodomy)

32. If offender was found guilty, results:

(a) Military:

- Discharge/Dismissal
- Confinement/Imprisonment
- Forfeiture/Fine
- Reduction in pay grade/Loss of lineal number
- Other: \_\_\_\_\_

(b) Civilian courts:

- Confinement
- Fine
- Counseling
- Other: \_\_\_\_\_

33. Did convening authority approve the results of the court-martial? Yes/No

Specify approved results \_\_\_\_\_

G. COMMENTS:

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

OFFENDER INFORMATION/INVESTIGATION/RESOLUTION Continuation Sheet

14. Offender is unknown/unknown?

(a) Number of offenders: \_\_\_ (b) Offender Number: \_\_\_

15.	(a) Affiliation:	(b) Status:	(c) Paygrade:
	___ USN	___ Active	___ E-1 ___ W-1
	___ USMC	___ Reservist on	___ E-2 ___ W-2
	___ USAF	___ Active Duty	___ E-3 ___ W-3
	___ USA	___ Retired	___ E-4 ___ W-4
	___ USCG	___ Family member	___ E-5 ___ O-1
	___ Unknown	___ N/A	___ E-6 ___ O-2
	___ DOD Civilian		___ E-7 ___ O-3
	___ Civilian		___ E-8 ___ O-4
	(no military affiliation)		___ O-5
			___ O-6
			___ O-7+

16. Age: \_\_\_

17. Gender: Male or Female

18. Race:

___ White	___ American Indian/Alaskan Native
___ Black	___ Asian/Pacific Islander
___ Hispanic	___ Other: _____
	___ Unreported

19. Relationship to victim (see instructions for #19)

\_\_\_ Ex-Spouse  
\_\_\_ Family Member (not Spouse)  
\_\_\_ Acquaintance/Friend  
\_\_\_ Shipmate/Co-worker  
\_\_\_ Girlfriend/Boyfriend  
\_\_\_ No known relationship (i.e., stranger)  
\_\_\_ Family Member (USMC)  
\_\_\_ Other: \_\_\_\_\_

20. (a) Use of alcohol? Yes/No/Unknown

(b) Use of drugs? Yes/No/Unknown

OFFENDER INFORMATION/INVESTIGATION/RESOLUTION Continuation Sheet

21. Type of assault:

Rape  Forcible Sodomy  
 Indecent Assault  Forcible Sodomy (same gender)  
 Other: \_\_\_\_\_

22. If the offender is found guilty, does the victim want to be notified of the offender's release? Yes/No/Unknown

23-26. Not used on continuation sheets.

27. Lead criminal investigative agency:

NAVCRIMINVSVC  
 U.S. Civilian Law Enforcement  
 Foreign Civilian Law Enforcement  
 Command Security/Military Police  
 Other: \_\_\_\_\_

28. Criminal investigation:

(a) Was investigation initiated? Yes/No

(b) Status: In progress? - Completed?

(c) Results:

Forwarded to Command or TSO/RLSO for action  
 Offender not identified  
 Unfounded/False report`

29. Offender disposition:

(a) Administrative

Nonjudicial (NJP)  
 Administrative Separation  
 No action taken  
 Other: \_\_\_\_\_  
 Separation In Lieu Of Trial  
 Article 32

- (b) Judicial:  
 Summary Court-Martial  
 Special Court-Martial  
 General Court-Martial  
 Civilian Trial

30. Results of court-martial/civilian trial:  
 Guilty  
 Not Guilty/Acquitted  
 Mistrial  Retry Mistrial: YES/NO/UNKNOWN

31. Charges convicted of:  
 Rape  Forcible Sodomy  
 Indecent Assault  Forcible Sodomy (same gender)  
 Other: (e.g., Assault with Intent to Commit Rape  
and Assault with Intent to Commit Sodomy)

32. If offender was found guilty, results:

- (a) Military:  
 Discharge/Dismissal  
 Confinement/Imprisonment  
 Forfeiture/Fine  
 Reduction in pay grade/Loss of lineal number  
 Other: \_\_\_\_\_

- (b) Civilian courts:  
 Confinement/Imprisonment  
 Fine  
 Probation  
 Deferment/Dismissal  
 Restitution  
 Suspended Sentence  
 Counseling  
 Other: \_\_\_\_\_

33. Did convening authority approve the results of the court-martial? Yes/No

Specify approved results \_\_\_\_\_

SECNAVINST 1752.4A  
01 Dec 2005

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**INSTRUCTIONS FOR COMPLETING THE SEXUAL ASSAULT INCIDENT DATA  
COLLECTION REPORT**

Question:    Comments:

- 1        Enter current (today's) date.
  
