



DEPARTMENT OF THE NAVY

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

IN REPLY REFER TO:

COMTRAWINGFIVEINST 3750.7A CH-1  
N8  
28 Oct 13

COMTRAWING FIVE INSTRUCTION 3750.1A CHANGE TRANSMITTAL 1

From: Commander, Training Air Wing FIVE

Subj: GROUND PRE-MISHAP PLAN

Encl: (1) Tab A - TRAWING FIVE RECALL, pages 18 and 19

1. Purpose. To provide changes to the basic instruction.
2. Action. Make the following change to the basic instruction:
  - a. Replace Enclosure (1), pages 18 and 19, with Enclosure (1), pages 18 and 19, of this change transmittal.

  
J. J. FISHER

Distribution:  
COMTRAWINGFIVEINST 5216.1S  
List I(b), II, III(a)

Copy to:  
Senior Watch Officer



DEPARTMENT OF THE NAVY

COMMANDER

TRAINING AIR WING FIVE

7480 USS ENTERPRISE STREET SUITE 205  
MILTON, FLORIDA 32570-6017

CH-1 incorp 28 Oct 13 - cmw

IN REPLY REFER TO

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Code N8

13 Dec 11

COMTRAWING FIVE INSTRUCTION 3750.7A

From: Commander, Training Air Wing FIVE

Subj: GROUND PRE-MISHAP PLAN

Ref: (a) OPNAVINST 5102.1D  
(b) USD-AT&L memo, Revision to Cost Thresholds for Accident Severity Classification of 5 Oct 2009  
(c) COMTRAWINGFIVEINST 3100.1M  
(d) OPNAVINST 3100.6J  
(e) CNATRAININST 5720.20G  
(f) CNATRAININST 1500.4G

Encl: (1) COMTRAWINGFIVE GROUND PRE-MISHAP PLAN

1. Purpose. This instruction provides a standardized guide for initial reporting, investigation procedures, and subsequent action required in the event of a non-aviation mishap or event requiring special incident reporting involving personnel under the cognizance of Commander, Training Air Wing FIVE (CTW-5).

2. Cancellation. COMTRAWINGFIVEINST 3750.7

3. Discussion. The primary concern following a mishap is to prevent loss of life and destruction of property by rescuing mishap victims and extinguishing fires. Safeguarding wreckage and preserving mishap evidence is a secondary concern. This instruction, along with references (a) through (f) set forth the requirements, conditions, and general procedures to follow in the submission of reports, conduct of investigations, and promulgation of other administrative correspondence associated with ground (non-aircraft) mishaps.

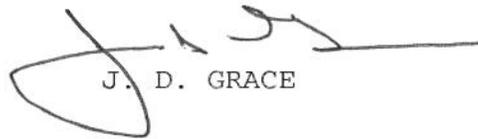
4. Action. This Pre-Mishap Plan pertains primarily to the duties of the Training Air Wing (TRAWING) FIVE Command Duty Officer (CDO) in the event of a ground (non-aviation related) mishap. All personnel shall be made aware of the following requirements:

a. General. Any person having knowledge of a mishap involving damage (no matter how slight) to property or injury to personnel shall report such facts to the TRAWING FIVE CDO immediately at (850) 637-2793. Except as provided for in this instruction, personnel shall not divulge any information, officially or unofficially, to any other party.

b. Specific. This instruction and enclosure (1) are provided to assist action officers in the event of a mishap. Deviation from the step-by-step procedures in this instruction is permitted; however each step shall be completed as soon as possible. All personnel assigned responsibilities herein shall familiarize themselves with this instruction. Mishaps shall not be discussed with persons outside the Command until information has been released by proper authority.

c. Nothing in this instruction shall preclude additional logical action should the situation warrant.

5. Changes. Proposed changes or updates to this instruction shall be forwarded to the TRAWING FIVE Safety Officer via email or phone at x7063.



J. D. GRACE

Distribution:  
COMTRAWINGFIVEINST 5216.1S  
Lists I(b), II, III(a)

Copy to:  
Senior Watch Officer

GROUND (NON-AVIATION) PRE-MISHAP PLAN

USE THIS PRE-MISHAP PLAN ONLY IF AN INDIVIDUAL HAS BEEN INJURED IN ANY WAY IN A MISHAP THAT IS NOT DIRECTLY RELATED TO NAVAL AIRCRAFT.

GROUND (NON-AVIATION) MISHAP DESCRIPTION

NAVAL AIRCRAFT NOT involved. Any of the following whether on or off-duty:

1. Personnel injury, death, or occupational illness.
2. Material (property) damage in excess of \$50,000.
3. Explosive mishap or conventional ordnance deficiencies.
4. Motor vehicle fatality or injury.
5. Diving mishap, hyperbaric treatment, death.

