



**DEPARTMENT OF THE NAVY**

COMMANDER TRAINING AIR WING SIX  
390 SAN CARLOS ROAD SUITE C  
PENSACOLA, FLORIDA 32508-5509

COMTRAWINGSIXINST 3750.6C CH-2  
00S  
3 Sep 15

COMTRAWING SIX INSTRUCTION 3750.6C CHANGE TRANSMITTAL 2

From: Commander, Training Air Wing SIX

Subj: MISHAP/INCIDENT RESPONSE PLAN

Encl: (1) Revised page 26 Tab A-8 of enclosure (1) of the  
basic instruction

1. Purpose. To transmit revised phone numbers.

2. Action. Make the following change:

a. Remove page 26 of enclosure (1) of the basic instruction  
and replace with enclosure (1).

A handwritten signature in black ink, appearing to read "E. Heflin".

EDWARD L. HEFLIN

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COMMANDER TRAINING AIR WING SIX  
390 SAN CARLOS ROAD SUITE C  
PENSACOLA, FLORIDA 32508-5509

COMTRAWINGSIXINST 3750.6C CH-1  
00S  
10 Mar 15

COMTRAWING SIX INSTRUCTION 3750.6C CHANGE TRANSMITTAL 1

From: Commander, Training Air Wing SIX

Subj: MISHAP/INCIDENT RESPONSE PLAN

Encl: (1) Revised page 26 Tab A-8 of enclosure (1) of the  
basic instruction

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  - a. Remove page 26 of enclosure (1) of the basic instruction and replace with enclosure (1).

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COMTRAWINGSIXINST 3750.6C  
00S  
17 Oct 14

**COMMANDER, TRAINING AIR WING SIX INSTRUCTION 3750.6C**

From: Commander, Training Air Wing SIX

Subj: MISHAP/INCIDENT RESPONSE PLAN

Ref: (a) OPNAVINST 3750.6 Series, The Naval Aviation Safety Program  
(b) OPNAVINST F3100.6 Series, Special Incident Report (OPREP-3) Procedures  
(c) OPNAVINST 3750.16 Series, Participation in a Military or Civil Aircraft Safety Investigation  
(d) OPNAVINST 4790.2 Series, The Naval Aviation Maintenance Program  
(e) CNATRAINST 3750.23 Series, Naval Air Training Command Mishap and Hazard Reporting  
(f) CNATRAINST 5720.20 Series, Public Affairs Aspects of Accidents and Incidents  
(g) NASPCLAINST 3750.14 Series, Pre-Mishap Plan  
(h) NAVAIR 00-80T-116 VOL 1-3 Technical Manual, Safety Investigation Techniques  
(i) NAVMEDCOMINST 5360.1, Decedent Affairs Manual  
(j) CNATRAINST 1500.4 Series, Student Naval Aviator Training and Administration Manual  
(k) BUPERSINST 1770.3, Navy Casualty Assistance Calls Program (CACP) Manual  
(l) The Naval Flight Surgeon's Pocket Reference to Aircraft Mishap Investigation  
(m) OPNAVINST 5102.1 Series, Navy/Marine Corps Mishap and Safety Investigation, Reporting, and Record Keeping  
(n) CTW-6 Staff Directory  
(o) COMTRAWINGSIXNOTE 1000 (CTW-6 Social Rosters)  
(p) VT-10 Social Roster  
(q) VT-86 Social Roster  
(r) VT-4 Social Roster  
(s) Flight Surgeon Mishap Watchbill  
(t) Wing Command Duty Officer Watchbill

Encl: (1) COMTRAWINGSIX Mishap/Incident Response Plan

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

2. Cancellation. COMTRAWINGSIXINST 3750.6B.

3. Discussion

a. The primary concern following an aircraft mishap is to prevent additional loss of life and destruction of property. Safeguarding wreckage and preserving mishap evidence is a secondary concern. Naval Air Station Pensacola will furnish and/or coordinate fire-fighting and rescue equipment and personnel who will respond to all military aircraft mishaps occurring in the local area on- or off-station. The local area includes all Naval Outlying Fields, extending from Mobile, Alabama to Eglin Air Force Base and as far north as Evergreen, Alabama.

b. References (a) through (m) 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 aircraft mishaps, non-aircraft mishaps, special incident reporting, personal injuries, and identified hazardous conditions.

