DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO:
COMTRAWINGFIVEINST 3750.8H
00/70
15 Apr 15

COMTRAWINGFIVE INSTRUCTION 3750.8H

Subj: AIRCRAFT PRE-MISHAP PLAN

Ref: (a) OPNAVINST 3750.6 Series
(b) OPNAVINST F3100.6 Series
(c) OPNAVINST 3750.16 Series
(d) OPNAVINST 4790.2 Series
(e) CNATRAINST 3750.23 Series
(f) CNATRAINST 5720.20 Series
(g) COMTRAWINGFIVEINST 3100.1 Series
(h) NAVAIR 00-80T-116 VOL 1-3
(i) COMNAVAIRLANTINST 4740.1 Series
(j) NAVMEDCOMINST 5360.1 Series
(k) CNATRAINST 1500.4 Series
(l) NASWFINST 1771.1 Series
(m) NAVAIR 00-80R-20

1. Purpose. To provide procedures and guidelines for investigating and reporting aircraft mishaps.

2. Cancellation. COMTRAWINGFIVE/NASWFINST 3750.8G. This instruction is a complete revision and should be reviewed in its entirety.

3. Discussion.

a. The primary concern following an aircraft mishap is the preservation of life. Safeguarding wreckage and preserving mishap evidence (while important) is a secondary concern. Naval Air Station, Whiting Field (NASWF) will furnish fire-fighting, rescue equipment, and personnel who will respond to all military aircraft mishaps which occur in the local area, on or off station.

b. References (a) through (m) set forth requirements for various types of reports concerned with an aircraft mishap, and indicate procedures to be followed in submission of those reports.

4. Scope.

a. This instruction primarily directs the duties of the Training Air WING (TRAWING) Command Duty Officer (CDO) and delineates most of the duties of TRAWING FIVE personnel responsible for response to

aircraft mishaps. The TRAWING FIVE CDO shall execute this plan for mishaps when the Pilot-in-Command (PIC) of the mishap aircraft is scheduled on the HITU or FITU schedule, any Functional Check Flight (regardless of schedule) or any mishap not associated with a squadron flight schedule. The Flight Duty Officer of the tenant squadrons will assume reporting responsibilities and execute their own squadron Pre-Mishap Plans whenever the PIC is permanently assigned to their squadron or when the aforementioned squadron is sponsoring the mishap aircraft on their flight schedule.

5. Action.

a. All NASWF and TRAWING FIVE personnel involved in search and rescue, crash-fire-rescue, security, salvage and mishap investigation shall become thoroughly familiar with Tabs 1 through 32, and all other applicable sections of this instruction.

b. Mishap scene management and security is the responsibility of the Officer-in-Charge (OIC). Initial mishap scene OIC responsibilities shall be assumed by the Fire Chief, Assistant Fire Chief, Explosive Ordinance Disposal (EOD) or Crash Captain during all phases of rescue, fire fighting, removal of hazardous materials and anytime the scene is deemed unsafe for non-first responders. If fire/crash equipment is not dispatched, or upon Fire Chief/Crash Captain's/EOD departure from the scene, the senior military member present shall serve as OIC until relieved by competent authority.

c. The first priority of the OIC is the safe and timely recovery of survivors. Additionally, the OIC shall take immediate steps to prevent injury to survivors and rescue personnel from fire, explosives (ejection seat/canopy explosive devices), spilled fuel/hydraulic fluid and other hazards present at the mishap scene. In the absence of rescue personnel, uninjured crewmembers or the first military personnel arriving at the scene are expected to assume duties as the OIC and secure the mishap site until relieved by competent authority.

d. This instruction shall not limit, preclude or be a substitute for the use of good sound judgment.

6. Reporting Custodian Responsibilities. Unless otherwise directed by TRAWING FIVE, Commanding Officers of TRAWING FIVE squadrons shall assume reporting custodian responsibility per reference (e).

G. A. KLING

Distribution:
COMTRAWINGFIVEINST 5216.1T
Lists I, II, III

CHANGE PAGE

CHANGE NUMBER	CHANGE DATE	SIGNATURE OF PERSON ENTERING CHANGE	DATE CHANGE ENTERED

INDEX

Page

i	Index
ii	List of Acronyms
iv	How to use the Pre-Mishap Plan
v	TRAWING FIVE CDO Pre-Mishap Checklist

TAB

1	Initial Report of Mishap
2	Mishap Reporting Responsibilities
3	Personnel Notification and Recall of Personnel
4	Search for Missing Aircraft
5	OPREP-3 Reports
6	CNATRA/CNAF Telephone Report
7	Naval Safety Center Telephone and Initial Notification
8	Aircraft Mishap Reporting Requirements
9	Release of Information
10	Mishap Determination
11	Telephone Directory
12	FAA Report
13	Casualty Report (USN only)
14	USMC/USCG/USAF Casualty Reporting
15	Foreign Aircrew Casualty Report
16	Commanding Officer's Guide
17	Aircraft Mishap Board Responsibilities
18	Senior Member of Aircraft Mishap Board Responsibilities
19	Aviation Safety Officer Responsibilities
20	TRAWING FIVE CNATRA DET/Maintenance Officer Responsibilities
21	Operations Officer Responsibilities
22	NATOPS Officer Responsibilities
23	Flight Surgeon Responsibilities
24	Aeromedical Safety Officer (AMSO) Responsibilities
25	Administrative Officer Responsibilities
26	International Military Student Officer (IMSO) Responsibilities
27	Flight Duty Officer (FDO) Responsibilities
28	Pilot-in-Command or Senior Naval Representative Responsibilities
29	Instructions for Obtaining Witness Statements
30	Aircraft Mishap Board Checklist
31	Mishap Investigation General Checklist
32	Mishap Investigation Amplified Checklist

LIST OF ACRONYMS

AGM	Aircraft Ground Mishap
ALSE	Aviation Life Support Equipment
ALSS	Aviation Life Support Systems
AMB	Aviation Mishap Board
AMSO	Aeromedical Safety Officer
ASAP	As Soon As Possible
ASO	Aviation Safety Officer
BUNO	Bureau Number
CACO	Casualty Assistance Calls Officer
CAD	Collective Address Designator
CDO	Command Duty Officer
CNAF	Commander Naval Air Forces
CNATRA	Chief of Naval Air Training
CNATRA DET	Chief of Naval Air Training Detachment
COMNAVAIRFOR	Commander Naval Air Forces
COMUSFLTFORCOM	Commander U.S. Fleet Forces Command
CONUS	Continental United States
CTRAWING FIVE	Commander, Training Air Wing FIVE
DASWO	Disabled Aircraft Security Watch Officer
DET	Detachment
DMS	Defense Messaging System
DoD	Department of Defense
EI	Engineering Investigation
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
FAA	Federal Aviation Administration
FDO	Flight Duty Officer
FITU	Fixed-Wing Instructor Training Unit
FLD	Field
FM	Flight Mishap
FOD	Foreign Object Damage
FOUO	For Official Use Only
FRM	Flight Related Mishap
GENTEX	General Text
HAZMAT	Hazardous Material
HAZREP	Hazard Report
HITU	Helicopter Instructor Training Unit
HMR	Hazardous Material Report
IFR	Instrument Flight Rules
IMS	International Military Student
IMSO	International Military Student Officer
JAG	Judge Advocate General
JAGMAN	Judge Advocate General Manual
MATSG	Marine Aviation Training Support Group
MBR	Member
MDR	Mishap Data Report
MI	Mishap Investigation

LIST OF ACRONYMS (cont.)

MIMS	Maintenance Instruction Manuals
MOOD	Medical Officer of the Day
MR	Mishap Report
MSG	Message
NADEP	Naval Air Depot
NASP	Naval Air Station, Pensacola
NASWF	Naval Air Station, Whiting Field
NASWF CDO	NASWF Command Duty Officer
NATOPS	Naval Air Training and Operating Procedures Standardization
NAVSAFECEN	Naval Safety Center
NAVLO	Naval Liaison Officer
NEC	Navy Enlisted Classification
NETC	Naval Education and Training Command
NETPMSA	Naval Education and Training Program Management Support Activity
NETSAFA	Naval Education and Training Security Assistance Field Activity
NFO	Naval Flight Officer
NMAC	Near Mid-air Collision
NMCC	National Military Command Center
NOC	Navy Operations Center
NOK	Next of Kin
NPC	Naval Personnel Command
NTCS	Navy Telecommunications System
NVG	Night Vision Goggles
NVD	Night Vision Device
NOTAM	Notice to Airmen
NTSB	National Transportation Safety Board
ODO	NASWF Operations Duty Officer
OLF	Outlying Landing Field
OPNAV	Office of the Chief of Naval Operations
PAO	Public Affairs Officer
P & E	Planning and Estimate
PIC	Pilot-in-Command
PNOK	Primary Next of Kin
PSD	Personnel Support Detachment
RAC	Risk Assessment Code
RDO	Runway Duty Officer
SAR	Search and Rescue
SARCC	Search and Rescue Coordination Center
SDO	Squadron Duty Officer
SIR	Safety Investigation Report
SNOK	Secondary Next of Kin
SOFA	Status of Forces Agreement
TBA	To Be Announced
TBD	To Be Determined
TIMELOC	Time and Location
TRACON	Traffic Control
TFOA	Things Falling Off Aircraft
TRAWING FIVE	Training Air Wing FIVE (abbreviated TRAWING FIVE)
UAV	Unmanned Aerial Vehicle
VFR	Visual Flight Rules

HOW TO USE THE PRE-MISHAP PLAN

1. TRAWING FIVE CDO and FITU/HITU FDO/SDO Responsibilities:

a. General. The TRAWING FIVE CDO is responsible for ensuring the Pre-Mishap Plan is properly executed without unnecessary delay. In order to comply with this requirement, it is essential the TRAWING FIVE CDO be familiar with the contents of this directive. Time critical notification processes and the authority to release specific information to a restricted set of personnel (in the correct sequence) are critical elements of the execution of the pre-mishap plan. Attempting to execute this process without prior familiarization will inevitably result in delays in process execution that can have disastrous results.

(1) During a normal work week the FITU and HITU are manned with an assigned Flight Duty Officer (FDO) and Squadron Duty Officer (SDO) any time there is an assigned aircraft airborne. The FDO or SDO is likely the first person who will be notified of a possible missing aircraft or mishap and will immediately notify the TRAWING FIVE CDO in any such circumstance. The FDO and/or SDO is responsible for the initial execution of the pre-mishap plan until the TRAWING FIVE CDO or other senior staff member relieves the FDO/SDO of the pre-mishap execution responsibilities.

(2) The TRAWING FIVE CDO is responsible for ensuring all FITU and HITU cross-country aircrews and aircraft are accounted for.

(3) Notification of a mishap outside of the local area (i.e. involving a cross-country) may come from one of many sources and be initially provided to one of the TRAWING FIVE squadrons, ATC, NASWF personnel, or NAS Pensacola. All communication shall be directed to the TRAWING FIVE CDO.

b. Sequence of Events. The Pre-Mishap Plan is organized by tabs in chronological order to progress through specific time-critical steps. Use the Mishap Flow Chart and CDO Pre-Mishap Checklist on the following pages to organize and document your effort.

(1) Begin with TAB 1 and progress through TAB 12. These TABS are intended to cover time-critical actions that must be accomplished during the first few hours following an aircraft mishap. These steps include actions such as search and rescue and initial telephone or message notifications. If the TAB does not apply to your situation (example: no OPREP-3 report required), continue to progress through the remaining TABS.

(2) TABS 13 through 15 address Casualty Reports. These reports will normally be accomplished by the affected command. The Admin Officer will be responsible for their release.

(3) TABS 16 through 28 outline individual TRAWING FIVE Action Officers' responsibilities.

(4) TABS 29 through 32 provide guidance to the Aircraft MISHAP Board (AMB) on conducting a thorough and complete investigation.