NOTE: This includes any automobile or recreational mishaps, injuries in workshops or hangars (not involving aircraft).

INITIAL NOTIFICATION

STEP 1: Record all available information on the Initial Notification Worksheet (Tab 1).

STEP 2: Notify the Squadron Duty Officer (SDO) immediately if the personnel is attached to a squadron. In the event of death or serious injury ensure the Commodore (COMO), the Squadron Commanding Officer (CO) if applicable, Deputy COMO, Chief Staff Officer (CSO), and Casualty Assistance Calls Officer (CACO) are notified to initiate primary and secondary next of kin notification. Do not release the victim's name to anyone outside the chain of command. Recall numbers are listed in Tab A.

Note: Death or serious injury to personnel or civilians MAY require an OPREP-3 Report (see Tab 2).

STEP 3: For non-fatal, non-serious mishaps, notify the Safety Office (x7063) within 24 hrs or the next working day. Have the personnel's supervisor initiate reporting of the mishap in ESAMS (Enterprise Safety Applications Management System). Give the report (from Tab 1) and all other information associated with the mishap to the Ground Safety Officer. The Ground Safety Officer will report the mishap in compliance with reference (a).

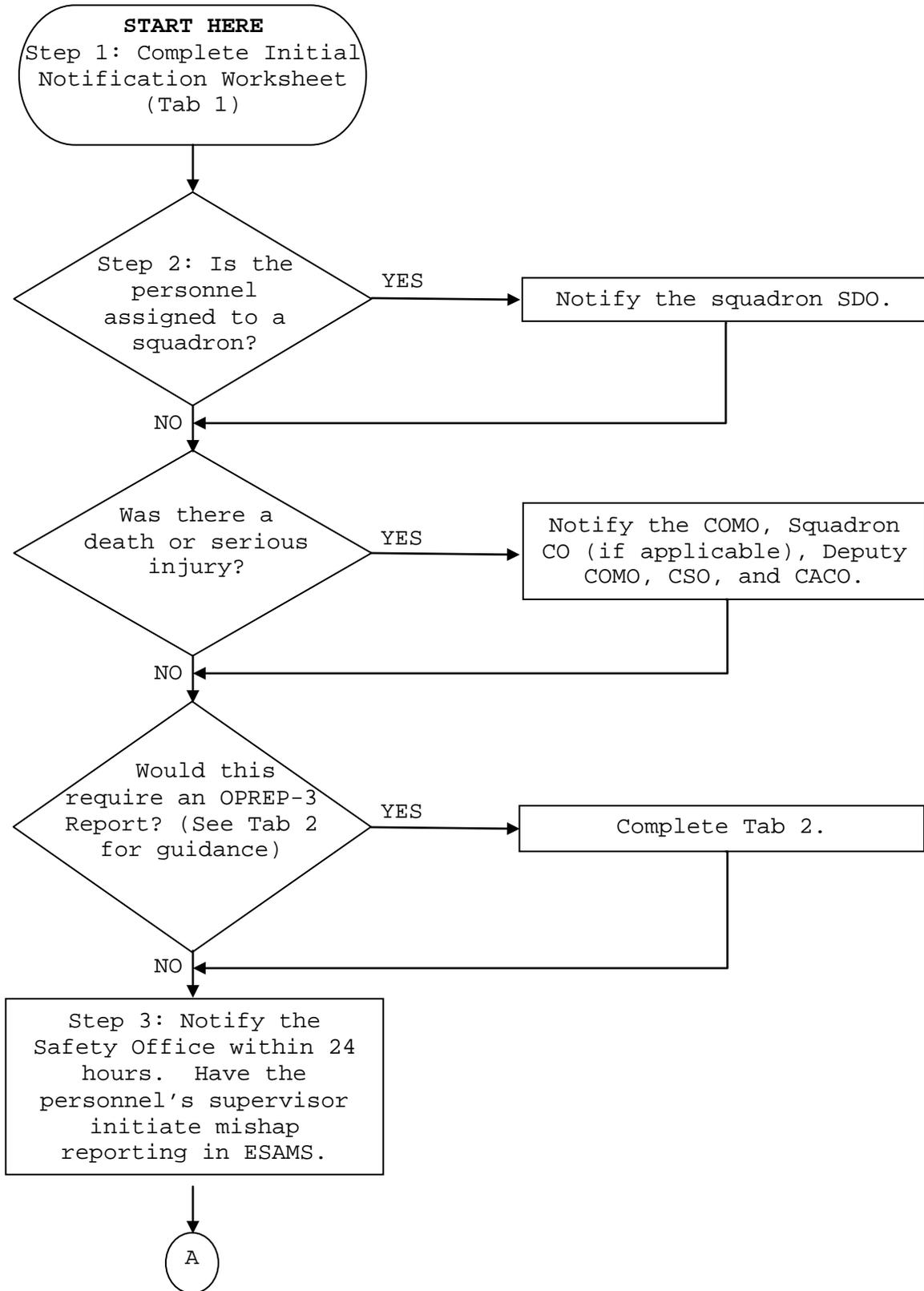
STEP 4: If the mishap is a Private Motor Vehicle (PMV) accident, notify the Safety Department. The Safety Officer will complete the initial notification via WESS.

