



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

IN REPLY REFER TO

COMTRAWINGFIVEINST 3100.1P
N1
24 Jan 13

COMTRAWING FIVE INSTRUCTION 3100.1P

From: Commander, Training Air Wing FIVE

Subj: SPECIAL INCIDENT REPORTING

Ref: (a) OPNAVINST 3100.6K
(b) CNATRAININST 3750.23M
(c) COMTRAWINGFIVE/NASWFINST 3750.8F
(d) COMTRAWINGFIVEINST 3750.7A

Encl: (1) Sample Incident Data Form
(2) Voice Report Phone Numbers and Sample
(3) Sample OPREP-3 Message Format

1. Purpose. To provide guidance per references (a) through (d) for submission of special incident reports pertaining to any event or occurrence which may attract national and/or high U.S. Navy interest, including specific reporting responsibility among Training Air Wing (TRAWING) FIVE commands. Refer to references (b) and (c) for incidents/mishaps involving naval aircraft.

2. Cancellation. COMTRAWINGFIVEINST 3100.1N

3. Discussion. The special incident (OPREP-3) reporting system described in reference (a) is intended to be the only system used by U.S. Navy commands in reporting special events which may have significant impact upon or involve persons or equipment which would attract high level (national) interest and/or local media attention. In most cases reporting responsibility is clear. OPREP-3 reports shall be submitted by the lowest level command, which has knowledge of the event, except for those incidents where provision for rapid notification by a higher command has been established by separate directive. However, the tenant relationship of TRAWING FIVE and squadrons to Naval Air Stations, Whiting Field (NASWF) and Pensacola (NASP) affects some ambiguous situations, which may cause duplicate reporting or failure to report. Therefore, this instruction amplifies reporting responsibility for TRAWING FIVE commands.

4. Reporting Requirements. Use enclosure (1) to gather information concerning the incident to be used in preparing telephone or message reports. NASWF shall report incidents occurring onboard (other than squadron property), regardless of where personnel are assigned. This includes all clubs, housing, barracks, exchanges, or other facilities

under air stations control. **TRAWING FIVE and squadrons** shall report command-specific incidents and any incident off-base involving its respective individuals or equipment. **As a general rule, if there is a question as to whether or not an OPREP-3 should be sent, the OPREP-3 shall be sent.**

a. Voice Reports.

(1) Initial Report. **Within five minutes** of knowledge of the incident, whenever an OPREP-3 is required, an initial voice report (via telephone) shall be made to COMPACFLT. Most Situation Reports (NAVY UNIT SITREPs) do not require voice reports; however, some do. OPREP-3 NAVY UNIT SITREP TALON reports that are reporting something other than a non-threat or hoax and OPREP-3 NAVY UNIT SITREP reports for personnel incidents are examples that require a voice message report. See reference (a), chapter 5, paragraph 3 for more details (retained in TRAWING FIVE Admin and Safety). If time allows, make an attempt to contact Commander, Training Air Wing FIVE (CTW-5) prior to making a voice report. No prior authorization from CTW-5 is necessary to make an initial voice report. Enclosure (2) lists the phone number and format for making the initial call to the COMPACFLT Watch Officer. Anytime an OPREP-3 is required, a telephone call shall be made to Chief of Naval Air Training (CNATRA) and CTW-5:

CNATRA, Staff Duty Officer (SDO) (during hours of 0630-1830)
 DSN: 861-2284/2286
 Comm: (361) 961-2284/2286
 Comm: (361) 533-0494 (CDO Cell for after hours reports)

Commander, Training Air Wing FIVE
 DSN: 868-7555
 Comm: (850) 623-7555
 Comm: (850) 637-2793 (CDO Cell for after hours reports)

In addition, a phone call shall also be made to Commander, Naval Air Forces (CNAF) for all Class A or B flight, flight related or aviation ground mishaps:

Commander, Naval Air Forces, CDO
 CELL: (619) 666-4921
 COMM: (619) 545-2017
 DSN: 735-2017

(2) Report to CNO. OPREP-3 reports for personnel incidents also require a voice report to the appropriate CNO (N1) POC within 24 hours. Refer to reference (a), appendix B for POC numbers.