TRAWING FIVE CDO PRE-MISHAP CHECKLIST

TIME/INITIALS

1.	Complete "Initial Report of Mishap" page.	(TAB 1)	_____
2.	Determine Mishap Reporting Responsibility, TRAWING FIVE or Tenant Command.	(TAB 2)	_____
3.	Personnel Notification and Recall complete.	(TAB 3)	_____
4.	When "Search for Missing Aircraft Out of Area" is required.	(TAB 4)	_____
5.	OPREP-3 Telephone Report (5 Min).	(TAB 5)	_____
6.	OPREP-3 Message Report (60 Min).	(CD-ROM)	_____
7.	CNATRA Telephone Report (ASAP).	(TAB 6)	_____
8.	CNAF Telephone Report (ASAP).	(TAB 6)	_____
9.	NAVSAFCEN Mishap Telephone Voice Report.	(TAB 7)	_____
10.	NAVSAFCEN Initial Notification via WESS.	(TAB 7)	_____
11.	Determine mishap category and severity.	(TAB 10)	_____

Category	Severity
Flight Mishap	Class A
Flight Related Mishap	Class B
Aircraft Ground Mishap	Class C

11.	FAA Report.	(TAB 12)	_____
12.	USN-only Casualty Report.	(TAB 13)	_____
13.	USMC/USCG/USAF Casualty Report.	(TAB 14)	_____
14.	Foreign Student Casualty Report.	(TAB 15)	_____
15.	Maintain a continuous telephone watch and close liaison with the Base Operations Duty Officer. Log all pertinent mishap information.		_____
16.	Refer all general public and news media inquiries concerning the mishap to the CNATRA PAO at DSN: 861-3666, Comm: (361) 961-3666, or Cell: (361) 438-7846 (ONLY by direction of PAO).		_____

17. Arrange for vehicles through the Transportation Officer at 686-1570. Drivers are only provided for the 35 passenger bus, if needed. _____

If any of the above requirements have not been met, <u>GO NO FURTHER</u>! The fast action items must be completed prior to proceeding.

18. Primary security will be provided by NASWF Security Department. They may be needed as supplemental guards at the crash site. Additional personnel may be required, so be prepared to effect necessary recalls or activate/recall the duty TRAWING FIVE Disabled Aircraft Security Watch Officer (DASWO) to guard the aircraft once the site is released by security. _____

19. Make a log entry using the following sample format: _____

"1600 T-6B BUNO 16XXXX Pilot LCDR (Full Name), USN 123-45-6789/1310, co-pilot, LT (Full Name), USN, emergency landing in a farmer's field near OLF Brewton. Crew condition unknown. Executed Pre-Mishap Plan. Rescue operations initiated by NAS Whiting Field."

Continue to log all pertinent mishap information.

TAB 1

INITIAL REPORT OF MISHAP

Caller informs you of an aircraft accident; get as much information as possible.

CALLER'S NAME: _____

PHONE NUMBER: _____

TIME (local): _____

DATE: _____

WATCH OFFICER'S NAME: _____

BRIEF NARRATIVE: _____

_____

_____

_____

_____

LOCATION OF MISHAP: _____

_____

CONDITION OF CREW AND/OR BYSTANDERS: _____

_____

ADDRESS/ACTIVITY REPORTING MISHAP: _____

PHASE OF FLIGHT: _____ TAKEOFF _____ LANDING _____ CRUISE

TYPE OF AIRCRAFT: _____

AIRCRAFT DAMAGE: _____

_____

CIVILIAN PROPERTY DAMAGE: _____

_____

_____

WEATHER: _____

____ CLEAR ____ CLOUDY ____ RAIN ____ HAIL ____ FOG ____ OTHER

DID THE CALLER SEE THE MISHAP? _____

WAS THERE FIRE? _____ EXPLOSION? _____

WAS THE FIRE DEPT. CALLED? _____

WERE PARACHUTES SEEN? _____

HAS ANYONE BEEN NOTIFIED? _____

WHERE CAN CALLER STAND BY TO GIVE DIRECTIONS TO EMERGENCY PERSONNEL?

ASK CALLER TO PRESERVE THE WRECKAGE UNTIL ARRIVAL OF AUTHORITIES.

RECORD CALLER'S TELEPHONE NUMBER AGAIN, INFORM HIM/HER THAT YOU WILL CALL BACK TO CONFIRM THE VALIDITY OF THE CALL.

TIME CALL ENDED: _____

OTHER PERTINENT INFORMATION:
(*provide any other information. It may not seem important at the time - but record it just the same*)

WARNINGS:

USE EXTREME CAUTION WITH EJECTION SEATS AND CANOPY FRACTURING SYSTEM. CONTACT MIST HELPLINE AT (760) 939-6132 FOR ASSISTANCE

DO NOT PROVIDE PERSONAL INFORMATION REGARDING MISHAP PERSONNEL TO ANYONE UNLESS DIRECTED TO DO SO BY THE COMMODORE/DEPUTY OR AS SPECIFICALLY OUTLINED IN THE OFFICIAL NOTIFICATION PROCESS OUTLINED HEREIN. WHEN IN DOUBT - REQUEST GUIDANCE FROM THE COMMODORE/DEPUTY. DIRECT ALL INQUIRIES REGARDING MISHAPS TO THE CHIEF OF NAVAL AIR TRAINING PUBLIC AFFAIRS OFFICER AT (361) 961-3666.

APPROVED TELEPHONE Responses

1. **From non-squadron military personnel, news media, etc.:**

   "I AM UNABLE TO GIVE OUT ANY INFORMATION AT THIS TIME AND SUGGEST YOU CONTACT THE CNATRA PUBLIC AFFAIRS OFFICER AT (361) 961-3666."

2. **Calls from Next of Kin or other Squadron Military Personnel:**

   "WE HAVE KNOWLEDGE OF AN AIRCRAFT ACCIDENT BUT ARE NOT SURE IT INVOLVES ONE OF OUR AIRCRAFT. WE NEED TO KEEP THE PHONE LINES CLEAR TO GATHER INFORMATION. WHERE ARE YOU NOW AND WHAT NUMBER CAN YOU BE REACHED?"

Immediately notify Commodore or Deputy Commodore if caller was next-of-kin of mishap aircrew.

TAB 2

MISHAP REPORTING RESPONSIBILITIES

1. TRAWING FIVE Aircraft. With the exception of FCFs, flight or ground aviation mishaps associated with an event scheduled on a squadron's schedule is the responsibility of that squadron to investigate. Notify the squadron FDO/CDO, pass all information obtained to the initiating officer, ensure the squadron has properly assumed the responsibilities and then assist them only as requested or required. Flight or ground aviation mishaps associated with events scheduled on the HITU or FITU schedule, FCFs (regardless of flight schedule association) are the responsibility of TRAWING FIVE. The TRAWING FIVE CDO will assume responsibilities for the initiation and execution of the pre-mishap plan until relieved by competent authority.

VT-2	FDO:	623-7428/7350
	SDO:	623-7222/2198/7233
VT-3	FDO:	623-7688/7289
	SDO:	623-7323/7566
VT-6	FDO:	623-7468/7466
	SDO:	623-7666
HT-8	FDO:	623-7188/7461
	SDO:	623-7188
HT-18	FDO:	623-7337/7477/2130
	SDO:	623-7418/7419
HT-28	FDO:	623-7977/7976
	SDO:	623-7977/7975/7976
FITU	FDO:	623-7273/7473/7565
HITU	FDO:	623-7633/7927/7674

2. Visiting Aircraft. Military aircraft not assigned to TRAWING FIVE that are involved in a mishap on NASWF or in the immediate area (approx. 25 NM radius), then initial mishap response and reporting will be assumed by NASWF.

TAB 3

PERSONNEL NOTIFICATION AND RECALL OF WING PERSONNEL

Once you have determined a mishap has occurred, begin the initial phone notification and recall of personnel. As personnel changes occur in the billets listed below, the TRAWING FIVE Safety Officer will ensure timely update of this recall.

Do not contact or provide any information to anyone regarding possible Mishap Aircrew except to, or by direction of the Commodore/Deputy Commodore.

In other words - do not contact or provide information to NOK, family, friends, squadron-mates (etc.).

Step 1:

GET HELP. Assign 1 to 3 able-bodied individuals to help complete Steps 2 through 4 below.

Step 2:

Using the Wing Mishap/Key Personnel list inside front cover of binder, inform those listed that...

"There has been a mishap. Please report to the Wing as soon as possible"

Step 3:

Remove Flight Schedule from the Internet. Contact CNATRA HELP DESK to remove the squadron flight schedules from the internet. Help Desk: (361) 961-5398, DSN 861-5398 or Cell (361) 537-7243. During normal working hours, contact respective squadron's schedules or TIMMs Help Desk at (850) 623-7445.

Sample Phone Report:

"This is an emergency situation at TRAWING FIVE, and the web-based flight schedule for TRAWING FIVE needs to be removed from public viewing for the following days."

NOTE:
Cross-Country flights will be published on two to three different flight schedules (i.e. Friday, Saturday, Sunday) ALL must be removed.

Step 4:

Notify NASWF ODO to activate the Base mishap response plan and ensure SAR assets are informed and enroute (as necessary).

NASWF ODO	623-7475 (ODO Desk)
NASWF Base OPS	623-7597/7598/7654 (in same office as ODO)
	382-5001 (cell)

After hours, call NASWF CDO. (If you need more assistance at the squadron, ask the NASWF CDO to send additional personnel from his current staff to assist until more squadron members arrive.)

NASWF CDO	623-7921
	382-4966 (cell)

Sample Phone Report:

"This is (rank) (name), TRAWING FIVE CDO. A mishap involving a TRAWING FIVE aircraft has been reported at (location)_____."

If in the local flying area:

"Activate the crash alarm; SAR is/is not needed. I will report additional information as it becomes available. My phone number is _____."

TAB 4

SEARCH FOR MISSING AIRCRAFT

1. The following defines the local flying area for TRAWING FIVE T-6B and TH-57 aircraft:

a. COMTRAWINGFIVEINST 3710.2 Series (Fixed-Wing Standard Operating Procedures Manual) defines the local flying area for T-6B aircraft as authorized flights that are conducted within Alert Area 292 and adjacent areas up to 180 NM from NASWF.

b. COMTRAWINGFIVEINST 3710.8 Series (Rotary-Wing Operating Procedures Manual) defines the local flying area for TH-57 aircraft as the area within 150 NM of NASWF or those airports included on the NASWF ON-TOP weather brief.

c. For the purposes of these procedures, the above definitions are meant to be used to determine if an aircraft is missing within or outside of the local flying area.

2. If an aircraft is identified as missing outside of the local area, accomplish the following as soon as possible:

a. Contact the FAA Regional Communications Center at **(404)305-5180** to let them know we have a missing aircraft.

(1) They will immediately do a "spurt check" to query the ATC system to display all interaction between the FAA and the aircraft by call sign. The printout will depict when and where they talked to the aircraft and give a good starting place for the search.

(2) If the aircraft cancelled IFR and went VFR, the FAA can filter track data to specifically track the missing aircraft and pass this data to the squadron/Wing. All this can be done within 2 hours. IFR flights will be done automatically.

b. Contact Air Force Rescue Coordination Center (AFRCC), located at Tyndall AFB, at **(800)851-3051**. The AFRCC is responsible for all CONUS overland SAR activities. This 1-800 number places you in the cue for one of five numbers automatically and is typically the fastest way to contact AFRCC. However, if the 1-800 number fails to connect, call one of the following five numbers until you make contact: **(850) 283-5955, 5105, 5347, 5348, 5349** Fax: **(850) 283-5101**.

(1) AFRCC coordinates SAR efforts and acts as the controlling agency for all participating USAF SAR assets. If possible, it may be beneficial to contact USMC or USN assets near the search area and have them contact the AFRCC to assist with the search.

c. Send a TRAWING FIVE Navy Liaison Officer (NAVLO) to Tyndall AFB to help coordinate in the effort (when appropriate).

d. Notify appropriate law enforcement near the search area to have security personnel standing by to be rushed to possible crash sites. Coordinate with Navy Region to relieve local authorities as soon as possible.

e. After On-Scene Commander (OSC) has been properly relieved by competent SAR authority, no other aircraft should be in area assisting efforts without AFRCC approval.

3. If an aircraft is identified as missing within the local area, accomplish the following as soon as possible:

a. Complete all steps identified in paragraph 2 above, as applicable.

b. If the aircraft is known to be missing overwater contact United States Coast Guard (USCG) SAR HOTLINE (Mobile, AL) (SARCC) (800)874-2129.

c. Consider utilizing TRAWING FIVE aircraft that are already operating to begin the search for the missing aircraft if practical.

(1) Utilizing TH-57, or T-6 aircraft to begin the search until relieved by competent SAR authority can result in locating and directing the rescue efforts of the missing aircraft in less time than a SAR capable aircraft to arrive on scene and begin searching for the missing aircraft. During previous mishaps, this has proven to be a safe and viable alternative that can result in the crew of a downed aircraft receiving necessary medical attention as soon as possible.

(2) If TRAWING FIVE aircraft are utilized to search, assign the OSC duties to one aircraft operating near the location that the aircraft went missing. For this aircraft, all student flight training would immediately cease and the Instructor Pilot/Pilot in Command shall brief the change of mission to their crew. This aircraft would follow the procedures detailed in the TRAWING FIVE On-Scene Commander Checklist as published in both the FWOP and RWOP. Given the area to be searched, the OSC may determine that other TRAWING FIVE aircraft are needed to assist with the search. Every effort should be made to minimize the number of aircraft involved in the search. If other TRAWING FIVE aircraft are utilized, the OSC would define search areas for each aircraft and maintain awareness of all participant's fuel states. Each aircraft would be responsible to set a Bingo Fuel and report that to the OSC.