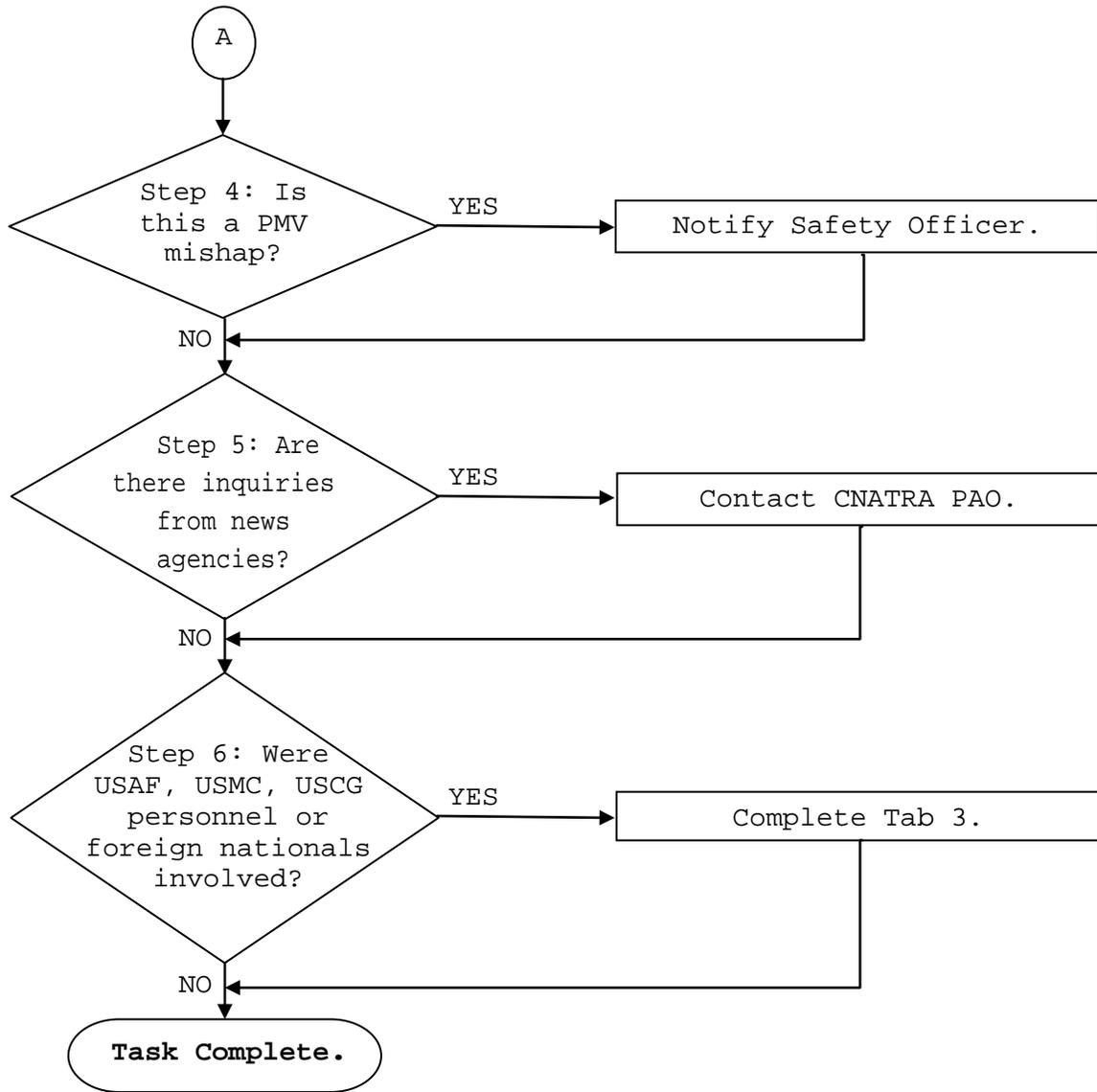
STEP 5: If the mishap generates news media inquiries, record the names and contact numbers from the inquiring agencies and contact the CNATRA Public Affairs Officer (PAO) - refer to Tab A.