NOTE: These requirements are for OPREP-3 reports. Refer to reference (c) for aviation related incidents.

b. Message Report. Within sixty minutes of knowledge of the incident, the initial message report is to be made. OPREP-3s reported as TRAWING FIVE events require prior verbal approval of CTW-5, Deputy CTW-5 or, in their absence, the Chief Staff Officer (CSO). All can be reached at the phone numbers listed in the TRAWING FIVE recall bill. After normal working hours, notify the TRAWING FIVE Command Duty Officer (CDO) who shall be the approving authority:

TRAWING FIVE CDO
Cell: (850)637-2793

(1) The TRAWING FIVE CDO will call the Admin officer (Mr. Dennis Fitzpatrick) or the Admin Lead (Mr. Joe Veasley) to assist with preparation and release of message reports. Recalls are available on the TRAWING FIVE recall bill.

(2) The CDO shall notify CTW-5, CSO, TRAWING FIVE Operations Officer, and the TRAWING FIVE Safety Officer if message is sent after normal working hours. UNIT SITREP reports are used by any unit Commanding Officer, Officer-in-Charge, or other commander (as directed or appropriate). CTW-5, Deputy CTW-5, or in their absence, the CSO, or the CDO shall be notified of a UNIT SITREP being reported. Squadrons shall be responsible for sending message reports for incidents within their purview. This includes, but is not limited to, incidents/accidents involving squadron personnel assigned to Helicopter Instructor Training Unit (HITU) and Fixed-Wing Instructor Training Unit (FITU).

c. Format. Reports will be submitted per reference (b). Enclosure (3) is a sample format provided to assist in preparing and sending the OPREP-3 message report. The majority of special incident reports from TRAWING FIVE will be in the OPREP-3 form as described below.

(1) Serialization. All OPREP-3 record (hard copy) message reports, regardless of flagword type, are serialized in sequence by incident, beginning with 001 which is assigned to the first incident of each calendar year. Additional record message reports concerning the same incident will be assigned sequential letter suffixes, i.e., 001A, 001B, 001C, etc. 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, etc. At the end of the calendar year, should an incident require amplifying reports, continue with the serialization suffixes, i.e., 010A, 010B, etc., until the final report of the incident.

NOTE: Voice report messages of an incident will not be serialized.

(a) The TRAWING FIVE CDO and the TRAWING FIVE Admin Department shall both maintain a serialization log containing, at a

minimum, the serialization number, subject, and message date-time group of each message sent. CDOs will compare the CDO log with the Admin log as part of the CDO turnover or after a message is released to confirm the next serial number to be used.

(2) OPREP-3P (PINNACLE). Used by any unit to notify the National Military Command Center (NMCC) and appropriate Naval Commanders of any incident or event where national level interest is indicated, not restricted to reporting operational information (e.g., the foreign flight students defect). Although it is possible, it is not likely that TRAWING FIVE will routinely use this report.

(3) OPREP-3PFB (PINNACLE/FRONT BURNER). Used to provide the NMCC and appropriate Naval Commanders with notification of any attack or harassment of U.S. Forces. This is not likely to be used by TRAWING FIVE.

(4) OPREP-3NB (NAVY BLUE). This report is used to notify the CNO and other Naval Commanders of information concerning incidences of military, political, or press interests which are of high Navy, vice national level, interest (e.g., aircraft mishap, death of a commanding officer, extreme misconduct, significant damage to civilian property, bomb threats (deemed valid), etc.).

(5) OPREP-3NUS (NAVY UNIT SITREP). Used by any unit commanding officer, officer-in-charge, or other commander to provide operational commanders and higher authority with timely notification of the status of situational events that does not require an OPREP-3NB. Voice Reports to COMPACFLT and the appropriate CNO (N1) POC may be required for NAVY UNIT SITREPs.

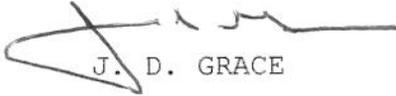
(6) TERRORIST INCIDENT REPORTING GUIDANCE. Terrorist attacks are to be reported via OPREP-3 PINNACLE FRONT BURNER. Specific terrorist incidents (e.g., security perimeter breach and bomb threats) are to be reported via an OPREP-3 NAVY BLUE TALON message. Possible terrorist related incidents (e.g., threats, surveillance, and tests of security) are to be reported via a NAVY UNIT SITREP TALON. Examples of incidents requiring a TALON report include, but are not limited to:

- (a) Non-specific threats to DOD interests.
- (b) Suspected surveillance of DOD facilities and personnel.
- (c) Elicitation attempts, suspicious questioning, or other suspected intelligence collection activities focused on DOD interests.
- (d) Tests of security.
- (e) Unusual repetitive activity.
- (f) Bomb threats.

(g) Any other suspicious activity or incident reasonably believed to be related to terrorist activity directed against DOD personnel, property, and activities.