(3) If the missing aircraft is located, then the OSC would continue to follow the procedures already detailed in the OSC Checklist. If the missing aircraft is not located before competent SAR authority arrives, then the OSC will conduct a thorough turnover with the relieving aircraft and all TRAWING FIVE aircraft will depart the search area.

TAB 5

OPREP-3 REPORTS

Telephone Report, for PINNACLE and Navy Blue, is to be made within 5 minutes.

Message Report, if required, is to be made within 60 minutes.

Utilize Attached CD-ROM to start OPREP message. Ensure Admin personnel have been recalled to release message.

Step 1. Classify incident as Pinnacle, Navy Blue, or Unit Sitrep using the following guidelines:

a. **PINNACLE** (OPREP-3) (Not likely). If:

(1) Loss of aircraft due to hijacking.
(2) Serious personal injury or fatality to a non-DOD civilian. (i.e. Aircraft crash landed and killed farmer John)
(3) Major damage to civilian property caused by military personnel or equipment.
(4) Possible national news coverage. (CNN/Fox news truck on scene and filming)
(5) Chemical or biological incidents.

b. **NAVY BLUE** (OPREP-3) (Most of our Class A and Class B Mishaps). If:

(1) Aircraft destroyed.
(2) All Class A or B MISHAPS not meeting the requirements for OPREP-3 PINNACLE. (i.e. Aircraft crash landed in farmer John's field. Media attention from local news or a national news "ticker").

c. **UNIT SITREP** (OPREP-3) Submit for aviation incidents and Class C mishaps not meeting PINNACLE or NAVY BLUE criteria only if there is potential press or legal interest regarding incident. If:

(1) Incident does not meet the criteria for PINNACLE or NAVY BLUE, but media interest is likely.
(2) To update incidents previously reported as OPREP-3 NAVY BLUE.
(3) When considered appropriate by the reporting activity, or when directed.

Step 2. If in doubt of classification, send as the higher priority.

Step 3. If any of the criteria of the above paragraphs are met, proceed as follows:

a. In the case of an OPREP-3 report, timeliness is more important than completeness. Do not delay an initial report in order to gain additional information.

b. Select the correct OPREP-3 message for the mishap:

(1) For the initial PINNACLE telephone report (potential national or international interest), call "FLASH" precedence and identify with the phrase "OPREP-3 PINNACLE."

(2) For the initial Navy Blue telephone report (potential local or high level Navy interest), call "IMMEDIATE" precedence and identify with the phrase "OPREP-3 NAVY BLUE."

c. The initial OPREP-3 voice or telephone report will be followed immediately by a message report. Unless otherwise directed, follow-on reports of the mishap will be submitted by message and continued for as long as directed. Do not delay an initial report in order to gain additional information.

Step 4. Fill out the appropriate voice report on the following pages and call the COMPACFLT Watch Officer:

OPREP-3 TELEPHONE VOICE REPORT

When required:	Immediately - DO NOT DELAY AN INITIAL REPORT IN ORDER TO GAIN ADDITIONAL INFORMATION.
Prepared by:	CDO
Released by:	CO, XO, CDO, or Senior Officer Present
Reference:	OPNAVINST F3100.6J (Change 2)
Report to:	COMPACFLT Watch Officer DSN Primary: (315)471-3201/5201 COMMERCIAL: (808)471-3201/5201

IF UNABLE TO REPORT TO COMPACFLT, CALL DIRECT TO THE NAVY OPERATIONS CENTER (NOC):
PRIMARY DSN: 223-2006; COMMERCIAL: (703)693-2006

SEE FOLLOWING PAGE FOR VOICE REPORTS

VOICE REPORT for OPREP-3 PINNACLE (OPREP-3P)

"Commander Pacific Fleet this is (name/rank), TRAWING FIVE CDO, OPREP-3 PINNACLE OVER"

"TRAWING FIVE CDO THIS IS COMPACFLT SEND OPREP-3 PINNACLE OVER"

"COMPACFLT THIS IS TRAWING FIVE CDO"

"FLASH"

"UNCLASSIFIED"

"OPREP-3 PINNACLE"

NOTE: Record the date-time-group of the phone call to reference the voice report in the follow-up message. Transmit the line number and line identifier, e.g., *"LINE 1, Incident: T-6B aircraft impacted ground in farmer's field."*
Ensure you record the name of the individual receiving the report after transmitting the information.

LINE 1, INCIDENT (Incident identification, location, and details)

LINE 2, NARRATIVE

1. Describe what happened? _____

2. When it happened? _____

3. Who was involved? (**do not** give names of fatalities without Commodore's permission) _____

4. The next of kin *have/have not* been notified. _____

5. Where the incident occurred? _____

6. Why did it happen? _____

7. Injury or damage to civilians/property? _____

8. What action is ongoing? _____

9. Is media attention anticipated? _____

"OVER"

Individual receiving the report: _____

Prepare an OPREP-3P message using the shell on CD-ROM. (Must be sent within 60 minutes of first notification of mishap.)

VOICE REPORT for OPREP-3 NAVY BLUE (OPREP-3)

"Commander Pacific Fleet this is (name/rank), TRAWING FIVE CDO, OPREP-3 NAVY BLUE OVER"

"TRAWING FIVE CDO THIS IS COMPACFLT SEND OPREP-3 NAVY BLUE, OVER"

"COMPACFLT THIS IS TRAWING FIVE CDO"

"IMMEDIATE"

"UNCLASSIFIED"

"OPREP-3 NAVY BLUE"

NOTE: Record the date-time-group of the phone call to reference the voice report in the follow-up message. Transmit the line number and line identifier e.g., "LINE 1, Incident: T-6B aircraft impacted ground in farmer's field."
Ensure you record the name of the individual receiving the report after transmitting the information.

LINE 1, INCIDENT (Incident identification, location, and details)

LINE 2, NARRATIVE

1. Describe what happened? _____

2. When it happened? _____

3. Who was involved? (**do not** give names of fatalities without Commodore's permission) _____

4. The next of kin have/have not been notified. _____

5. Where the incident occurred? _____

6. Why did it happen? _____

7. Injury or damage to civilians/property? _____

8. What action is ongoing? _____

9. Is media attention anticipated? _____

"OVER"

Individual receiving the report: _____

Prepare an OPREP-3 NAVY BLUE message using the shell on CD-ROM. (Must be sent within 60 minutes of first notification of mishap.)

OPREP-3 MESSAGE REPORT

STEP 1. Utilize OPREP message shells provided on CD-ROM in Pre-Mishap Binder. Once message drafted, ensure delivery to TRAWING FIVE Admin Officer for release.

STEP 2. Serialization.

a. Serialize all OPREP-3 report record messages using the message serial number field (Field 3) of the MSGID set.

b. Voice reports of an incident are not serialized.

c. All OPREP-3 report record messages, regardless of FLAGWORD, are serialized in sequence by incident, beginning with 001, which is assigned to the first incident of each calendar year. OPREP-3 reports use the same series of sequential serial numbers vice using one set of serial numbers for OPREP-3 PINNACLE reports and a separate set for OPREP-3 NAVY BLUE or OPREP-3 NAVY UNIT SITREP reports.

d. Additional record message reports concerning the same incident will be assigned sequential letter suffixes (i.e., 001A, 001B, 001C, etc). For example, the first record message report of a new incident will be serialized 002, with subsequent record message reports concerning this incident assigned successive suffixes (i.e., 002A, 002B, 002C).

e. At the end of the calendar year, if an incident requires amplifying reports, it shall continue with the serialization suffixes (010A, 010B, etc.) until the final report of the incident.

f. If an initial report is subsequently upgraded to an OPREP-3 PINNACLE or OPREP-3 NAVY BLUE, or downgraded to an OPREP-3 NAVY BLUE or OPREP-3 NAVY UNIT SITREP, the numbering sequence remains the same since the report is incident related.

OPREP-3 MESSAGE REPORT

When required:	Immediately after transmission of voice report (60 minutes after mishap)
Prepared by:	TRAWING FIVE CDO
Released by:	CO, XO, CDO, or Senior Officer Present
Reference:	OPNAVINST F3100.6J (Change 2)
Format:	Message Worksheet/OPREP-3/(PINNACLE or NAVY BLUE, as appropriate)

SEE CD-ROM FOR MESSAGE REPORT TEMPLATES

TAB 6

CNATRA/CNAF TELEPHONE REPORT PROCEDURES

1. In addition to the phone calls and reports delineated in TAB 3 and TAB 5, TRAWING FIVE shall report by telephone all flight, flight related or aviation ground mishaps to CNATRA staff duty personnel. Telephone mishap reports should be as detailed as possible, but should not be delayed for lack of information. The telephone report shall be made to CNATRA headquarters immediately following initiation of rescue action or completion of initial prevention measures, at one of the following numbers:

CNATRA Duty Office: COMM (361)961-2286/2284
DSN 861-2286/2284

If Duty Officer does not answer, contact:

CNATRA Staff Duty Officer: (361)537-7243

2. TRAWING FIVE shall report by telephone all Class A or B flight, flight related or aviation ground mishaps to Commander Naval Air Forces (CNAF) duty personnel. Again, telephone mishap reports should be as detailed as possible, but should not be delayed for lack of information. The telephone report shall be made to CNAF headquarters immediately following initiation of rescue action or completion of initial prevention measures, at one of the following numbers:

CDO cell: COMM (619)666-4921
Quarterdeck: COMM (619)545-2017
DSN 735-2017

TAB 7

NAVAL SAFETY CENTER TELEPHONE AND INITIAL NOTIFICATION

1. A telephone voice report and an Initial Notification via Web Enabled Safety Site (WESS) are required for all Class A mishaps. Class B and C require Initial Notification via WESS only.

2. Class A mishaps require a telephone call within 60 minutes. Class A and B require Initial Notification via WESS within 4 hours. Class C requires Initial Notification via WESS within 24 hours.

NAVSAFECEN	TELEPHONE REPORT
When required:	Within 60 minutes of a Class A mishap
Prepared by:	CDO, ASO
Released by:	CDO, ASO
Reference:	OPNAVINST 3750.6R
Format:	Voice report
Report to:	Naval Safety Center
DSN Primary:	564-3520 (automated)
	564-2929 (operator)
Commercial:	(757)444-3520 (automated)
	(757)444-2929 (operator)

VOICE REPORT

"This is _____(name/rank)_____, TRAWING FIVE CDO, reporting a Class A mishap.

- **a. Reporting Custodian: Commander, Training Air Wing FIVE**
- **b. Aircraft Type and Bureau Number: "TH-57 or T-6B BUNO: _____."**
- **c. Mishap Location: Give state and geographic area. If mishap occurred on an airfield, give the airfield and the location on the airfield.**
- **d. Brief Narrative: Give brief narrative, including the flight phase of the aircraft when the mishap occurred.**
- **e. Damage: Give best-known estimate of Aircraft Damage, DOD property damage, and non-DOD property damage.**
- **f. Injuries/Fatalities: Give best estimate of known injuries. Names withheld pending notification of next of kin**
- **g. Points of Contact: TRAWING FIVE Aviation Safety Officer and/or TRAWING FIVE CDO**

3. The TRAWING FIVE ASO will complete the initial notification in WESS. Complete the checklist on the following page and provide as much information as possible for the ASO to input into WESS.

WESS Initial Notification Worksheet

**DO NOT DELAY the release of the WESS Initial Notification for lack of information.

**DO NOT INCLUDE any personal information. DO NOT include any other information that has not absolutely, positively been proven factual.