4. Action. This Mishap Response Plan shall serve as a guide for initiating an investigation and reporting procedures in the event of an aircraft or ground mishap. All personnel shall be made aware of the following requirements:

a. General. Any person having knowledge of an aircraft in distress, or a mishap involving damage (no matter how slight) to an aircraft, or injury to personnel working on an aircraft shall report such facts to the Training Air Wing (TRAWING) SIX Command Duty Officer (CDO) immediately (850-288-0487 or 850-452-2305). Except as provided for in this instruction, personnel shall not divulge any information, officially or unofficially, to any other party.

b. Specific. Enclosure (1) is 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. Aviation Safety Officer. The Wing Aviation Safety Officer (ASO) shall ensure a current copy of this instruction is maintained by all Wing CDOs. The ASO shall hold periodic drills to exercise this plan, and to ensure it accurately reflects responsibilities assigned by seniors in command.

d. Officer in Charge (OIC) at Scene. The OIC at the scene shall ensure that all survivors are removed from the wreckage as expeditiously as possible, using the most effective means of rescue available. Immediate steps shall be taken to prevent injury to personnel from fire, explosives, ejection seat/canopy explosive actuators and other hazards which may be present at the mishap scene. Physically able surviving crewmembers or the first military personnel arriving at the scene are expected to take charge and place the area under guard. If dispatched to the scene, the fire chief, assistant fire chief, or crash captain shall be the OIC at the scene until all fires are extinguished, personnel rescued, and hazardous conditions secured. If fire/crash equipment is not dispatched or upon fire chief/crash captain's departure from the scene, the senior military member present shall serve as OIC until relieved by proper authority.

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

5. Reporting Custodian Responsibilities. Unless otherwise directed by Commander, TRAWING SIX, commanding officers of subordinate TRAWING SIX commands shall assume reporting custodian responsibilities per references (a) and (e).

a. In most cases mishap reporting and investigation responsibilities will be incumbent upon the squadrons. However, Commander, TRAWING SIX is assigned as the aircraft reporting

custodian and shall have the responsibility for reporting and investigating a mishap in the following circumstances:

(1) A ground mishap occurs to an aircraft not yet assigned to a specific squadron.

(2) A mishap occurs to an aircraft on a Functional Check Flight (FCF) flown by a Squadron FCF pilot, TRAWING SIX/CNATRA staff, or Contract pilot.

(3) A mishap occurs to an aircraft flown by a TRAWING SIX staff instructor pilot and an Instructor Under Training (IUT), if that flight is scheduled on an Instructor Training Unit flight schedule.

(4) A mishap occurs to an aircraft flown on a TRAWING SIX scheduled mission, whether flown by a TRAWING, squadron, or Contract pilot.

b. In any of the above cases Commander, TRAWING SIX may task a subordinate unit to perform reporting and/or investigation responsibilities on his behalf. In addition, the squadron providing flight following shall initiate the investigation and reporting until relieved by the Wing Aviation Mishap Board.

6. Changes. Proposed changes or updates to this instruction shall be forwarded to the TRAWING SIX Safety Officer via email or phone at 850-452-3997.



EDWARD L. HEFLIN

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## LIST OF ACRONYMS

AFIP	Armed Forces Institute of Pathology
AFMES	Armed Forces Medical Examiner System
AGM	Aircraft Ground Mishap
ALSE	Aviation Life Support Equipment
ALSS	Aviation Life Support Systems
AMB	Aircraft Mishap Board
AMSO	Aeromedical Safety Officer
ASO	Aviation Safety Officer
BUNO	Bureau Number
CACO	Casualty Assistance Calls Officer
CAD	Collective Address Designator
CDO	Command Duty Officer
CNATRA	Chief of Naval Air Training
CNET	Chief of Naval Education and Training
CONUS	Continental United States
CTW-6	Commander Training Air Wing SIX
DET	Detachment
DOD	Department of Defense
EI	Engineering Investigation
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
FAA	Federal Aviation Administration
FITU	Flight Instructor Training Unit
FLD	Field
FM	Flight Mishap
FRM	Flight Related Mishap
FOD	Foreign Object Damage
FOUO	For Official Use Only
GENTEX	General Text
HAZMAT	Hazardous Material
HAZREP	Hazard Report
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
MIMS	Maintenance Instruction Manuals
MPM	Military Personnel Manual