5. Action. Commanding Officers shall ensure all duty personnel familiarize themselves with reporting requirements and procedures of reference (b).

6. Forms. Additional forms, enclosures (1) and (2), can be obtained upon request from TRAWING FIVE Admin.



J. D. GRACE

Distribution:
COMTRAWINGFIVEINST 5216.1S
Lists I, II, III(a-d,j,k)

SAMPLE INCIDENT DATA FORM

Use this form to gather information concerning the incident. To be used in preparing voice and message reports.

COMMAND: TRAINING AIR WING FIVE

DATE AND ZULU TIME (+ 6hrs; Daylight Savings Time + 5hrs) OF INCIDENT: _____

LOCATION OF INCIDENT: _____

NUMBER OF PERSONS INVOLVED: MILITARY: _____
CIVILIAN: _____

BRANCH OF SERVICE: _____

SEVERITY OF INJURIES:

MILITARY: _____
CIVILIAN: _____

HAS NEXT OF KIN BEEN NOTIFIED AND WHEN: _____

BRIEF NARRATIVE OF MISHAP: _____

PROPERTY DAMAGE:

MILITARY: _____
CIVILIAN: _____

REMARKS: _____

OPREP-3 TELEPHONE REPORT

1. Call 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 3100.6J

Report to: COMPACFLT Watch Officer

DSN Primary: 315-471-3201

COMMERCIAL: 808-471-3201

IF UNABLE TO REPORT TO COMPACFLT, CALL DIRECT TO THE NAVY OPERATIONS CENTER (NOC):

DSN: 223-2006; COMMERCIAL: 703-693-2006

SEE FOLLOWING PAGE FOR VOICE REPORT

SAMPLE DRAFT VOICE REPORT

"COMPACFLT this is COMDRAWING-5 OPREP-3 PINNACLE/NAVY BLUE/NAVY UNIT SITREP (circle one) OVER"

COMDRAWING-5 this is COMPACFLT SEND OPREP-3 PINNACLE/NAVY BLUE/NAVY UNIT SITREP OVER

"This is COMDRAWING-5,"

"FLASH," (for PINNACLE) or "IMMEDIATE," (for NAVY BLUE) or "ROUTINE" (for NAVY UNIT SITREP) (circle one)

TOP SECRET SECRET CONFIDENTIAL UNCLASSIFIED
(Circle and transmit the security classification of this message)

NOTE: If classified, voice report must be made over secure phone at NASP.

"OPREP-3 PINNACLE," or "OPREP-3 NAVY BLUE," or "OPREP-3 NAVY UNIT SITREP" (circle one)

NOTE: Transmit the line number and line identifier OR just the line number; e.g., "LINE 2 INCIDENT POSSIBLE HOMICIDE..." OR "LINE 2 POSSIBLE HOMICIDE..." Transmit only the lines required to pass essential information).

"LINE 1 INCIDENT

(Information Identification: Type incident, Where?)

"LINE 2 NARRATIVE

(Essential information about incident includes personnel rank, gender, and service. DO NOT INCLUDE NAMES, SSNs, OR ANY DIRECT IDENTIFICATION per reference (b)).

"OVER"

VOICE REPORT EXAMPLE

"COMPACFLT THIS IS COMDRAWING-5 OPREP-3 NAVY BLUE OVER"

COMDRAWING-5 THIS IS COMPACFLT SEND OPREP-3 NAVY BLUE OVER

"THIS IS COMDRAWING-5"

"IMMEDIATE"

"UNCLASSIFIED"

"OPREP-3 NAVY BLUE"

"LINE 1 POSSIBLE HOMICIDE MILTON FLORIDA"

"LINE 2 MALE OSCAR ONE APPREHENDED BY SANTA ROSA COUNTY SHERIFF
ATTEMPTING TO DISPOSE OF BLOOD-STAINED FLIGHT SUIT PERIOD MAY
HAVE KILLED FEMALE FOREIGN NATIONAL PERIOD INCIDENT UNDER
INVESTIGATION BY NCIS AND LOCAL AUTHORITIES PERIOD"

"OVER"

NOTE: DO NOT INCLUDE NAMES, SSNs, OR ANY DIRECT IDENTIFICATION
(per reference (b)).