**DO NOT SPECULATE anything on the report.

**DO NOT JUSTIFY a cause or any causal factor(s) of the mishap on the report.

Time Zone	
Date	
Local Time	
Time of Day	Day / Night / Dusk / Dawn (Circle One)
DoD Property Damage	Yes / No (Circle One)
Non-DoD Property Damage	Yes / No (Circle One)
Short Narrative (Title)	
# of Fatalities	
Event Location	
Type of Airspace	(A / B / C / D / E / G) (Circle One)
Latitude	N / S
Longitude	E / W
BUNO	
Departure Identifier	
Destination Identifier	
TMR Code	(From flight schedule)
# of Crew	
# of Passengers	
# of Injured Crew	
# of Injured Passengers	
# of Injured Non-Occupants	

TAB 8

AIRCRAFT MISHAP REPORTING REQUIREMENTS

1. The following telephone and message reports may be required during the first few hours following an aircraft mishap. The reports are listed in descending order of priority and detailed instructions for their preparation are contained in the following TABS:

REPORT	TIME LIMIT	REFERENCE	COGNIZANCE
REMOVE FLIGHT SCHEDULE FROM THE INTERNET TAB 3	ASAP	CNATRAINST 3750.23M	CDO
SPECIAL INCIDENT (OPREP-3) TAB 5	TEL - 5 MIN. MSG - 60 MIN.	OPNAV F3100.6J Change 2	CO; CDO
CNATRA TELEPHONE REPORT TAB 6	ASAP	CNATRAINST 3750.23M	CO; CDO
CNAF SAFETY TELEPHONE REPORT TAB 6	ASAP	CNATRA DIRECTION	CO; CDO
NAVSAFECEN TELEPHONE MISHAP VOICE REPORT TAB 7	60 MIN. - (CLASS A ONLY)	OPNAV 3750.6R	CO; CDO
INITIAL NOTIFICATION VIA WESS TAB 7	4 HRS - (CLASS A, B) 24 HRS - (CLASS C)	OPNAVINST 3750.6R	CO; CDO
FAA REPORT TAB 12	FOLLOWING NAVSAFECEN REPORT	OPNAVINST 3750.16C	CO; CDO
CASUALTY REPORT (USN) TAB 13	IMMEDIATELY	MILPERSMAN 1770-010	COMMAND OF CASUALTY
CASUALTY REPORT (USMC/USCG/USAF) TAB 14	IMMEDIATELY	AS DIRECTED MATSG/USCG/ CNATRA	SR. USMC SR. USCG SR. USAF
CASUALTY REPORT (FOREIGN) TAB 15	12 HRS	CNATRAINST 1500.4G	IMSO
CO'S LETTER TO NEXT OF KIN	48 HRS	MILPERSMAN 1770-140	CO; ADMIN
MISHAP INVESTIGATION REPORT	30 DAYS	OPNAVINST 3750.6R	SENIOR MEMBER OF AMB
FLIGHT SURGEON REPORT	30 DAYS	OPNAVINST 3750.6R	FLIGHT SURGEON
JAG INVESTIGATION	WHEN REQUIRED	JAGINST 5800.7F JAGMAN	AS ASSIGNED
HAZARD REPORT	24 HRS OR 30 DAYS DEPENDING ON RISK	OPNAVINST 3750.6R	ASO

TAB 9

RELEASE OF INFORMATION

1. At this point you will likely be receiving a significant number of telephone calls, emails and/or text messages requesting information. **DO NOT RELEASE *ANY* INFORMATION** via ***any*** form of communication/media concerning the mishap (except as required for the **OFFICIAL** notification process or by direction of the Commodore/Deputy). The CNATRA PAO is responsible for all information and/or "press" releases regarding TRAWING FIVE mishaps. Refer all requests for information to the **CNATRA PAO** at **(361) 961-3666**. The CNATRA PAO cell number (361)438-7846 is reserved for emergency use only.

2. If the CNATRA PAO is not immediately available, contact the NASWF PAO at 623-7341. NASWF PAO may assume the CNATRA PAO's responsibilities until properly relieved.

APPROVED TELEPHONE Responses

1. **From non-squadron military personnel, news media, etc.:**

   "I AM UNABLE TO GIVE OUT ANY INFORMATION AT THIS TIME AND SUGGEST YOU CONTACT THE CHIEF OF NAVAL AIR TRAINING PUBLIC AFFAIRS OFFICER AT (361) 961-3666."

2. **Calls from Next of Kin or other Squadron Military Personnel:**

   "WE HAVE KNOWLEDGE OF A POSSIBLE AIRCRAFT ACCIDENT BUT ARE NOT CERTAIN IT INVOLVES ONE OF OUR AIRCRAFT. WE NEED TO KEEP THE PHONE LINES CLEAR TO GATHER INFORMATION. WHERE ARE YOU NOW AND WHAT NUMBER CAN YOU BE REACHED?"

Immediately notify the Commodore or Deputy Commodore if caller was next-of-kin of mishap aircrew.

TAB 10

MISHAP DETERMINATION

1. Determine if a Naval Aircraft Mishap has occurred and identify the mishap category and severity class.

MISHAP CLASSIFICATION MATRIX

	SEVERITY CLASS			
MISHAP CATEGORY	A	B	C	D
Flight Mishap (FM) Intent for flight existed (takeoff power applied) and $50,000 or more DoD aircraft damage occurred.	Total cost of damage is $2,000,000 or more and/or aircraft destroyed and/or death or permanent total disability.	Total cost of damage is $500,000 but less than $2,000,000 and/or permanent partial disability and/or hospitalization of five or more people.	Total cost of damage is $50,000 but less than $500,000 and/or five lost workdays.	Total cost of damage is $20,000 but less than $50,000; or a recordable injury.
Flight Related Mishap (FRM) Intent for flight existed (takeoff power applied) and $50,000 or more total damage but less than $50,000 DoD aircraft damage.	Total cost of damage is $2,000,000 or more and/or death or permanent total disability.	Total cost of damage is $500,000 but less than $2,000,000 and/or permanent partial disability and/or hospitalization of five or more people.	Total cost of damage is $50,000 but less than $500,000 and/or five lost workdays.	Total cost of damage is $20,000 but less than $50,000; or a recordable injury.
Aircraft Ground Mishap (AGM) No intent for flight existed (no takeoff power applied) and $50,000 total/DoD aircraft damage.	Total cost of damage is $2,000,000 or more and/or aircraft destroyed and/or death or permanent total disability.	Total cost of damage is $500,000 but less than $2,000,000 and/or permanent partial disability and/or hospitalization of five or more people.	Total cost of damage is $50,000 but less than $500,000 and/or five lost workdays.	Total cost of damage is $20,000 but less than $50,000; or a recordable injury.

2. Mishap Determination. A Naval Aircraft Mishap has occurred if a Naval aircraft is directly involved in any of the following:

a. $50,000 or greater cumulative damage to naval aircraft, other aircraft (DoD or non-DoD), or property (DoD or non-DoD).

b. An injury occurs resulting in:

(1) Fatality, regardless of the time between injury and death

(2) Permanent total disability

(3) Permanent partial disability

(4) Lost workday injury

3. Mishap Category. Naval mishap categories are defined as follows:

a. Flight Mishap (FM). Those mishaps in which there was $50,000 or greater DoD aircraft damage or loss of DoD aircraft, and intent for flight for DoD aircraft existed at the time of mishap. Other property damage or injury or death may or may not have occurred.

b. Flight Related Mishap (FRM). Those mishaps in which there was less than $50,000 DoD aircraft damage, and intent for flight (for DoD aircraft) existed at the time of mishap, and $50,000 or more total damage or a defined injury or death occurred.

c. Aircraft Ground Mishap (AGM). Those mishaps in which no intent for flight existed at the time of the mishap and DoD aircraft loss, or $50,000 or more aircraft damage, and/or property damage, or a defined injury occurred.

4. Severity Classes. Severity classes are defined as follows:

a. Class A Severity. A Class A Mishap is one in which the total cost of damage to property or aircraft or Unmanned Aerial Vehicles (UAVs) exceeds $2,000,000, or a naval aircraft is destroyed or missing, or any fatality or permanent total disability results from the direct involvement of naval aircraft or UAV. Loss of a UAV is not a Class A unless the cost is $2,000,000 or greater.

b. Class B Severity. A Class B Mishap is one in which the total cost of damage to property or aircraft or UAVs is more than $500,000 but less than $2,000,000, or a permanent partial disability or the hospitalization of three or more personnel results.

c. Class C Severity. A Class C Mishap is one in which the total cost of damage to property or aircraft or UAVs is $50,000 or more, but less than $500,000, or an injury requiring five or more lost workdays results.

d. Class D Severity. A Class D Mishap is one in which the total cost of damage to property or aircraft is $20,000 or more, but less than $50,000; or a recordable injury or illness results.

NOTE: If doubt exists between two possible mishap severity classes, ASSUME WORST CASE - it can be downgraded at a later date.

Injury Classification

1. General. This TAB is used to determine general injury classifications for a mishap. Final determination shall be made by a qualified flight surgeon.

2. Action. Injury classifications are defined below. For reporting purposes, the defined injuries are: fatal injury, permanent total disability, permanent partial disability, lost workday (major or minor), first aid injury, no injury, lost at sea, and missing/unknown.

a. Fatal Injury. An injury which results in death from a mishap or the complications arising thereof, regardless of the length of time intervening between the mishap and subsequent death.

b. Permanent Total Disability. Any non-fatal injury that, in the opinion of competent medical authority, permanently and totally incapacitates a person to the extent that they cannot follow any gainful occupation. In addition, the loss of, or the loss of use of, both hands, or both feet, or both eyes, or a combination of any of those body parts as a result of a single mishap will be considered as a permanent total disability.

c. Permanent Partial Disability. An injury which does not result in death or permanent total disability, but, in the opinion of competent medical authority, results in permanent impairment or loss of any part of the body, the loss of the great toe, the thumb, or an un-repairable inguinal hernia, with the following exceptions:

(1) Teeth

(2) The four smaller toes

(3) Distal phalanx of any finger

(4) Repairable hernia

(5) Hair, skin, nails, or any subcutaneous tissue

d. Lost Workday Injury. An injury that does not result in death, permanent total disability, or permanent partial disability, but results in 1 or more lost workdays, not divided into major lost workday injury (5 or more lost workdays) and minor lost workday injury (more than one, but less than 5 lost workdays). Only a major lost workday injury requires a report; however, if a mishap report is

submitted as a result of $50,000 or more aircraft damage, then include all injury classifications.

e. First Aid Injury. An injury with no lost workdays. Used when individuals are treated and released.

f. No Injury.

g. Lost at Sea.

h. Missing or Unknown.

NOTE: Lost at sea and missing or unknown injuries equate to a fatality for mishap severity-level classification.

TAB 11

TELEPHONE DIRECTORY

TRAWING FIVE

COMO	7555
DEPUTY COMO	7555
CSO	7555
TRAWING FIVE CDO	(850)637-2793 (cell)
Administrative Officer	7161/7704
Operations Officer	7147
Maintenance Officer	7140
Aviation Safety Officer	7138
HUREVAC Officer	7147
IMSO	7061
VT-2 SDO/FDO	7222/7428
VT-3 SDO/FDO	7323/7566
VT-6 SDO/FDO	7666/7468
HT-8 SDO/FDO	7188/7188
HT-18 SDO/FDO	7418/7477
HT-28 SDO/FDO	7977/7976

NASWF

CO	7121
XO	7122
Admin Officer	7201
Operations Officer	6129
Operations Duty Officer (ODO)	7597
NASWF CDO	7876
NASWF Fire Dept	7333
Security	7709
Legal	7231
Safety Office (Ground Safety)	7180
Medical (Chief of the Day)	7508/9
Public Affairs Officer	7341
Chaplain	7211/2
Public Works	7260
Emergency Manager	7324
Photographer	7249/452-3100 ex 1545/46
Ambulance	7333
Medical	7508
Naval Criminal Investigative Service	7208
Red Cross Pensacola	432-7601
Transportation Officer	983-9088
Fuels (DOSS Aviation)	7484/7272/7569
Ground Electronics	7391/7392/7393

OFF-BASE DIRECTORY

Naval Operations Center, Washington, D.C.	DSN: 225-0231
	COMM: (703)695-0231
Naval Safety Center	DSN: 564-3520
	COMM: (757)444-3520
CNAF Safety Officer	COMM: (619)545-2845
CNAF Quarterdeck	COMM: (619)545-2017
CNATRA Duty Officer	DSN: 861-2284
	COMM: (361)961-2284
CNATRA PAO	DSN: 861-3666
	COMM: (361)961-3666
CNATRA Safety Officer	DSN: 861-1748
	COMM: (361)961-1748
Pensacola TRACON	COMM: (850)444-5629
FAA NAVLO Pensacola	COMM: (850)452-8569
FAA NTSB Southern Region HQ	COMM: (404)305-5180
USCG SAR HOTLINE (Mobile, AL) (SARCC)	(800)874-2129
ALSS/MIST	COMM: (760)939-6132

MEDICAL/EMS COVERAGE FOR OUTLYING FIELDS

1. The following is a list of the OLFs that NAS Whiting Field Crash Department and Branch Health Clinic support. Included in the list is the closest medical facility for immediate medical response. Utilize 911 if necessary.

FIELD NAME	MEDICAL FACILITY	EMERGENCY PHONE
Santa Rosa KNGS	Santa Rosa Medical Center	(850)626-7762
Harold KNZX	Santa Rosa Medical Center	(850)626-7762
Spencer KNRQ	Santa Rosa Medical Center	(850)626-7762
Pace KNVI	Santa Rosa Medical Center	(850)626-7762

FIELD NAME	MEDICAL FACILITY	EMERGENCY PHONE
Choctaw KNFJ	Navarre	(850)939-4888
Holley KNKL	Navarre	(850)939-4888

FIELD NAME	MEDICAL FACILITY	EMERGENCY PHONE
Brewton K12J	McMillan Hospital	(251)867-8061
Evergreen KGZH	Evergreen Hospital	(251)578-2480

2. The following OLFs located in Alabama are covered by NAS Whiting Field and Naval Hospital Pensacola. The closest medical facility to the OLF is listed. Emergency response number is 911.