MTF	Message Text Format
MSG	Message
NADEP	Naval Air Depot
NASP	Naval Air Station Pensacola
NASWF	Naval Air Station Whiting Field
NATOPS	Naval Air Training and Operating Procedures Standardization
NAVSAFECEN	Naval Safety Center
NAVLO	Naval Logistics Office
NCC	Navy Command Center
NEC	Navy Enlisted Classification
NETC	Naval Education and Training Command
NETSAFA	Naval Education and Training Security Assistant Field Activity
NFO	Naval Flight Officer
NITC	NETSAFA International Training Center
NMAC	Near Mid-air Collision
NMCC	Naval Military Command Center
NOTAM	Notice to Airman
NTSB	National Transportation Safety Board
ODO	Operations Duty Officer
OIC	Officer in Charge
OLF	Outlying Field
OOD	Officer of the Day
OPNAV	Office of the Chief of Naval Operations
PAO	Public Affairs Officer
PERSUPPDET	Personnel Support Detachment
P&E	Planning and Estimate
PIC	Pilot in Command
PMV	Private Motor Vehicle
PNOK	Primary Next of Kin
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
SQDN	Squadron
TBA	To Be Announced
TBD	To Be Determined
TFOA	Things Falling Off Aircraft
TIMELOC	Time and Location

COMDRAWINGSIXINST 3750.6C  
17 Oct 14

TRACON  
VFR

Traffic Control  
Visual Flight Rules

## START HERE

This Mishap Response Plan is divided into two sections covering three different types of mishaps/events. Refer to the appropriate section based on the mishap descriptions below.

### SECTION A: AVIATION MISHAPS

NAVAL AIRCRAFT INVOLVED and one or more of the following:

1. A FATALITY occurred (DOD or Civilian)
2. Aircraft and/or property DAMAGE is \$50,000 or more
3. INJURY to DOD personnel results in:
  - a. Permanent total disability
  - b. Permanent partial disability
  - c. Five or more lost workdays (not including day of injury)

Note: In addition to flying or taxiing aircraft, this includes personnel injuries that occur ON an aircraft that is parked or not operating. Examples: Plane captain falls off wing, tow tractor runs into parked aircraft.

### SECTION B: GENERAL (NON-AVIATION) MISHAPS/SPECIAL INCIDENTS

Naval Aircraft NOT involved. Any of the following, whether on- or off-duty:

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

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

Other special incidents or events may require reporting as well, if they may attract:

1. National level interest (OPREP-3 PINNACLE Series)
2. High U.S. Navy interest (OPREP-3 NAVY BLUE Series)
3. Local higher authority interest (OPREP-3 NAVY UNIT SITREP)

Note: OPREP-3 reporting required for Aviation Mishaps is covered in Section A.

Examples of special incidents include bomb threat, arrest of a service member, domestic violence, sexual assault, and suicide.

## SECTION A

### AVIATION MISHAPS

YOU HAVE JUST BEEN INFORMED OF A POSSIBLE AVIATION MISHAP INVOLVING A SQUADRON OR WING AIRCRAFT. ALL THE STEPS YOU NEED TO FOLLOW TO HANDLE THIS SITUATION ARE LISTED BELOW. FOLLOW THEM METHODICALLY! DELEGATE AND GET PEOPLE TO HELP YOU IMMEDIATELY!

All the happenings in/around the duty desk will become privileged information. Do not discuss the mishap with personnel who do not have a "NEED TO KNOW".