STEP 6. If USAF, USMC, USCG personnel or foreign nationals were injured, notify the parent service - refer to Tab 3.

Task complete.

GROUND (NON-AVIATION) PRE-MISHAP PLAN FLOWCHART





TAB 1

INITIAL GROUND (NON-AVIATION) MISHAP NOTIFICATION

\*\* Gain as much of the following information as possible! \*\*

Date/Time of Call: \_\_\_\_\_

Caller's Name/Rank: \_\_\_\_\_

Caller's Command/Organization: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

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

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

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

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

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

Find out if anyone was sent to the hospital and if so, find out which hospital: \_\_\_\_\_

How many injured?  UNKNOWN  
Condition: \_\_\_\_\_

What are the injuries?  UNKNOWN  
Condition: \_\_\_\_\_

Are any of the following on scene/have they been contacted?

Police	<input type="checkbox"/> ONSCENE	<input type="checkbox"/> CONTACTED	<input type="checkbox"/> UNKNOWN
Fire Department	<input type="checkbox"/> ONSCENE	<input type="checkbox"/> CONTACTED	<input type="checkbox"/> UNKNOWN
An Ambulance	<input type="checkbox"/> ONSCENE	<input type="checkbox"/> CONTACTED	<input type="checkbox"/> UNKNOWN

Were there any other witnesses?  YES  NO

Name	_____	Name	_____
Address	_____	Address	_____
Phone	_____	Phone	_____
Name	_____	Name	_____
Address	_____	Address	_____
Phone	_____	Phone	_____

TAB 2

## OPREP-3 REPORTS

**Telephone Report, if required, is to be made within 5 minutes.**  
**Message Report, if required, is to be made within 60 minutes.**

1. An OPREP-3 report is required if the mishap is likely to generate international/national level interest or is of high U.S. Navy interest. The basic criteria are contained in references (c) and (d). Use the "OPREP-3 Classification Chart" provided in this tab and the following guidance to aid in OPREP-3 classification:

a. OPREP-3P (PINNACLE). Used by any unit to notify the National Command Authority (NCA) and appropriate Naval Commanders of any incident or event where national level interest is indicated, not restricted to reporting operational information (e.g., an incident involving chemical or biological agents, to include anthrax). Although it is possible, it is not likely that TRAWING FIVE will routinely use this report.

b. 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., civilian traffic accident deaths caused by a service member).

c. OPREP-3 UNIT SITUATION REPORTS (UNIT SITREPs). 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 do not require an OPREP-3P or OPREP-3NB. Voice Reports may be required for UNIT SITREPs.

2. If any of the criteria in the above paragraphs are met, proceed as follows:

a. If there is any question as to whether or not an OPREP-3 report is required, seek additional guidance from (listed in the order of priority) the CDO, Senior Watch Officer (SWO), CSO, or Administrative Officer (AO). If none of these individuals can be reached prior to the initial five minute deadline for the telephone report, release the voice report and continue to attempt to contact those individuals.

b. 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.

c. Select the correct OPREP-3 message for the mishap and use the voice/message report formats provided in this tab.

d. Initial Voice Report. **Within five minutes** of knowledge of the incident, whenever an OPREP-3P or OPREP-3NB is required, an initial voice report (via telephone) shall be made to COMPACFLT. Most UNIT SITREPs do not require voice reports; however, some do. OPREP-3 NAVY UNIT SITREP reports for personnel incidents are examples that require a voice message report. See reference (d), chapter 5, paragraph 3 for more details (retained in TRAWING FIVE Admin or Safety). If time allows, make an attempt to contact the COMO prior to making a voice report. No prior authorization from CTW-5 is necessary to make an initial voice report. Use the phone number and format provided in this tab for making the COMPACFLT call. Anytime an OPREP-3 is required, a telephone call shall be made to the TRAWING FIVE Operations Officer, CSO, Deputy COMO, COMO, Chief of Naval Air Training (CNATRA), and Commander, Naval Air Forces (CNAF). Refer to Tab A and the following:

CNATRA, Staff Duty Officer (SDO) (during hours of 0630-1830)

DSN: 861-2284

COMM: (361) 961-2284

CELL: (361) 533-0494 (CDO Cell for after hours reports)

Commander, Naval Air Forces, CDO

DSN: 735-2017

COMM: (619) 545-2017

CELL: (619) 666-4921

e. 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 the COMO, Deputy COMO or, in their absence, the CSO. All can be reached at the phone numbers listed in Tab A.