FIELD NAME	MEDICAL FACILITY	EMERGENCY PHONE
Barin KNBJ	South Baldwin Regional Medical Center	(251)949-3400
Summerdale KNFD	South Baldwin Regional Medical Center	(251)949-3400
Silverhill KNQB	South Baldwin Regional Medical Center	(251)949-3400

TAB 12

FAA REPORT

STEP 1. If an FAA action is involved in an aircraft mishap (vectors, approach clearance, positive control etc.), a telephone call and message to the nearest FAA facility is required. The telephone report should include all available information and shall be made within four hours of the time the mishap occurred. Both the phone report and/or message report shall be cleared through the commanding officer.

STEP 2. The determination of the FAA involvement, possible or probable, rests with the military unit conducting the investigation. Specific instructions for criteria to determine involvement are included in reference (a). Basically, involvement will include any contributing factor to the mishap which is controlled, supervised, or accomplished by, or the responsibility of, the FAA or its personnel. This would include erroneous chart information, minimum terrain criteria, collision with civil aircraft, and improper traffic clearance. The affected squadron/unit will, simultaneously with the notification of TRAWING FIVE, pass the following information to the nearest FAA control tower, communication station, or air traffic control center by telephone, if feasible, and forward additional information as it becomes available. In addition, a complete final message, in written form, will be delivered within 24 hours to the same facility. For telephone messages, contact Pensacola TRACON at (850)266-6921. Inform FAA that report is For Official Use Only.

NOTE: The Naval Safety Center may elect to notify the appropriate FAA facility.

FAA TELEPHONE REPORT

When required:	Within 4 Hours
Prepared by:	CDO, ASO
Released by:	CO, XO, CDO, ASO, or Senior Officer Present
Reference:	OPNAVINST 3750.6R/OPNAVINST 3750.16C
Format:	Voice report
Report to:	Pensacola TRACON (primary) COMM: (850)266-6921
	FAA Regional OPS Center COMM: (404)305-5180

TIME OF CALL TO FAA FACILITY/NAME OF RECEIVER OF CALL _____

_____.

FAA REPORT WORKSHEET DIRECTIONS

FAA MESSAGE REPORT. Material underlined will be repeated verbatim in the message report.

FM COMTRAWING FIVE MILTON FL//
TO FAA SOUTHERN RGN HQ ATLANTA GA//ASO-6//
INFO CNO WASHINGTON DC//JJJ//
CNATRA CORPUS CHRISTI TX//00//N8/N81/N811//
COMNAVAIRFOR SAN DIEGO CA
COMNAVSAFECEN NORFOLK VA//00//10//11//FILE//
NAS WHITING FIELD MILTON FL//
BT
UNCLAS FOUO//N03750//
MSGID/GENADMIN/COMTRAWING FIVE//
SUBJ/AIRCRAFT MISHAP INVOLVING AN FAA FUNCTION//

A. OPNAVINST 3750.16C
1. THE FOLLOWING IS SUBMITTED PER REF A.
A. Date and local time, with time zone, of mishap.
B. Location of mishap scene giving distance and direction from nearest military or prominent geographical location: otherwise, use latitude/longitude coordinates for location.
C. Aircraft type, model, and serial number.
D. Unit to which aircraft was assigned at the time of the mishap.
E. Last departure base of aircraft.
F. Type of air traffic control clearance.
G. Aircraft destination.
H. Last known aircraft position in flight and/or radio contact with pilot.
I. Security classification of mishap, as applicable.
J. Whether radioactive material is aboard the aircraft (YES or NO)
K. Description of how mishap occurred. Indicate maneuvers being performed with the aircraft.
L. Identify the FAA function(s) possibly involved. See paragraph 4 of OPNAVINST 3750.16 series. When military authorities desire FAA or NTSB participation, the subparagraph will include a request for FAA or NTSB to participate in its investigation.
M. State whether other investigations are going to be conducted.
N. Name, grade, telephone number, and address of individual whom FAA personnel will contact if further information is desired. This will normally be the Aviation Safety Officer or the Senior Member of the Aircraft Mishap Board.//
BT

DTG OF MSG TO MILITARY ADDRESS_____.

Mail completed message to: FAA NTSB SOUTHERN REGION - ATLANTA
PO BOX 20636, ATLANTA GA 30320

TAB 13

CASUALTY REPORT (USN ONLY)

STEP 1. A personnel casualty report is required on members of the Navy in the event of death, missing status, or serious injury, and is submitted utilizing the format listed below. Inform the Command CACO when personnel casualties are involved. A report will be sent via email by the designated CACO.

CASUALTY REPORT

When required:	Immediately
Prepared by:	ADMIN, CACO
Released by:	COMMODORE, DEPUTY, CSO, ADMIN, CACO
Reference:	MILPERSMAN 4210-100, NASWFINST 1771.1A
Format:	Message Worksheet/Email

CASUALTY REPORT WORKSHEET EXAMPLE

To: MILL_NavyCasualty@navy.mil

Subj: PERSONAL CASUALTY REPORT REGUARDING RANK FIRST MIDDLE LAST

Attachments:
(1) Copy of NAVPERS 1070/602 Record of Emergency Data dtd dd Mon yy
(2) SGLI Election and Certificate dtd dd Mon yy

CASUALTY REPORTING COMMAND:
DATE/TIME GROUP:
REPORT TYPE: INTIAL/SUPPLEMENTAL
ALPHA: Grade/rate - Name of Casualty - Social Security Number - Office Designator
BRAVO: Status (e.g., ACDU/INACTDUTRA/ACDRUTA) Duty Station/Point of Contact/Tel. No./E-mail Address
CHARLIE: Hostile (KIA/POW); Non-Hostile (peacetime casualties); NEW DAWN (if applicable)
DELTA: Date)Local time of casualty incident); place; Circumstances of incident; cause of death.
ECHO: Location of remains, funeral home's name, address, and phone number
FOXTROT: Primary next of kin (PNOK) (Name, address, relationship). Secondary next of kin (SNOK) (Name, address, relationship). Other next of kin (NOK) (e.g., step children, children from a previous marriage, parents, etc.)
GOLF: Notification of NOK: Date, time, and person making the notification
HOTEL: Date of Dependency Application/Record of Emergency Data
INDIA: Additional Remarks.

Point of contact is XXXXXX at XXX-XXX-XXXX ext XXX.

TAB 14

USMC/USCG/USAF CASUALTY REPORTING

1. In the event of serious injury to, or death of, Marine Corps or Coast Guard personnel, the following action shall be taken by the squadron senior Marine/Coast Guard Officer:

a. Marines. Once a positive identification has been made, immediately report casualties by telephone to the Marine Aviation Training Support Group 21 (MATSG-21) Administrative Officer. After hours, the MATSG GDO will be notified.

MATSG-21 Admin Det Whiting Field:	X7546/7547
MATSG-21 Admin Officer:	(850)452-9460 x3082
MATSG-21 GDO:	(850)452-9460

b. Coast Guard. Once a positive identification has been made, immediately report casualties by telephone to the Coast Guard Liaison Office, NAS Pensacola (NASP). The senior Coast Guard officer of the squadron should be notified.

Coast Guard Liaison Office:	(850)452-2749

c. Air Force. Casualties involving Air Force personnel should be referred to Training Squadron THREE. Secondary method will be to contact the Hurlbert Field Casualty Office.

VT-3 Squadron Duty Office:	X7323/7566
VT-3 Administrative Officer:	X7361
Hurlbert Field Casualty Office:	(850)884-5280 (DSN 579)
After Hours:	(850)884-8100 (DSN 579)

Give the following information:

(1) Name: Last, First, M.I.
(2) Unit
(3) Local time, date, and place of incident
(4) Cause of death
(5) Place of death
(6) Location of remains
(7) Any additional information that may be of interest.

NOTE: DO NOT PROVIDE INFORMATION TO UNAUTHORIZED PERSONNEL OR ANSWER ANY OTHER UNOFFICIAL INQUIRIES.

TAB 15

FOREIGN AIRCREW CASUALTY REPORT

STEP 1. When a foreign student casualty occurs, notify the IMSO and CACO. A foreign student casualty report shall be submitted within 12 hours of the mishap by the IMSO or CACO:

CASUALTY REPORT

When required:	Within 12 hours
Prepared by:	IMSO, CACO
Released by:	COMMODORE, DEPUTY, CSO, IMSO, CACO
Reference:	CNATRAINST 1500.4G
Format:	Message Worksheet/DMS

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

TAB 16

COMMANDING OFFICER'S GUIDE

1. Commander, Training Air Wing (TRAWING) FIVE is responsible for initiating the proper action in the event of a mishap when the Pilot-In-Command meets the criteria described in paragraph 4 on page 2 of this instruction. The Commanding Officer (CO) must convene the squadron Aircraft Mishap Board (AMB) and JAG investigation, and originate all messages and reports relating to the mishap. The CO's checklist will assist in those responsibilities.

2. Checklist.

a. The following checklist provides the CO with a guide to ensure appropriate and timely action in the event of an aircraft mishap. The TRAWING FIVE CDO, the Aviation Safety Officer, and/or Senior Member of the AMB shall ensure immediate reports are made to the CO as requirements are fulfilled.

b. The CO is responsible for supervision of members of the command in the initial response to the mishap. This procedure guide will assist in that responsibility. Periodic reports will be received from the Duty Officer, Senior Member of the AMB, and the Aviation Safety Officer. Those personnel assigned the responsibility of completing required reports shall ensure the Commanding Officer is immediately notified as requirements are fulfilled.

c. Consideration should be given to organizing a team to assist in notification of the next of kin, preferably to consist of the following personnel:

(1) Commanding Officer

(2) Chaplain

(3) Casualty Assistance Calls Officer

(4) Medical Officer

(5) Service Liaison Officer

(6) A contemporary and close friend

(7) Friend of spouse or Ombudsman (if feasible)

(8) Specific personnel, as requested by the personal data file

COMMANDING OFFICER'S CHECKLIST

1. Reports to be made immediately:

   a. OPREP-3 phone report (TRAWING FIVE CDO, OPS) (OPNAV 3100.6 series) _____

   b. Assign CACO (CO) (NMPCINST 1770.1) _____

   c. Flight Schedule removed from the internet (CDO) _____

   d. Next of kin notification (CACO) (MPM 1770-170 through 190) _____

2. Reports to be made within 60 minutes:

   a. OPREP-3 message reports (TRAWING FIVE CDO, OPS) (Class A and B only) (OPNAV 3100.6 series) _____

   b. NAVSAFECEN phone report (CLASS A ONLY) (OPNAVINST 3750.6R) (TRAWING FIVE CDO/ASO) _____

3. Reports to be made within 4 hours of occurrence:

   a. Telephone report to CNATRA Safety (CNATRA 3750.23M) (TRAWING FIVE CDO/ASO) _____

   b. Initial Notification via WESS for Class A or B (OPNAVINST 3750.6R) (TRAWING FIVE CDO/ASO) _____

   c. FAA phone report (if required) (OPNAVINST 3750.16C) (OPS, ASO, TRAWING FIVE CDO) _____

   d. FAA message (if required) (OPNAVINST 3750.16C) (OPS, ASO, TRAWING FIVE CDO) _____

4. Report to be made within 12 hours:

   a. Foreign Aircrew Casualty report (CACO, IMSO) _____

5. Report to be made within 24 hours:

   a. OPREP-3 close-out message report (OPNAVINST 3100.6 series) (OPS) _____

   b. Aircraft status message report (OPNAV 5442.2) (MAINT) _____

   c. PAO supplementary message report (PAO) _____

   d. CO's briefing to CNATRA (Class A; Class B if considered appropriate) _____

e. Initial Notification via WESS - Class C _____

5. Reports to be made within 48 hours:

a. Letters to next of kin (ADMIN) _____

b. Fleet Hometown News message report (PAO)* _____

6. Other reports as required:

a. Casualty Reports (MPM 1770-170 through 190) (Admin, TRAWING FIVE CDO) _____

b. Planning and Estimates Request (MAINT)* _____

c. JAG Investigation (ADMIN) _____

d. SIR (Senior Member of the Aircraft Mishap Board/Flight Surgeon) (30 days after mishap.) _____

e. Request for Safety Center investigative support (for all Class A)* _____

***IF REQUIRED**

TAB 17

AIRCRAFT MISHAP BOARD RESPONSIBILITIES

1. Specific guidance on the conduct of Naval Aircraft Mishap Investigations may be found in OPNAVINST 3750.6R, Naval Aviation Safety Program. Mishap investigation procedures and methods may be found in reference (h).

a. Mishap investigation and reporting duties of AMB members shall take precedence over all other duties.

b. An AMB is a task organization and should be tailored to fit investigative requirements. The Appointing Authority shall ensure that an appropriate number of qualified personnel are assigned to properly investigate and report each mishap. As additional information concerning a mishap becomes available, it may be necessary to appoint additional members to the Board. It is the responsibility of the Senior Member of the AMB to recommend modifications in membership of the Board to the Appointing Authority.

c. The investigative efforts required by a mishap are not necessarily related to the severity of the mishap. Mishaps may illuminate hazards, which require extensive investigations by the entire AMB or an expanded AMB. With this in mind, and in consideration of all preliminary data by the full AMB, the Senior Member may excuse from active participation in the investigation any members whose specific skills appear not to be needed. Regardless of the degree of a member's active participation in an investigation, each AMB member shall review the completed report prior to submission to the Appointing Authority.

d. On occasion, an AMB conducting an investigation of a defined naval aircraft mishap may immediately detect the existence of a severe hazard. In such cases, the prompt submission of a Hazard Report (HAZREP) may be appropriate. However, restrictions which prohibit privileged information in HAZREPs still apply. HAZREPs submitted under these circumstances shall not contain any privileged information, i.e., they shall not state the source of any information, nor contain any information from statements made to an AMB, any known, probable, or possible cause factors of a mishap. HAZREPs submitted under these circumstances do not relieve the responsibility for submission of a complete Safety Investigation Report (SIR).