If anyone outside the command (especially a next-of-kin) calls asking questions, READ THIS:

"I'M SORRY, BUT I AM NOT AT LIBERTY TO DISCUSS THE DETAILS OF THIS EVENT; IT IS CURRENTLY BEING INVESTIGATED. IF YOU GIVE ME YOUR NAME AND PHONE NUMBER, I WILL PASS IT ALONG AND THE APPROPRIATE AUTHORITY WILL CONTACT YOU WITH ADDITIONAL INFORMATION."

#### UPON INITIAL NOTIFICATION:

STEP 1: Go to **Tab A-1**. Remove a blank Initial Notification Worksheet and record as much information as possible.

- \*\* Proceed through the next steps IN ORDER but QUICKLY: STEP 8 (OPREP-3 Voice Report) is required FIVE MINUTES after being notified of a Class A or B Mishap (Class C does not require a Voice Report). \*\*
- For an "Overdue Aircraft", refer to **APP B**.

STEP 2: Notify the Wing Command Duty Officer (CDO) at 850-288-0487 immediately and continue as many of the following steps as possible until relieved by the CDO. The CDO shall, upon notification of a mishap, return to the command spaces to execute the Mishap Response Plan.

STEP 3: Go to **Tab A-2**. \*\* If a SAR effort has not been initiated, this is your TOP PRIORITY! \*\*

STEP 4: Go to **Tab A-3** and remove the Duty Officer Mishap Action Checklist to keep you on track and to record completed action items.

STEP 5: Go to **Tab A-4**. Determine reporting responsibility. Notify the CDO (or Wing Safety Officer 850-452-3997 if the CDO is not reachable) and confirm reporting responsibility.

- If the reporting responsibility is with TRAWING SIX, then continue to STEP 6.
- If the reporting responsibility is NOT with the Wing, call the appropriate Command responsible. Advise them of the mishap and of all the information you have. Offer as much assistance as possible. Remind them of the five minute Voice Report, and inform them that you notified SAR (tell them which SAR agency/unit). Check with the Wing CDO, Safety Officer, and/or ASO to determine if any other Wing personnel must be notified.

VT-10 SDO	850-452-4669/2385
VT-86 SDO	850-452-4168/4169
VT-4 SDO	850-452-4435/4862
479 FTG Duty	850-452-0867/0932/0631

STEP 6: Go to **Tab A-5** and determine the Mishap Category, Severity, and OPREP-3 Category (PINNACLE or NAVY BLUE in the case of aviation mishaps).

STEP 7: Contact the Commodore (See **APP A** for phone numbers). Contact the Chief Staff Officer (CSO) if Commodore cannot be reached. Contact the Safety Officer or Aviation Safety Officer (ASO) if Commodore/CSO cannot be reached.

1. Notify him of the incident: all information currently available, mishap plan steps completed, and any peculiar problems.

2. Ask him to confirm your determination of Mishap Reporting Responsibility, and of Pinnacle vs Navy Blue. Get approval of OPREP-3 Voice Report content/wording (**APP C**) prior to making the five-minute phone call in STEP 8.

STEP 8: Required for Class A and B only - Make the OPREP-3 Voice Report. Go to **APP C** for the contact information, Voice Report template and examples. This is due within five minutes of notification of the mishap.

**\*\* NOW TAKE A DEEP BREATH, GET ORGANIZED, and GET HELP! Your next priorities are the OPREP-3 Message and Naval Safety Center Telephone Report, both due 60 minutes from initial notification!\*\***

STEP 9: If possible, grab three people to help you and assign the following duties:

1. LOG KEEPER: Keeps a log of all actions/events/times.
2. RUNNER: Collects required information and personnel and assists as needed.
3. PHONE TALKER: Answers the phone and initiates the recall when tasked.