(1) The TRAWING FIVE CDO will initiate the drafting of the message report and contact the TRAWING FIVE Admin for final message preparation and release in accordance with reference (c).

(a) During normal working hours (0730-1600), contact the Admin desk (refer to Tab A).

(b) After hours, contact the AO or the AO Executive Assistance (refer to Tab A).

f. 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.

## OPREP-3 CLASSIFICATION CHART

NATIONAL LEVEL INTEREST	HIGH LEVEL NAVY INTEREST	HIGHER NAVAL AUTHORITY INTEREST
OPREP-3 PINNACLE	OPREP-3 NAVY BLUE	OPREP-3 NAVY UNIT SITREP
<ul style="list-style-type: none"> <li>• Major military, missile, or ordnance incidents (when nuclear warheads are not present).</li> <li>• Incidents involving reconnaissance activities.</li> <li>• Hijacking and related incidents.</li> <li>• US SAR operations in foreign countries and their territorial waters.</li> <li>• Grave breaches of International Law of Armed Conflict.</li> <li>• Loss of, or substantial damage to, civilian property caused by military equipment, such as aircraft or ships, when national-level interest is indicated.</li> <li>• Loss of or substantial damage to major military equipment such as aircraft or ships when national-level interest is indicated.</li> <li>• Any incidents involving the use of chemical or biological agents, to include anthrax.</li> <li>• If doubt exists as to whether an event or incident is or could possibly develop into a matter of White House, Department of Defense, Joint Service, or media interest, submit an OPREP-3 PINNACLE report.</li> </ul>	<p style="text-align: center;"><b>OPERATIONAL INCIDENTS</b></p> <ul style="list-style-type: none"> <li>• Class A or B Aircraft Mishaps (if not reportable by an OPREP-3 PINNACLE). <i>Most TRAWING FIVE Class A and B mishaps will require an OPREP-3 NAVY BLUE vice an OPREP-3 PINNACLE report.</i></li> <li>• Near or actual collisions of minor significance involving Navy ships or aircraft.</li> <li>• Aggressive actions by foreign entities towards USN ships or aircraft.</li> <li>• A SAR incident initial report to include SARs that are in the alert or uncertainty phase. (The OPREP-3 NAVY UNIT SITREP will be used to provide daily updates to the chain of command.)</li> <li>• Any discharge of a government weapon that causes a fatality or injury to personnel.</li> <li>• Acts or attempts to willfully destroy property of the Navy.</li> </ul> <p style="text-align: center;"><b>PERSONNEL INCIDENTS</b></p> <ul style="list-style-type: none"> <li>• Death of, critical injury to, or missing Commanding Officers or senior officials (flag officer or equivalent).</li> <li>• Incidents involving death or injury to personnel embarked in Navy ships or aircraft.</li> </ul>	<ul style="list-style-type: none"> <li>• When considered appropriate by the reporting activity.</li> <li>• When directed.</li> <li>• To update incidents previously reported via OPREP-3 NAVY BLUE when the update information does not meet OPREP-3 NAVY BLUE criteria.</li> <li>• Operational incidents that do not attract media attention.</li> <li>• Fires or floods resulting in minor damage or does not cause significant personnel injury or loss of combat capability.</li> <li>• Minor liberty incidents in which a service member is arrested or held for a non-serious offense by local or foreign authorities.</li> </ul> <p style="text-align: center;"><b>PERSONNEL INCIDENTS</b></p> <p>If media interest is anticipated in any of the below misconduct incidents, it should be reported via an OPREP-3 NAVY BLUE. If media interest is not anticipated, an OPREP-3 NAVY UNIT SITREP will be used.</p> <ul style="list-style-type: none"> <li>• Domestic violence</li> <li>• Domestic abuse</li> <li>• Child Abuse/Neglect</li> <li>• Child Sexual Abuse</li> <li>• Indecent Assault</li> </ul>

<p>Any occurrence reported as an OPREP-3 should be considered for submission as an OPREP-3 PINNACLE unless a positive determination can be made to the contrary.</p>	<ul style="list-style-type: none"> <li>• Death or serious personal injury of a civilian; this includes civilian traffic accident deaths caused by a service member.</li> </ul>	<ul style="list-style-type: none"> <li>• Assault with intent to commit rape or sodomy</li> <li>• Sexual Harassment - formal complaint or report</li> <li>• Suicide and Suicide attempts</li> <li>• Suicidal related behavior: report as an OPREP-3 NAVY UNIT SITREP</li> <li>• Equal Opportunity Incidents - formal complaint or report</li> <li>• Unlawful Discrimination</li> <li>• Hazing</li> </ul>
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OPREP-3 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: 315-471-3201/5201

COMMERCIAL: 808-471-3201/5201

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 1 INCIDENT AUTO ACCIDENT, MILTON, FL, ZERO TWO THREE ZERO ZULU" OR "LINE 1 AUTO ACCIDENT..." Transmit only the lines required to pass essential information).