2. General Instructions to Board Members

a. Be thoroughly familiar with the contents of references (a) through (i).

b. When notified, report as directed to the TRAWING FIVE CDO for transportation to the crash site.

c. If you are the first member to arrive, you are in charge until relieved by fire fighting or emergency personnel, a senior officer or the Senior Member of the AMB.

d. Your first duty, once the scene has been declared safe by emergency personnel, will be to preserve evidence. Use all available and prudent means to secure the area after fire-fighting and rescue operations are complete.

e. Take note of any witnesses and obtain a written statement as soon as possible.

f. Do not allow any salvage or removal of wreckage that is not in keeping with humanitarian aspects or requirements as stated in reference (a).

g. Specific responsibilities are assigned by the Senior Member of the Board.

h. Refer all inquiries with regards to press releases to CNATRA PAO (Tab 9).

i. Function as a team to acquire all the information necessary for a complete investigation. All members will actively participate in the entire course of the investigation and the completion of the SIR.

j. Ensure the wording of the report is succinct, non-ambiguous, and per the format in reference (a).

NOTES

1. Hold "battlestaff" meetings twice a day with senior leadership of TRAWING FIVE and NASWF to disseminate information, stop rumors, and coordinate efforts.

2. Control information being released and make sure no erroneous reports or phone calls are taken as official input.

3. Contact TRAWING FIVE Admin Officer to get Page 2s to begin Casualty Assistance Calls Officer (CACO) process and coordinate CACO process for other services, if necessary.

TAB 18

SENIOR MEMBER OF AIRCRAFT MISHAP BOARD RESPONSIBILITIES

1. The Senior Member of the Aircraft Mishap Board (AMB) shall ensure all members of the Board are familiar with references (a) and (g) and trained accordingly. The Senior Member should also be familiar with other individual responsibilities promulgated in this instruction, to enhance coordination in the event of a mishap and minimize interference with the investigative effort.

2. Upon notification of an aircraft mishap in the local area, the Senior Member shall assemble the AMB, proceed to the scene of the mishap, and take charge of the investigation. He or she shall make all decisions regarding the disposition of personnel or material.

3. At the scene of the mishap, the Senior Member shall work with emergency personnel to assign responsibilities as conditions dictate, ensuring the following contingencies are provided for:

a. Medical aid and safety for personnel involved in mishap.

b. Inventory of parts - to assist in determining the nature of the mishap and the extent of the investigation to be accomplished.

c. Wreckage Diagram - this diagram should portray the general setting of the mishap and the relative position of the wreckage components with directions and distances.

d. Location of Witnesses - statements should be taken from witnesses immediately after the mishap to ensure greater reliability.

e. Adequate and complete photographs - ensure photographs of the wreckage are taken as soon as possible, and before wreckage is moved.

f. Safeguards for classified matter.

g. Safety of ordnance/pyrotechnics.

h. Security guards (briefed and posted).

i. Rescue and salvage operations.

j. Establish communications with the squadron, pass vital information, and ensure that all reports are made promptly.

4. The Senior Member shall make the decision for moving the wreckage, if necessary, and shall coordinate the decision with salvage officials. In general, wreckage should not be moved for 24 hours unless it interferes with vital civil functions.

a. In special cases, the Commander, Naval Safety Center, may assign a designated representative to assist the Aircraft Mishap Board or to conduct a concurrent independent safety investigation. When such an Investigating Officer is on the scene, he or she, as a direct representative of the CNO, will control wreckage until released to the AMB.

5. In those investigations where the determination of causal factors appears to be beyond the technical capabilities of the AMB members, the Senior Member should request technical assistance from the controlling custodian via the cognizant Immediate Superior in Command.

6. The Senior Member shall ensure all reports required in reference (a) are completed and submitted within the prescribed time limits.

7. The Senior Member shall ensure the Commanding Officer, ODO, and TRAWING FIVE CDO are advised of all important developments, as necessary.

8. In the event the mishap occurs outside the local area and cannot be handled expeditiously by the command, the Senior Member shall recommend to the Commanding Officer that the Regional Commander in which the mishap took place, or other appropriate authority, be requested to assume responsibility for investigating and reporting the mishap.

9. Ensure all AMB members understand they are prohibited from divulging any details regarding the investigation and to refer all inquiries to the CNATRA PAO at (361)961-2284. Advise reporters that the PAO will have statements to release as soon as verified details are known.

10. <u>It is critical all members of the AMB understand the SIR is a privileged document and can only be used for analysis and statistical studies for the prevention of aircraft mishaps</u>. The SIR in its entirety, to include all enclosures and evidence gathered, may not be used in any other report - especially not in any legal/JAGMAN investigation.

AMB SENIOR MEMBER INVESTIGATION GUIDELINES

The accompanying text of this TAB contains guidelines to facilitate an investigation commencing immediately following a major mishap.

GUIDELINES AND SEQUENCE OF ACTION FOR THE SENIOR MEMBER

1. As Senior Member of the Aircraft Mishap Board (AMB), you are responsible to the Commanding Officer for the prompt and orderly execution of investigative and reporting procedures relative to the mishap, and you are authorized to conduct the investigation from procedures found to be most common to successful investigations:

a. In order to apply your knowledge and experience most effectively to the task of investigation, it is highly recommended you reach the scene of the mishap as soon as possible. You should, therefore, obtain the Aviation Safety Officer's (ASO) investigation kit from the TRAWING FIVE Aviation Safety Office and proceed directly to the crash scene via the most rapid transportation available.

b. Prevention of loss of evidence is second only to the safety of personnel in importance during the initial phase of the investigation. Ensure security personnel are deployed immediately under the direction of the Security Officer.

c. Though your organization has been previously established, it must now be tailored to the circumstances. For example, if the aircraft is relatively intact, as in a taxi mishap, wreckage distribution plotting is not required, and when the aircraft path has been determined and damage photographed, the officer responsible for the task can be reassigned.

d. One of the most time consuming factors during the initial phase of investigation is communications. Obtaining special equipment, providing current information to the Commanding Officer, and organizing large-scale recovery operations can gnaw away at valuable time unless an effective communications network is established as soon as possible.

e. Chances are that witnesses will be available for initial contact for no more than an hour. Delay beyond that time in learning the names and addresses of witnesses can add days of legwork to your investigation. Remember also that with each telling of the story, the witness will adjust this conception of what he or she saw to what logic dictates he should have seen. Question as many witnesses as possible immediately.

2. Following an aircraft mishap, the wreckage should not be removed for 24 hours unless the wreckage interferes directly with vital civil functions or essential military operations.

a. When the wreckage is moved prior to the on-scene investigation by the AMB, it is the responsibility of the officer ordering such removal to have an accurate plot of the wreckage distribution and a photographic record prepared before the wreckage is moved.

b. The Senior Member of the AMB will normally control the wreckage, and is authorized to release the wreckage, or salvage, on completion of the investigation at the scene.

c. In special cases, the Commander, Naval Safety Center, may assign a designated representative to assist the AMB or to conduct a concurrent independent safety investigation. When such an investigating officer is on the scene, he or she, as a direct representative of the CNO, will control wreckage until released to the AMB.

d. Reference (a), paragraph 609 provides additional information concerning wreckage recovery responsibilities, i.e., submerged wreckage.

TAB 19

AVIATION SAFETY OFFICER RESPONSIBILITIES

1. The Aviation Safety Officer should serve as a member of the AMB. In the event of an aircraft mishap, he or she will perform the following:

a. If the location of the mishap is such that you will be able to make the telephone report to the Naval Safety Center and draft the mishap message report, assume responsibility for these reports. Otherwise, the TRAWING FIVE CDO will make the telephone report and a member of the AMB will compile the mishap report. Provide assistance and information to these officers as required.

b. Proceed to the scene of the mishap and, if you are the senior officer of the AMB present, take charge of the investigation. If not, report to the Senior Member.

c. Ensure the Security Officer has posted security details at the crash site and is prepared to furnish shelter and clothing sufficient for the security guards, for the duration of the on-scene investigation.

d. Ensure the Public Affairs Officer is on-scene to assist news personnel, as required, and to control the release of information.

e. Ensure Contracts Monitor Team OIC and Maintenance Task Team are provided with support (Duty Section) in the location and tagging of debris, and that the Crash/Fire Division Officer has arranged for transportation and salvage equipment, as necessary.

f. Ensure the area is covered in search of eyewitnesses and that each is issued a witness statement. Ask the local and state police, as applicable, for assistance in the location of eyewitnesses.

g. Immediately establish rapport with the local police and news personnel, offering your assistance and cooperation and requesting the same from them. Establish liaison with the Aviation Safety Officer of the host air station, if applicable.

h. Assist the Commanding Officer in convening the AMB and provide each member the necessary references and material.

i. Maintain an investigation field kit. The kit shall be kept in the TRAWING FIVE Aviation Safety Office and readily available to members of the AMB.

2. Upon completion of the mishap investigation, assist the AMB Senior Member in preparation and submission of the SIR.

3. Assist the Commanding Officer and the Administrative Officer in administrative preparation of the Commanding Officer's endorsement. Ensure that the Commanding Officer is briefed on the endorsement requirements as directed by the current OPNAVINST 3750.6 Series, and he has access to a sample endorsement format.

4. Ensure all copies of the SIR are properly routed and comply with prescribed time limits. Ensure two copies are retained in the Safety Office files.

5. Ensure the significance of the mishap is briefed (emphasize the privileged nature of the investigation and report) to flight and maintenance personnel, as necessary, with recommendations for the prevention of a future similar mishap.

6. Ensure periodic training is conducted with all assigned members of the mishap board, in order to maintain an adequate level of knowledge of all necessary safety publications and procedures.

TAB 20

TRAWING FIVE CNATRA DET/MAINTENANCE OFFICER RESPONSIBILITIES

1. The Maintenance Officer duties shall include the following:

a. Familiarize themself with the contents of references (a) and (d).

b. Keep advised of the local contractor representatives available to aid in an investigation.

2. In the event of a mishap, the appropriate Maintenance Officer or a designated representative will coordinate with the Maintenance Contractor through the Contract Monitoring Team, to perform the following:

a. Collect, and provide security for, all material and maintenance records and aircraft logbooks for the AMB.

b. Provide Maintenance Instruction Manuals (MIMs) for use at the scene of the mishap, if requested by the AMB.

c. Ensure the contractor collects hydraulic, oxygen, fuel, and oil samples at the site, and provides liaison for obtaining required analysis of these samples.

d. Proceed to the scene of the aircraft mishap or incident, unless otherwise directed by the Senior Member.

e. Locate suitable shelter for reconstruction/temporary storage of the aircraft layout.

f. Monitor any salvage operation to ensure minimum damage to the aircraft.

g. Provide any required technical assistance and prepare requests for Planning and Estimates (P&Es), Hazardous Material Reports (HMRs), and Engineering Investigations (EIs), if necessary. Provide shipping for any items for off-site evaluation.

3. The Maintenance Officer shall coordinate with Public Works and Salvage Officers for a surveyor to prepare a chart of the wreckage location and arrange for cranes, trucks, and operators for reclamation of wreckage and all required clean up of the wreckage site.