**Do not call involved personnel, and do not release any details (including names of involved personnel) to people who do not need to know.**

**Again, if anyone outside the chain of command calls asking questions, READ THIS:**

**"I'M SORRY, BUT I AM NOT AT LIBERTY TO DISCUSS THE DETAILS OF THIS EVENT; IT IS CURRENTLY BEING INVESTIGATED. IF YOU GIVE ME YOUR NAME AND PHONE NUMBER, I WILL PASS IT ALONG AND THE APPROPRIATE AUTHORITY WILL CONTACT YOU WITH ADDITIONAL INFORMATION."**

STEP 10: For the LOG KEEPER: Go to **Tab A-6** and remove the Mishap Log Worksheets. Record pertinent actions/events as they occur.

STEP 11: For the RUNNER or PHONE TALKER: Find or recall the Admin Officer and/or duty Admin for help in preparing and releasing the 60 minute OPREP-3 message (**APP D**).

STEP 12: For the PHONE TALKER: Go to **APP A** and initiate Personnel Recall. Notify appropriate people of the mishap and

applicable information per the directions in APP A. Update Commodore with new information if applicable.

STEP 13: Go to Tab A-7. Initiate the Telephone reports. Call the Naval Safety Center for Class A only, and within 60 minutes. Call CNAF (for Class A or B) and CNATRA (in all cases), but within 60 minutes for a Class A.

STEP 14: Required for Class A or B Mishap only: Release OPREP-3 Message. Go to APP D for directions and templates. Due within 60 minutes of mishap notification.

STEP 15: For the PHONE TALKER: Go to Tab A-8 and contact the CNATRA Enterprise Support Center to remove the flight schedule from the internet.

STEP 16: Go to Tab A-9. Fill out WAMHRS Initial Notification worksheet and provide to ASO or WESS authorized releaser. Initial notification must be submitted within four hours of mishap notification for Class A or B, within 24 hours for Class C.

STEP 17: If applicable, submit Casualty Reports for deaths, serious injuries, or ANY incident/mishap involving an International Military Student (IMS), APP T (prepared by CACO, IMSO, and/or Admin). The USN Casualty Report is due within four hours of mishap notification. The International Casualty Report is due within 12 hours. For USMC, MATSG-21 will submit appropriate Casualty reports.

STEP 18: Assist the AMB as required.

Task Complete.

# TAB A-1

## INITIAL AVIATION MISHAP NOTIFICATION

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

Watch Officer's Name: \_\_\_\_\_

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

Caller's Initial Description of Mishap: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

Caller's Location: (nearest intersection, be as specific as possible): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mishap Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did caller witness mishap? \_\_\_ YES \_\_\_ NO

Phase of Flight: \_\_\_ Takeoff \_\_\_ Landing \_\_\_ Cruise

Type aircraft: \_\_\_\_\_

Did you see parachute(s)? \_\_\_ YES \_\_\_ NO \_\_\_ UNKNOWN

How many? \_\_\_\_\_

Are there survivor(s)? \_\_\_ YES \_\_\_ NO \_\_\_ UNKNOWN

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

\_\_\_\_\_

Were people injured on the ground? \_\_\_ YES \_\_\_ NO \_\_\_ UNKNOWN

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

\_\_\_\_\_

Location of Crew/Bystanders: \_\_\_\_\_

\_\_\_\_\_

Is/was there a fire/explosion? \_\_\_ YES \_\_\_ NO \_\_\_ UNKNOWN

Description: \_\_\_\_\_

\_\_\_\_\_

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

Police	___	ONSCENE	___	CONTACTED	___	UNKNOWN
Fire Department	___	ONSCENE	___	CONTACTED	___	UNKNOWN
Ambulance	___	ONSCENE	___	CONTACTED	___	UNKNOWN
Military	___	ONSCENE	___	CONTACTED	___	UNKNOWN

Is a helo landing site available? \_\_\_ YES \_\_\_ NO \_\_\_ UNKNOWN

Location: \_\_\_\_\_

Aircraft Damage: \_\_\_\_\_

Civilian Property Damage: \_\_\_\_\_

Weather at Scene: \_\_\_\_\_

\_\_\_ CLEAR \_\_\_ CLOUDY \_\_\_ RAIN \_\_\_ HAIL \_\_\_ FOG \_\_\_ OTHER

Were there any other witnesses? \_\_\_ YES \_\_\_ NO

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Will caller remain on site? \_\_\_ YES \_\_\_ NO