"LINE 1 INCIDENT (information identification, location, 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 has/has 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? \_\_\_\_\_

(Essential information about the incident include personnel rank, gender, and service. DO NOT INCLUDE NAMES, SSNs, OR ANY DIRECT IDENTIFICATION without Commodore's approval).

**"OVER"**

Get the name of the individual receiving the report: \_\_\_\_\_

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 AUTO ACCIDENT, MILTON, FL, ZERO TWO THREE ZERO ZULU."

"LINE 2 TWO CAR ACCIDENT IN MILTON, FL WITH ONE CIVILIAN FATALITY. DATE: 11 MAY 2007. TIME: 1328L. USN/MILITARY MEMBER WAS INVOLVED IN AN ACCIDENT OFF BASE HITTING ANOTHER CAR CAUSING THE DEATH OF A CIVILIAN. NEXT OF KIN HAS BEEN NOTIFIED. OCCURRED CORNER OF BERRYHILL RD AND DOGWOOD DR, MILTON, FL DUE TO INCLEMENT WEATHER/SLICK ROADS AND HIGH SPEED DRIVING. ONE CIVILIAN FATALITY, CIVILIAN'S VEHICLE DESTROYED. SIB ENACTED; PMV/MIR INITIATED. MEDIA INTEREST ANTICIPATED."

"OVER"

NOTE: DO NOT INCLUDE NAMES, SSNs, OR ANY DIRECT IDENTIFICATION

SAMPLE OPREP-3 MESSAGE FORMAT

Underlined text will be repeated verbatim in the message report. Text in parentheses are provided as examples.

**FROM**

COMTRAWING FIVE MILTON FL//

**TO**

JOINT STAFF J3 NMCC OPS

USSTRATCOM OFFUTT AFB NE//J3/J31/J38//

CDR USNORTHCOM

CNO WASHINGTON DC

COMUSFLTFORCOM NORFOLK VA//N3/N5/CDO//

COMPACFLT PEARL HARBOR HI//FCC//

COMNAVAIRFOR SAN DIEGO CA

CNIC WASHINGTON DC

CNATRA CORPUS CHRISTI TX//00//N7//

NAS PENSACOLA FL

IF CTW-5 DET P'COLA INVOLVED

HQ AETC RANDOLPH AFB TX//SE/SGPA//

IF USAF INVOLVED

19AF CC//SE//USAF SE

IF USAF INVOLVED

NAS WHITING FIELD MILTON FL//CDO//

CMC WASHINGTON DC

IF USMC INVOLVED

MATSG-21 PENSACOLA FL

IF USMC INVOLVED

COMDT COGARD WASHINGTON DC

IF USCG INVOLVED

CCGDEIGHT NEW ORLEANS LA

IF USCG INVOLVED

COMNAVREG SE JACKSONVILLE FL

**INFO**

ONI WASHINGTON DC

CHINFO WASHINGTON DC//00//

COMNAVAIRFOR SAN DIEGO CA//

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

NAVY JAG WASHINGTON DC

NETC PENSACOLA FL//

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

COMNAVAIRSYS COM PATUXENT RIVER MD//9F//

BUMED WASHINGTON DC

CG TECOM QUANTICO VA G3 TRNG PRG

IF USMC INVOLVED

CG TECOM QUANTICO VA

IF USMC INVOLVED

CG TECOM ATB

IF USMC INVOLVED

COMDT COGARD WASHINGTON DC//

IF USCG INVOLVED

COMNAVPERSCOM MILLINGTON TN

DEATH OR SERIOUS INJURY

NAVCRIMINVSERVFO PENSACOLA FL//

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: (TWO CAR ACCIDENT IN MILTON, FL WITH ONE CIVILIAN FATALITY)

- 2. DATE OF INCIDENT: (11MAY2007)
- 3. TIME OF INCIDENT: (1328L)
- 4. LOCATION OF INCIDENT: (CORNER OF BERRYHILL RD AND DOGWOOD DR, MILTON, FL)
- 5. INDIVIDUAL(S) INVOLVED: (USN/MILITARY MEMBER WAS INVOLVED IN AN ACCIDENT OFF BASE HITTING ANOTHER CAR CAUSING THE DEATH OF A CIVILIAN)