4. The Maintenance Officer shall assume responsibility for those reports under their department.

5. The Senior Officer present in the Maintenance Department shall assume the above responsibilities in the absence of the Maintenance Officer, unless otherwise directed.

TAB 21

OPERATIONS OFFICER RESPONSIBILITIES

1. The TRAWING FIVE Operations Officer shall perform the following duties:

a. Become familiar with the contents of references (a) and (b).

b. Coordinate SAR efforts, if aircraft is missing.

c. Supervise and ensure applicable OPREP-3 reports have been sent.

d. Direct the FDO to ensure all mishap aircrew logbooks and training records are delivered to the AMB Operations Representative for temporary custody.

e. Coordinate with the Senior Member of the AMB and determine the necessity for removal of the aircraft wreckage before the Mishap Investigation is complete.

f. Acquire weather observations following route of flight in form of METARS. Additionally, save as screen captures and print out satellite and radar weather imagery covering MISHAP route and Site.

TAB 22

NATOPS OFFICER RESPONSIBILITIES

1. The appropriate NATOPS Officer shall serve as either a member of, or an alternate for, the AMB.

2. Determine what maneuvers were involved at the time of the mishap or what maneuver might have caused the mishap. Prepare copies of the maneuver charts or limitations charts from the NATOPS Manual, as directed by the Aviation Safety Officer or the Senior Member of the AMB.

3. Determine the emergency procedures employed and investigate their correct application. You will be prepared to discuss this subject with the AMB and will submit a written statement, if required.

4. Determine, as soon as possible, the NATOPS procedures which might have been violated and report them in writing to the Senior Member of the AMB.

5. If the Board determines a change to NATOPS is in order, you will prepare the change according to current instructions and ensure timely submission and subsequent follow-up.

6. Collect crew logbooks, training jackets, and appropriate data for ready access. Also, collect data on fuel load, oxygen, ordnance, passenger and crew list, weight and balance, and type of flight plan, and submit to AMB.

7. If required by the Aviation Safety Officer (ASO), you will proceed to the scene of the mishap and interview witnesses. You should be equipped with a digital recorder, pencil and paper, and copies of the Witness Statement Form (from ASO). Interviewers should report to the ASO or to the Senior Member of the AMB upon arrival on scene.

8. Present to the Senior Member of the AMB a copy of all SOPs, a copy of the briefing guide for the syllabus missions assigned to the flight, and a copy of the overall squadron syllabus.

9. Assist the AMB as directed.

TAB 23

FLIGHT SURGEON RESPONSIBILITIES

1. Flight Surgeon. The Duty Flight Surgeon's responsibility in an Aircraft Mishap Investigation is to determine and weigh the importance of human factors involved in the mishap. In addition, he or she participates in the field investigation and subsequent deliberations.

a. A member of the AMB, the Duty Flight Surgeon shall ensure aircrew personnel receive appropriate examinations as soon as possible after the mishap.

b. The Duty Flight Surgeon shall rendezvous with the involved aircrew as soon as practicable, by the most appropriate means available. Once notified of the mishap, it is the Duty Flight Surgeon's responsibility to contact the NASWF ODO directly, to determine the exact location of the aircrew and, if necessary, to coordinate transportation.

c. The Duty Flight Surgeon shall proceed to the involved aircrew's location via COMTRAWING FIVE helicopter, if onboard NASWF at the time of the mishap, or if in a location where such transportation is immediately feasible and if a helicopter is readily available. If helicopter transportation is not feasible, then contact the CTW-5 CDO at 850-637-2793.

d. Once at the scene, the Duty Flight Surgeon shall act to preserve life, minimize suffering, treat injuries, and preserve evidence relevant to the mishap investigation; however, the Duty Flight Surgeon shall not be considered a primary emergency medical responder for any aircraft mishap, as such primary care should already have been summoned.

e. In the event of fatalities, he or she will assist in the identification and direct removal of bodies from the scene of the mishap, after release by the Regional Medical Examiner.

f. Ensure pathological correlation by participating in the post-mortem examination of aircrew members and passengers whose deaths occur as a result of a mishap.

g. Make telephone call requests for aeromedical support, if appropriate, per reference (a).

h. Prepare the Aeromedical Analysis within the time limit specified in reference (a) to include 72 hour history and alcohol/toxicity testing.

TAB 24

AEROMEDICAL SAFETY OFFICER (AMSO) RESPONSIBILITIES

1. Aeromedical Safety Officer. Work with the Flight Surgeon as an investigator of the sociological, psychological, and physiological factors which may be associated with the mishap. In addition, he or she shall:

a. Investigate the adequacy and functioning of safety and survival equipment in the mishap and post-mishap information system.

b. Advise the AMB of the physiological and safety/survival equipment factors.

c. Assist in preparation of the Flight Surgeon's Report (FSR).

d. Be assigned to the AMB when needed for assistance, or in any mishap which involves death or the use of any ALSS equipment.

e. In the event of injury/death, proceed to the mishap site as soon as possible, unless otherwise directed by the Senior Member of the AMB. In the event of fatalities, the AMSO will assist in the identification, and aid in the removal, of bodies from the scene of a mishap.

f. Ensure pathological correlation by participating in the post-mortem examination of aircrew members and passengers whose deaths occur as a result of a mishap.

g. Be responsible for all aviation life support equipment and all engineering investigations of Aviation Life Support Systems.

TAB 25

ADMINISTRATIVE OFFICER RESPONSIBILITIES

1. The Administrative Officer shall:

a. Ensure compliance with the administrative procedures contained in reference (a) with regard to:

(1) Claims

(2) Release of information

(3) Prohibited use of reports

(4) JAG Manual Investigations

b. Provide the personnel records and other information in his/her possession to the Aircraft Mishap Board.

c. Provide a qualified recorder to assist the AMB in the conduct of its investigations.

d. In the event of personal injury or death, prepare required casualty reports/messages and initiate required administrative procedures in accordance with MILPERSMAN 1770-010 thru 1770-120, 1700-170 thru 1770-190, and 1770-140. No statement shall be made or implied in any report as to the cause of the mishap.

NOTE: FOR INJURY OR DEATH OF FOREIGN PERSONNEL, IMSO WILL INITIATE REQUIRED REPORTS WITH COORDINATION BY ADMIN.

e. When necessary, arrange for personal effects inventories and supervise proper disposition of same.

f. Ensure all pilot and flight pay records are closed out on aviation crewmembers who will not be returning to flight status.

g. For mishaps involving Coast Guard personnel, notify the Coast Guard Liaison Officer at NAS Pensacola and for mishaps involving Marine Corps personnel, notify MATSG-21 at NAS Pensacola. For mishaps involving Air Force personnel, notify VT-3 Administrative Officer. For mishaps involving international students/instructors, notify the International Military Student Officer.

2. The Administrative Officer shall assume responsibility for those reports listed under his or her department in this instruction, TAB 5.

3. The senior member present in the Administrative Department shall assume the above responsibilities in the absence of the Administrative Officer, unless otherwise directed.

4. When the mishap occurs away from NASWF area, provide TAD orders as necessary.

TAB 26

INTERNATIONAL MILITARY STUDENT OFFICER (IMSO) RESPONSIBILITIES

1. The International Military Student Officer shall:

a. In the event of death, serious injury, hospitalization, involvement in any accident or incident involving an IMS, or whenever the Commanding Officer deems appropriate, submit a Casualty Report (OPNAV Report Symbol 4950-1), per reference (k), with copies to TRAWING FIVE, CNATRA, NETSAFA, NETC and CNAF. For RSNF IMSs, include a copy to NETSAFA Det, Pensacola.

b. Notify NETSAFA and the Country Liaison Officer (CLO).

c. The initial Casualty Report shall be submitted within 12 hours of the occurrence by priority message.

d. Progress reports shall be made when appropriate and shall include a Final Report indicating the date the IMS returned to duty.

TAB 27

FLIGHT DUTY OFFICER (FDO) RESPONSIBILITIES

1. The FDO will obtain the Master Flight Schedule for the date of the mishap. The FDO will stamp it as "CERTIFIED TO BE A TRUE COPY" and affix his or her signature, rank and service, and will then present it to the AMB Operations Representative.

2. The FDO will open the TIMS schedule viewer and print one copy of the executed schedule by clicking the printer icon in the top left of the screen. Mark it as above and present it to the AMB Operations Representative.

3. The FDO will ensure Aviator Logbooks for all mishap crewmembers are delivered to the AMB Operations Representative for temporary custody.

4. The FDO will, upon completion of these assigned tasks, provide assistance to the AMB Operations Representative, as directed.

TAB 28

PILOT-IN-COMMAND

or

SENIOR NAVAL REPRESENTATIVE RESPONSIBILITIES

1. When a mishap occurs away from home base, which results in damage to an aircraft that requires no assistance, the Pilot-In-Command (PIC) shall report to the TRAWING FIVE CDO, and advise him or her of any delay involved.

2. In the case of injuries to personnel or damage requiring assistance, the PIC (if not incapacitated) or the Senior Naval Representative in the vicinity who is aware of the mishap, shall report the mishap by the most expeditious means available to the nearest available Naval or Marine Corps Air Activity and to the TRAWING FIVE CDO.

3. The PIC or Senior Naval Representative shall take charge of the mishap scene, once it is released by the Responding Incident Commander, until relieved by competent authority. He or she shall supervise the guarding of the wreckage and ensure the release of mishap information is per this instruction.

4. The PIC and all members of his crew involved in the mishap shall individually prepare statements describing the events leading up to the mishap, the mishap itself, and the resulting action. All statements are privileged information and the information may be used only in determining the cause of the mishap.

TAB 29

INSTRUCTIONS FOR OBTAINING WITNESS STATEMENTS

1. Witnesses' statements may be considered by the Navy to be of a privileged nature and shall not be disclosed without witnesses' consent, except to those persons associated with the Navy whose duties require a need to know, (e.g., Aviation Mishap Board). Explain to the witness that his or her testimony (oral or written) is not taken under oath and is obtained under assurance that the testimony may be privileged if desired and will not be used in any legal or punitive action if privileged. In addition, the witness is not limited to those matters to which he could testify before court, but may be invited to express personal opinions or to speculate as to the possible mishap cause factors. This should be tactfully explained to the witness prior to obtaining a statement, in order that the witness will not withhold certain important evidence by invoking his constitutional rights, as to testimony of a self-incriminating nature, and the actual mishap cause factors remain hidden.

2. The immediate location of witnesses is an important step in the conduct of a successful investigation. In many cases, the evaluated statements made by the witnesses may point directly to the immediate area in which the investigation should be concentrated and assist in saving valuable time and energy in conducting the investigation.

3. In any case, witnesses at the mishap site will have information as to the movement of the aircraft in question just prior to the mishap; however, do not rely entirely upon immediately locating witnesses. Additionally, do not overlook the possibility of contacting witnesses in surrounding areas, as they may have some valuable information.

4. Try to obtain statements from witnesses as soon as possible and preferably before witnesses can compare their views with others. Even though such statements might be brief, you can contact them again if additional information or clarification is desired.

5. The statements of the flight crew should be taken as soon as possible, with due regard for their physical condition. If the pilot's condition permits, obtain an interview and statement with the concurrence of the Flight Surgeon or Medical Officer.

6. In obtaining statements, observe the following in addition to the above:

a. Allow the witness to relate his or her story without interruption.

b. Record his or her statement verbatim, if possible.

c. If available, use a model of the aircraft to assist the witness in describing the flight characteristics and path of the aircraft he saw.

d. Use the Witness Statement Form included in reference (a).

TAB 30

AIRCRAFT MISHAP BOARD CHECKLIST

1. Naval Safety Center Telephone Report within 60 minutes, if required. _____

2. Naval Safety Center Initial Notification via WESS for Class A and B, 4 hours. Class C, 24 hours. _____

3. Wreckage Preservation, 24 hours and recovery. _____

4. Photographic Coverage. _____

5. Aircrew Statements. _____

6. Witness Statements. _____

7. Other Statements. _____

8. Sketches/Diagrams. _____

9. Press Releases. _____

10. Aircrew Data. _____

11. Aircraft Data. _____

12. Life Support System Data. _____

13. Takeoff Data. _____

14. Landing Data. _____

15. Weather Data.

16. Mission Qualification Record-NATOPS Qualification Jacket Page. _____

17. School/Course Attendance Record-NATOPS Qualification Jacket Page. _____

18. Operational Physiology and Survival Training Record-NATOPS Qualification Jacket Page. _____

19. Mishap/Flight Violations Record-NATOPS Qualification Jacket Page. _____

20. Engineering Investigation Reports. _____

21. Flight Data Recorder Transcript, if any. _____

22. Fire-Rescue Report (NAVAIR Form 1135/1) (OPNAV 3750/13, 7 calendar days). _____

TAB 31

MISHAP INVESTIGATION GENERAL CHECKLIST

The accompanying text of this TAB contains instructions to facilitate investigation immediately following a major mishap. More detailed information is found in reference (i). This list is not intended to replace the normal activities of an aircraft mishap investigation. Each mishap requires its own particular investigative approach; however, some elements of investigation are common to all mishaps and must be noted in each and every case. This checklist is an attempt to enumerate these common items in order to assist the investigator in organizing his or her work and in conducting preliminary analysis of the mishap at the scene.