- 2        If this is a new incident, which has not been previously reported, mark "initial." If a report was previously submitted on this particular incident, mark "continuation" in this space.
  
- 3        **Enter the name of the person who is completing the form and the command to which that person is assigned. DO NOT** enter the name of the victim or offender. Indicate whether the common FFSC submitting the report is Navy or Marine Corps.
  
- 4        Incident report numbers are locally generated and consist of:
  - a.    The UIC (Navy) or MCC (Marine Corps) corresponds to the victim's command vice the reporting command/installation.
  
  - b.    The last two digits of the fiscal year in which the assault occurred.
  
  - c.    The sequential number that corresponds to the number of sexual assaults reported by the reporting command/installation in that fiscal year.

(For example, if a command/installation (with UIC/MCC 12345) is submitting a report on an assault which occurred in December 2005 and it's the second assault for that fiscal year, the incident report number would be [12345-06-002].) If this is a continuation (status) report, use the incident report number that was originally assigned to the incident. Afloat commands should use the same numbering system as outlined above.

Enter the victim's (or victim's sponsor's) UIC/MCC and the NAVCRIMINVSVC/CID case control number.

**NOTE:** If sending a continuation report, respond only to questions not previously answered. If previously reported information has changed or needs revision, indicate in the "comments" section as new or corrected data.

- 5a If military, select one category to indicate military affiliation. DOD Civilians includes permanent and temporary employees, as well as vendors contracted by DOD/DON.
- 5b If military, select status. If family member, select a category to show specific military affiliation.
- 5c If military, select specific pay grade.
- 6 Age at the time of assault.
- 7 Circle Male or Female.
- 8 Select only one category. If other, specify.
- 9a Indicate which office/department first became aware of and responded to the incident. If other, specify.
- 9b Indicate date when initial contact was made.
- 10 Indicate if victim received a medical examination following the incident.
- 11 Indicate whether the victim required medical treatment beyond an initial examination/evidence collection (e.g., for injuries). If yes, specify civilian or military treatment facility.
- 12 Counseling may include clinical psychologist, social worker, FFS counselor, chaplain, or community crisis center. If yes, specify civilian or military.
- 13 Any amount of alcohol or drug consumption prior to (within approximately 24 hours of) the incident

constitutes "use," backed up by the victim's account or blood test.

- 14 Indicate offender "known/unknown."
- 14a List number of offenders involved in the assault. If more than one offender was involved, questions 14-19 should be answered separately for each offender on a separate "OFFENDER INFORMATION/INVESTIGATION/RESOLUTION Continuation Sheet."
- 14b List offender as 1 of 1, 1 of 2, 2 of 2, etc., as appropriate.
- 15-18 Refer to explanations provided for questions 5-8.
- 19 Indicate offender's relationship to the victim. (If they were living together, check "other" and provide an explanation.)

NOTE: The USMC Sexual Assault and Rape Program covers all victims of sexual assault regardless of age and reports data under their FAP. Therefore, "Family Member" would include spouse.

The Navy's Sexual Assault Victim Intervention (SAVI) Program reports data for sexual assault victims who are 18 years or older except for victims of marital rape (legal spouse is alleged offender). Victims who are under 18 years old or victims of marital rape are reported through FAP.

- 20 Any amount of alcohol or drug consumption prior to (within approximately 24 hours of) the incident constitutes "use," backed up by the victim's account or blood test.
- 21 Describe the crime with which the offender is charged.
- 22 Indicate if victim wishes to be notified of offender's release. Notification is a function of the correctional facility.