**NOTE: DO NOT RELEASE NAMES UNTIL RELEASED BY COMMANDING OFFICER**

- 6. CAUSE OF INCIDENT: (INCLEMENT WEATHER/SLICK ROADS, HIGH SPEED DRIVING)
- 7. ONGOING ACTION: (SIB ENACTED; PMV/MIR INITIATED)
- 8. MEDIA INTEREST ANTICIPATED, or NOT ANTICIPATED
- 9. NEXT OF KIN HAS/HAS NOT BEEN NOTIFIED
- 10. INJURY OR DAMAGE TO CIVILIAN OR PROPERTY: (ONE CIVILIAN FATALITY, CIVILIAN'S VEHICLE DESTROYED)
- 11. FUTURE ACTION: (PMV/MIR REPORT WITHIN 30 DAYS; JAG NOTIFICATION)
- 12. COMMAND IMPACT: (NEGATIVE IMPACT TO COMMAND'S MISSION CAPABILITY)
- 13. ASSISTANCE REQUIRED: (NONE)
- 14. COMMAND POINT OF CONTACT: (LT XXXX, VT-XX/TRAWING FIVE, SAFETY-O, DSN 868-XXXX)

RMKS/COMMANDING OFFICER'S ESTIMATE: As deemed by CO.//

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: For all motorcycle mishap related OPREP-3 reports:

- 1. Include COMNAVSAFECEN NORFOLK VA as an INFO addressee.
- 2. Include the following additional items. If the information is unavailable at the time of the initial report, annotate those items as [UNKNOWN] and address those items in a follow-up report.

a. TYPE/MODEL OF MOTORCYCLE: (example: Sportbike/Suzuki GSX-R1000 or Cruiser/Harley Davidson Dynaglide).

b. PERSONAL PROTECTIVE EQUIPMENT (PPE) USED:

PROPER HEAD PROTECTION: [YES/NO/UNKNOWN]

PROPER EYE PROTECTION: [YES/NO/UNKNOWN]

PROPER FOOT PROTECTION: [YES/NO/UNKNOWN]

LONG SLEEVED SHIRT OR JACKET: [YES/NO/UNKNOWN]

LONG TROUSERS: [YES/NO/UNKNOWN]

FULL-FINGERED GLOVES OR MITTENS: [YES/NO/UNKNOWN]

REFLECTIVE UPPER GARMENT (NIGHT): [YES/NO/UNKNOWN]

BRIGHTLY COLORED OUTER UPPER GARMENT (DAY): [YES/NO/UNKNOWN]

c. OPERATOR HAD A VALID MOTORCYCLE LICENSE: [YES/NO/UNKNOWN]

d. LIST OF ALL MOTORCYCLE SAFETY COURSES ATTENDED AND DATES COMPLETED (MMDDYYYY): (example: Basic Rider Course (BRC) - 04012011, etc)

3. Items (c) and (d) can be obtained by contacting the unit Ground Safety Officer/Motorcycle Safety Representative.

TAB 3

## MISHAP INVOLVING USAF, USMC, USCG PERSONNEL OR FOREIGN NATIONALS

1. Whenever USAF, USMC, USCG personnel or foreign nationals are involved in a mishap, the parent service shall be notified. Contact the parent service liaison office (refer to Tab A) and provide the following information:

- a. Name and rank of member (**obtain command authorization prior to releasing names of killed/injured personnel**)
- b. Unit assigned
- c. Date, time, place of occurrence
- d. Fatality or extent of injury
- e. Location of injured member
- f. If fatality, location of remains
- g. Any additional relevant information
- h. Contact number at your unit

2. In the event of death, serious injury, hospitalization, involvement in any accident or incident involving an International Military Student (IMS), or whenever the commanding officer deems appropriate, a Casualty Report (format provided in this tab) shall be submitted by the cognizant command in accordance with reference (f).

a. The initial casualty report shall be submitted within 12 hours of the occurrence by priority message.

b. Have the International Military Student Officer (IMSO) (refer to Tab A) review the message if the situation permits.

c. Obtain command approval prior to message release.

d. Contact TRAWING FIVE Admin for final message preparation and release in accordance with reference (c).

(1) During normal working hours (0730-1600), contact the Admin desk (refer to Tab A).

(2) After hours, contact the AO or the AO Executive Assistance (refer to Tab A).

e. Progress reports shall be made when appropriate and shall include a final report indicating the date the IMS is returned to duty.