USE EXTREME CAUTION WITH EJECTION SEATS AND CANOPY FRACTURING SYSTEM!!! CONTACT MIST HELPLINE AT (760) 939-6132 FOR ASSISTANCE.

1. Angle of Impact: _____ Deg

2. Attitude at Time of Impact: _____ Deg; Nose (UP) (DOWN) Wings (LEVEL) or (RIGHT) (LEFT) Wing Down _____ Deg Yaw (RIGHT) (LEFT); (INVERTED) (NORMAL)

3. Points of Initial Impact: _____

4. Type Wreckage Distribution: (SPIN) (DIVE) (SPIRAL) (LOW LEVEL) (MID-AIR DISINTEGRATION)

5. Configuration of A/C: (CLEAN) (GEAR UP) (GEAR DOWN) (FLAPS UP) (FLAPS DOWN)

6. Type Terrain: (SWAMP) (MARSH) (WATER) (DESERT) (HILLY) (TREES) (LEVEL/HARD) (LEVEL/CULTIVATED) (OTHER)

7. Condition of Terrain: (DRY) (MOIST) (WATER COVERED)

8. Evidence of Fire: (IN-FLIGHT) (NONE) (POST-CRASH)

9. Evidence of Explosion: (IN-FLIGHT) (NONE) (POST-CRASH)

10. Weather at Scene: Ceiling _____; Visibility _____; Type Weather _____; Temp _____; Dew Point _____; Wind _____; KTS from _____

11. Military Casualties: _____ FATAL _____ SERIOUS _____ MINOR

12. Civilian Casualties: _____ FATAL _____ SERIOUS _____ MINOR

13. A/C Evaluation: Pilot (EJECTION) (NORMAL DEPLANE) (CRASHED IN A/C); Co-Pilot (EJECTION) (NORMAL DEPLANE) (CRASHED IN A/C); Crew (NORMAL DEPLANE) (CRASHED IN A/C)

14. Cursory Investigation: Make cursory investigation of the wrecked aircraft, particularly looking for:

a. Appropriate switch positions in the cockpit.

b. Determine, if possible, how ejection/egress was attempted or accomplished.

(1) If equipped, was main entrance door opened?

(2) Were hatches or canopy opened?

c. Effectiveness of harness, inertial reel lock, etc.

d. Determine position of gear, flaps, parking brake, wing, and trim at impact.

e. Make a brief sketch of the mishap scene showing distance, tire marks, headings, location, or separate parts of the aircraft.

15. Interview: Interview and record names, rank, and unit of qualified witnesses and request written statements from:

a. Pilot and Aircrew.

b. Maintenance Officer (in case of suspected failure of any sort).

c. RDO, tower operator, or Air Operations Officer in cases of landing mishap occurring in the vicinity of the field.

d. Other pilots or NFOs who observed the mishap.

e. Any witness who is capable of giving an intelligent account of what occurred.

f. Medical Officer or Corpsman in attendance of crew or injured personnel.

NOTE: Statements should be taken as soon as possible.

16. Photographs: Give positive directions regarding required photographs, a photo log, and proper labeling of each photo for privileged information.

The following photographs are essential:

a. Scenes of cockpit covering all appropriate switches, handles, control units, and safety items.

b. General crash scene (close-up) covering position of landing gear, flaps, and control surfaces.

c. Scenes of path along flight deck or ground, with emphasis on contact point and position of scattered parts.

d. Any views of aircraft showing obvious material failure, such as damaged compressor or turbine blades.

17. Public Information Releases: Ensure the Public Affairs Officer coordinates and controls the release of all information regarding the mishap according to current directives.

18. Contacting Witnesses: When contacting witnesses or families who have suffered injuries or property damage, extreme care must be taken not to inadvertently divulge any information or commit any act which could ultimately lead to additional legal claims. Tactful, diplomatic conversation must be used and any information concerning the facts of the mishap must be guarded as privileged information.

REMINDER LIST:

_____	Standard Photographs	_____	Samples of Fuel
_____	Wreckage Diagram	_____	Humanitarian
_____	Security of Wreckage	_____	Address (Privacy Act req.)

TAB 32

MISHAP INVESTIGATION AMPLIFIED CHECKLIST

1. Preliminary. This list is not intended to cover every type of investigation that might arise. By careful attention to this list, however, a methodical approach to the investigation can be accomplished.

2. The Crash Site.

a. Attitude of the aircraft at impact and impact angle:

(1) Damage to trees, vertical structures

(2) First ground impact

(3) Ground marks

(4) Distribution of wreckage

b. Evidence of in-flight disintegration:

(1) Distribution

(2) Varied damage

c. Evidence of in-flight fire:

(1) Extreme temperature

(2) Streaming

d. Cockpit:

(1) Instrument indications

(a) Was the master caution light on at impact? (Save caution light bulbs for analysis.)

(2) Control positions

(3) Comparison of selected and actual positions of:

(a) Landing gear

(b) Flaps/Aileron

(c) Wings

(4) Equipment selection

(a) Radar Altimeter

(b) UHF and HF-frequency and mode

(c) UHF/LF ADF

(d) TACAN/VOR

(e) Transponder

(f) Radar Altimeter

(g) Prop sync./Prop governors

(h) Fuel dump

(i) Temp. Datum

(j) VHF

(5) Circuit Breakers

(6) Seat/Ejection seats:

(a) Use attempted

(b) Any malfunction or failure

(c) Harness locks

(d) Last inspection

(e) Seat position

(f) Rigging

(7) Oxygen equipment:

(a) Gauge reading

(b) Contaminants - check source

(c) Personal equipment in place and clean

(d) Was system used?

(8) Air conditioning/pressurization

(a) Position of all valves

(b) AUX vent switch

(c) Outflow valve

(d) Temperature control manual or auto

(e) Pressure seals intact

(f) Function of cabin pressure regulator

(g) Windshield heat

(h) Evidence of overheated lines

(i) Contamination in lines

(j) Position of bleed air valves/switches

e. Engines

(1) Compressors:

(a) Blades missing or interference

(b) Peeling

(c) Case scoring

(d) High or low RPM

(e) Any melting of late stages

(f) Unstacking

(2) Combustion:

(a) Hot spots

(b) Beading

(c) Cracks

(3) Fuel Control:

(a) Position

(b) Function

(c) Security

(d) Fuel samples for contamination

(4) Turbines:

(a) Warping

(b) Blade damage

(c) Creep

(d) Beading

(e) Flaking

(f) Hot spots

(5) Bearings:

(a) Galling

(b) Race-scoring

(c) Freezing

(6) Shaft:

(a) Warping

(b) Torque shear

(c) Spline warp

(7) Accessories:

(a) Indications of RPM

(b) Evidence of failure

(8) Oil Samples

(9) Exhaust Sections:

(a) Beading

(b) Hot spots

(c) Steaming

(10) Propeller:

(a) Condition of blades

(b) Blade angles

(c) Prop hydraulic fluid contaminations

(d) Pitchlock mechanisms

f. Engines:

(1) Position

(2) Location

g. Wings:

(1) Location

(2) Evidence

(a) Torque

(b) Bending

(c) Fore and aft displacement

(3) Fuel tank content

(4) Fire bottles

(a) Cartridge installed/use (used qualified AME)

h. Horizontal stabilizer:

(1) Location

(2) Evidence of overstress

(a) Torque

(b) Bending

(c) Displacement

(3) Position at impact

(4) Boost on/off

(5) Trim tabs

i. Vertical stabilizer and rudder:

(1) Evidence of overstress

(2) Rudder position at impact

(3) Boost on/off

(4) Trim tabs

j. Ailerons:

(1) Deflections at impact

(2) Ailerons

(3) Boost on/off

(4) Trim tabs

k. Landing gear:

(1) Extended

(2) Door position

(3) Locking mechanism

(4) Indicators

l. Brakes:

(1) Evidence of overheat

(2) Warping

(3) Accumulator pressure

(4) Emergency brakes used

(5) Parking brake selected

(6) Evidence of locking

m. For instrument flight:

(1) Was pilot heat on?

(2) Engine anti-ice on?

(3) Primary or secondary altitude reference selected?

(4) Primary or secondary heading reference

(5) TACAN channel/NAVAID frequencies

(6) Gyros turning

(7) VSI

(8) Radar altimeter

(9) Pressure altimeter

(a) Setting

(b) Sticking

(c) Indication at impact

(10) Navigation information publications in cockpit?

n. For night flights:

(1) Instrument console light settings

(2) Flashlights in cockpit

(3) External lights

3. Witness Statements.

a. The Pilot/Aircrew (as applicable). Privacy Act Statement.

(1) What first attracted attention to the emergency situation?

(2) What were indications at that time?

(a) Control feeling?

(b) RPM, TIT/ITT, FF, SHP, TOT, Torque, Ng?

(c) Oil pressure?

(d) Hydraulics?

(e) Master caution?

(f) Caution lights/Advisory lights?

(g) Cockpit temperature?

(h) Cabin temperature?

(i) Smoke?

(j) Odor?

(k) Yaw?

(l) Loss of power?

(m) Unusual sounds?

(3) What was diagnosis at the time?

(4) What was immediate decision as to corrective action?

(5) What was immediate action?

(6) Did you observe any change in indications?

(7) Did you change your diagnosis and/or corrective action?

(8) At what point in the sequence was the crew informed of the difficulty?

(9) At what point was UHF/VHF or HF first transmitted?

(a) To whom?

(b) What frequency?

(c) What time (approximately)?

(10) At what point was the transponder setting changed?

(a) What setting?

(b) Any confirmation of change?

(11) Did you, at any time, consider ejection?

(a) Did you decide to eject?

(b) Did you order ejection (pilot)?

(1) Words?

(2) Other signals? (ejection warning)

(c) Did all crew respond?

(1) Reaction time?

(2) Verbal response?

(d) Did you subsequently decide against ejection or delay ejection?

(e) Describe your procedure.

(f) Jettison?

(g) Parachute function normally?

(h) LPA work normally?

(i) Difficulty removing parachute?

(12) Survival equipment worn, carried, utilized, condition:

(a) Clothing

(b) Boots

(c) Gloves

(d) Mask

(e) Helmet

(f) Visor

(g) LPA floatation gear

(h) Survival vest

(i) Knife

(j) Shroud cutter

(k) Signaling devices

(1) Smoke

(2) Mirror

(3) Flares

(4) Strobe light

(l) Compass

(m) Other

(13) Give a narrative account of the entire incident.

(14) Physical condition

(a) General

(b) Flight time

(1) Since last sleep

(2) Since last hot meal

(3) Last 24 hours

(4) Last 48 hours

(5) Last 72 hours

(c) Sleep

(1) Last 24 hours

(2) Last 48 hours

(3) Last 72 hours

(4) Usual average

(d) Food

(1) Within 4 hours prior to flight

(2) Recent missed meals

(e) Alcohol during last 24 hour period

(f) Medication last 48 hour period

(g) Other demanding activities

(1) Last 24 hours

(2) Last week

(15) Have you experienced previous emergencies in this aircraft?

(a) Describe.

(16) Did this incident recall another (of your own or someone else's) experience?

(17) When did you last review the emergency procedure involved? In the simulator?

(18) Any other remarks?

b. Visual Controller

(1) What first attracted your attention to the emergency?

(2) Were you observing the aircraft before emergency occurred?

(3) Describe what was actually seen.

(4) Did you receive any transmission from the aircraft?

(a) Before the emergency?

(b) During the emergency?

(5) What action did you take?

(6) Have you previously observed (type/model) aircraft in the traffic pattern?

(7) Did the aircraft appear in any way unusual?

(8) Was the pattern in any way unusual?

(9) Give a narrative account of the entire incident.

(10) What aviation experience do you have, including controlling?

(11) If control may be a factor, determine the witness's state of physical condition, fatigue factor.

c. Radar Controller

(1) Describe the entire aircraft track from initial acquisition.

(2) Point out where transmissions were made and/or transponder replies were changed.

(3) At what altitude and positions were frequency changes given and/or accomplished?

(4) Describe the GCA C-scan and PPI track, painting out where corrective information was given.

d. Civilian Witness

(1) What first attracted your attention to the aircraft?

(2) Describe what was actually seen.

(3) Was there anything unusual about the aircraft or how it was flying?

(4) How did the engine sound?

(5) What were the observed weather conditions?