- 23 Give the date the assault actually occurred.
- 24 If assault occurred in more than one location, check all that apply (e.g., on-base, U.S.; off-base, U.S.).
- 25 Indicate if a victim advocate assisted the victim through any of the processes, which ones, and if not, why. A victim advocate can be either a military or civilian trained volunteer or employee.
- 26 Indicate the victim's willingness to assist in the investigation and prosecution of the offender. Select all statement(s) that apply. The second part of question 26 is an option that is answered if the victim wishes not to assist in the investigation and states why he/she is unwilling to assist. If "Unwilling to provide evidence" was selected in question 26 and a reason given, the second part of question 26 must be answered. Select as many statements as appropriate. If further explanation is required, use comment section.
- 27 Indicate which agency has the lead in conducting the criminal investigation. If "other," specify.
- 28 If an investigation was opened, indicate the status/results of the criminal investigation as determined/reported by NAVCRIMINVSVC or other lead-investigating agency. Do not make your own status determination. Generally, the response choices have the following meanings:

Forwarded to Command or TSO/RLSO for action: The Case was forwarded to the offender's command or TSO/RLSO for review and appropriate disciplinary action.

Offender not identified: The offender was never identified, such as in the case of a stranger rape or unconscious victim with no other identifying evidence uncovered.

Unfounded/False Report: Allegation of a crime is unfounded or victim admits a false report.

- 29 Select only one. Disposition refers only to charges of sexual assault or any lesser-included offenses substituted for those charges. Other offenses with which the offender may be charged (e.g., breaking and entering in conjunction with an assault) should not be addressed. If in question 28, an incident was resolved, question 29 must be answered. If more than one offender is being investigated/prosecuted, questions 29-32 should be answered separately for each offender on OFFENDER INFORMATION/INVESTIGATION/RESOLUTION Continuation Sheets.
- 30 Results of courts martial/civilian trial refer only to charges of sexual assault or any lesser-included offenses substituted for those charges. Other offenses of which the offender may be found guilty (e.g., breaking and entering in conjunction with an assault) should not be addressed. Note in the comment section if and why information regarding the verdict cannot be obtained.
- 31 Indicate those charges for which a conviction resulted.
- 32 Select appropriate response(s). If other (e.g., probation), specify.
- 33 Refers only to military trials.

Comments Use this section to clarify any previous answer and to provide additional information if desired.

If final disposition of an incident has been determined or installation commander determines that further information is under civilian jurisdiction and this report represents the last report, state in the comments section, "Final report this incident."

**SEXUAL ASSAULT DATA FOR U.S. NAVY/U.S. MARINE CORPS**

NOTE: The following data reflect incidents reported per enclosure (2) of this instruction:

- A. FY \_\_\_\_ REPORT                    1<sup>st</sup>    2<sup>nd</sup>    3<sup>rd</sup>    4<sup>th</sup>    Total  
    Qtr    Qtr    Qtr    Qtr
- B. TOTAL SEXUAL ASSAULT INCIDENTS REPORTED: (Initial Report)
- C. TOTAL TYPES OF SEXUAL ASSAULTS REPORTED:  
(will not equal total incidents reported)
- Rape
  - Forcible Sodomy
  - Forcible Sodomy (same gender)
  - Indecent Assault
  - Assault with Intent to Commit Rape
  - Assault with Intent to Commit Sodomy
- D. INVESTIGATION RESULTS:
- Forwarded to Command or TSO/RLSO for action
  - Offender not identified
  - Unfounded/False report
  - No investigation initiated
- E. DISPOSITION:
- |                             |                       |
|-----------------------------|-----------------------|
| (ADMINISTRATIVE)            | (JUDICIAL)            |
| Non-Judicial Punishment     | Summary Court-Martial |
| Administrative Separation   | Special Court-Martial |
| No action taken             | General Court-Martial |
| Separation in-lieu of trial | Civilian Trial        |
| Article 32                  |                       |
| Other                       |                       |
- F. RESULTS OF COURT-MARTIAL/CIVILIAN
- Guilty
  - Not Guilty/Acquitted
  - Mistrial