SAMPLE OPREP-3 MESSAGE FORMAT

FROM COMTRAWING FIVE MILTON FL//
TO CNO WASHINGTON DC//
COMUSFLTFORCOM N6 NORFOLK VA//N3/N5/CDO//
CMC WASHINGTON DC// (only if USMC)
COMNAVREG SOUTHEAST//
USSTRATCOM OFFUTT AFB NE//
COMPACFLT PEARL HARBOR HI//
COMNAVAIRFOR SAN DIEGO CA//
CNATRA CORPUS CHRISTI TX//00/N7//
COMTRAWING FIVE MILTON FL//
INFO CNIC WASHINGTON DC// (domestic violence, child abuse, child
neglect, child sexual abuse, sexual assault, or suicide only)
NAVY JAG WASHINGTON DC//JJJ//
CHINFO WASHINGTON DC//00//
COMNAVAIRFOR SAN DIEGO CA//
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//
NETC PENSACOLA FL//
CNATRA CORPUS CHRISTI TX//00/N7//
NAS WHITING FIELD MILTON FL//
ONI WASHINGTON DC//
NAVINGEN WASHINGTON DC// (major fraud, waste or abuse)
COMNAVAILANT NORFOLK VA//
CG TRNGCMD QUANTICO VA // (only if USMC)
COMNAVSAFECEN NORFOLK VA//00/10/30/40/60/90//
COMNAVIAIRSYSYSCOM PATUXENT RIVER MD//9F// (if acft accident)
COMNAVPERSCOM MILLINGTON TN// (death/serious injury)
BUMED WASHINGTON DC// (only if personnel injury/contamination)
NAVCRIMINVSERVFO PENSACOLA FL//
CCGDEIGHT NEW ORLEANS// (only if USCG or overwater SAR)
MATSG-21 PENSACOLA FL// (only if USMC)
COMDT COGARD WASHINGTON DC// (only if USCG or overwater SAR)
HQ AETC RANDOLPH AFB TX//SE/SGPA// (only if USAF)
19AF RANDOLPH AFB TX//CC// (only if USAF)
COGARD LO PENSACOLA FL// (only if USCG)

(include the following addressees only for an OPREP-3NB
aviation Class A or B mishap)

CNIC WASHINGTON DC//
HQ USNORTHCOM//
AFPC RANDOLPH AFB TX// (only if USAF)
NAVY IPO WASHINGTON DC// (if International personnel involved)
NETSAFA PENSACOLA FL// (if International personnel involved)
COMLANTAREA COGARD PORTSMOUTH VA// (if USCG or overwater SAR)

UNCLASMSGID/OPREP-3/TRAWING FIVE/serial # (NOTE 1)/mth//REF/A/OPREP-3/TRAWING FIVE/DTG of voice rpt/-/NOTAL//AMPN/INITIAL VOICE REPORT TO COMPACFLT//FLAGWORD/PINNACLE or NAVY BLUE or NAVY UNIT SITREP/-//TIMELOC/time of incident/location of incident/INIT/GENTEX/INCIDENT IDENTIFICATION AND DETAILS/

1. INCIDENT/murder, rape, assault, etc./
2. DATE OF INCIDENT/ /
3. TIME OF INCIDENT/local vice zulu time/
4. LOCATION OF INCIDENT/give address/
5. SUSPECT/give rank, service, civilian, etc/
6. GENDER/ /
7. AGE/ /
8. RACE/cauc, blk, hisp, asia, etc/
9. WEAPON/gun, knife, bottle, cord, etc/
10. ALCOHOL/DRUGS/alcohol type, amount of drugs if known/
11. VICTIM/same info as suspect/
12. GENDER/ /
13. AGE/ /
14. RACE/same as above/
15. NCIS NOTIFIED/yes or no/
16. FAMILY ADVOCACY REP NOTIFIED: YES/NO
17. SUMMARY/BRIEF DESCRIPTION OF INCIDENT:
18. MEDIA INTEREST: Anticipated/ Not Anticipated
19. NCIS INVOLVEMENT: Anticipated/ Not Anticipated
20. POC/ /

NOTE 1: SERIAL # TO BE OBTAINED FROM CDO LOG or Admin Log.**NOTE 2: DO NOT RELEASE NAMES OR SSNs OF EITHER SUSPECT OR VICTIM.****NOTE 3: DO NOT OMIT LOWER ECHELON COMMANDS IF SENDING TO OR INFO'ING HIGHER ECHELON. FOR EXAMPLE: IF SENDING TO CMC WASHINGTON DC, MATSG 21 AND CG TECOM SHALL BE INCLUDED. IF SENDING TO CNO DO NOT OMIT COMUSFLTFORCOM, COMNAVAIRFOR, COMNAVAIRLANT AND CNATRA.**