**CASUALTY REPORT FORMAT**  
(PRIORITY MESSAGE)

**FM**

COMTRAWING FIVE MILTON FL

**TO**

SECNAV WASHINGTON DC

**INFO**

BUMED WASHINGTON DC

COMNAVPERSCOM MILLINGTON TN//PERS-621//

CHINFO WASHINGTON DC

NAVY IPO WASHINGTON DC

NETSAFA PENSACOLA FL

NETSAFA DET PENSACOLA FL

CNATRA CORPUS CHRISTI TX//N32//

NAVAVSCOLSCOM PENSACOLA FL

AMEMBASSY (Capital city of country involved)//NAVAL ATTACHE// (e.g.,

AMEMBASSY RIYADH//NAVAL ATTACHE//)

UNCLAS//N04950//

COMNAVPERSCOM MILLINGTON TN//PERS-621//

MSGID/GENADMIN,USMTF,2007/COMTRAWING FIVE//

SUBJ/IMS CASUALTY REPORT//

POC/Name/Rank/UNIT: COMTRAWING FIVE/NAME: Location name/TEL: DSN phone  
number/EMAIL: E-mail address//

GENTEXT/REMARKS/1.

A. (Name in full, rank or rating, file or SSN, branch of service,  
country, ITO#, WCN#)

B. (Type of casualty)

C. (Date, time, place, circumstances and cause. Use local time,  
place of occurrence. Give concise but ample explanation of occurrence  
for immediate explanation to Naval Attaches and Military Assistance  
Advisory Groups (MAAGS). If death or serious injury, for example,  
state whether sustained in automobile accident or other cause.  
Whenever a cause of death is delayed pending autopsy or toxicological  
examination, the findings shall be furnished by supplemental message  
as soon as possible.)

D. (If fatality involved, give location and disposition of remains.  
Give complete name and address of morgue or funeral establishment  
where remains are located. If remains are to be transferred to  
another establishment, give name and address of such establishment and  
when transfer will be made. If remains not recovered, so state and  
advise as to the status of the search.)

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## TAB A

## DRAWING FIVE RECALL

Office	Name	Contact Number
<b>Command Suite</b>		
Commodore (COMO)	CAPT James Fisher, USN	Office: (850) 623-7555 B/B: (850) 698-5020
Deputy Commodore	COL Gary Kling, USMC	Office: (850) 623-7555 B/B: (850) 393-2075
Chief Staff Officer (CSO)	CDR Eric Seib, USN	Office: (850) 623-7555 B/B: (850) 698-5977
<b>Admin</b>		
Admin Desk	Admin	Office: (850) 623- 7161/7162
Administrative Officer (AO)	Dennis Fitzpatrick	Cell: (850) 450-1276
AO Executive Assistant	Joe Veasley	Cell: (850) 748-9272 Home: (850) 725-0140
<b>Liaison Offices</b>		
International Military Student Officer (IMSO)	Dennis Miller	Office: (850) 623-7061 Cell: (850) 776-8643
USAF Liaison Office	SSgt Eric Phillips, USAF	Office: (850) 623-7566
USCG Liaison Office	YN1 Casey Gowen, USCG	Office: (850) 623-6153
USMC Liaison Office	Cpl Irving Rosas, USMC	Office: (850) 623-7547
<b>Safety Department</b>		
Safety Officer	LCDR Philip Haskins, USN	Office: (850) 623-7063 Cell: (850) 529-7045 Home: (850) 889-4011
Ground Safety Officer	LT John Macus, USN	Office: (850) 623-7503 Cell: (225) 773-6440

<b>Squadron SDOs</b>		
VT-2	SDO	(850) 623-7222
VT-3	SDO	(850) 623-7323
VT-6	SDO	(850) 623-7666
HT-8	SDO	(850) 623-7188
HT-18	SDO	(850) 623-7418
HT-28	SDO	(850) 623-7977
<b>Other Personnel</b>		
Casualty Assistance Calls Officer (CACO)	LT Ian Fisher, USN	Cell: (734) 552-2902
CNATRA Public Affairs Officer (PAO)	LT John Supple, USN	Office: (361) 961-3666 Cell: (361) 438-7846
TRAWING FIVE Public Affairs Officer (PAO)	LT Evan Kelty, USN	Office: (850) 623-7865 Cell: (850) 982-9052
Senior Watch Officer (SWO)	LT Christopher Swigart, USN	Cell: (724) 433-5082
TRAWING FIVE CDO	CDO	Cell: (850) 637-2793
TRAWING FIVE Operations Officer	LtCol John Payne, USMC	Office: (850) 623-7066 Cell: (571) 408-1025 Home: (850) 736-8646

Updated: October 2013