If no, caller's destination: \_\_\_\_\_

Caller's home address: \_\_\_\_\_

Caller's phone number(s): \_\_\_\_\_

ADVICE TO CALLER

- Ask caller if he/she can direct fire, police, or ambulance personnel to the mishap scene (if required).
- Advise the caller of potential explosive hazards and hazardous materials and of need to warn others.
- Ask caller to attempt to keep people out of the area.
- Ask caller to preserve wreckage until military/civilian law enforcement personnel arrive, if possible.
- Record caller's telephone number again. Inform him/her that you will call back to confirm validity of the call.

Time Call Ended: \_\_\_\_\_

Call Back: \_\_\_\_\_ Validity Established: \_\_\_ Yes \_\_\_ NO

## TAB A-2

### SAR INITIATION

1. Contact the Base ODO or CDO at 850-452-4785 ext 0 (Base Quarterdeck) or Base CDO cell phone at 850-418-5175, inform them of the situation and instruct them to alert the appropriate SAR facility. Ask them to call you back with updates as appropriate. If they are unable to make the calls, or you are unable to reach the ODO or CDO, the various SAR assets are listed below.

### **THIS IS NOT A “FIRE AND FORGET” PHONE CALL! THE WING MUST STAY ACTIVELY INVOLVED !!**

Local SAR Support is no longer available at NAS Pensacola.

a. OVER LAND. All INLAND SAR efforts are coordinated out of Tyndall AFB. Contact the Air Force Rescue Control Center (AFRCC) at:

AFRCC SAR CONTROL

DSN: 94-523-5955 (94 to dial DSN from base phone)

COMM: 850-283-5955 (99 to dial COMM from base phone)

FOR OFFICIAL USE ONLY: 1-800-851-3051

<http://www.laf.acc.af.mil/library/factsheets/factsheet.asp?id=7497>

b. OVER WATER. All OVER WATER SAR efforts are coordinated by the US Coast Guard Rescue Coordination Center (RCC). Call the closest asset; the Coast Guard will launch the appropriate assets:

DISTRICT HQ

SECTOR

USCG RCC New Orleans

USCG Sector Mobile, AL

COMM: 504-589-6225

COMM: 251-441-6211

<http://www.uscg.mil/hq/g-o/g-opr/rcc's.htm>

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2. Follow up with BASE OPS. Inform NAS Pensacola Base Ops of the mishap and that you have already contacted SAR. Ask them to assist with follow-up on the missing aircraft's flight plan (if applicable) and/or coordination with local FAA representatives if necessary.

COMM: 850-452-2431  
DSN: 459-2431

17 Oct 14

TAB A-3

## DUTY OFFICER MISHAP ACTION CHECKLIST

**\*\* DO NOT RELEASE NAMES OF PERSONNEL INVOLVED \*\***

STEP	TAB	DEADLINE	ACTION	TIME
1	A-1		Initial Notification	
2	-	ASAP	Notify Wing CDO	
3	A-2	ASAP	Initiate/Verify SAR Launched	
5	A-4		Determine Mishap Reporting Responsibility <b><u>Aviation Mishap? If yes, whose?</u></b> <input type="checkbox"/> TRAWING 6 <input type="checkbox"/> VT-10 <input type="checkbox"/> VT-86 <input type="checkbox"/> VT-4 <input type="checkbox"/> NASP or Other	
6	A-5		Determine Mishap Category/Class <b><u>Aviation Mishap Category</u></b> <input type="checkbox"/> Flight Mishap <input type="checkbox"/> Flight-Related Mishap <input type="checkbox"/> Aircraft Ground Mishap <b><u>OPREP-3 Category</u></b> <input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue <b><u>Class</u></b> <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C <input type="checkbox"/> Class D	
7	-		Notify Commodore of incident and verify: <input type="checkbox"/> Mishap Reporting Responsibility <input type="checkbox"/> OPREP-3 Category <input type="checkbox"/> Content of OPREP-3 Voice Report	
			<b>For Aviation Mishaps, Class:</b>	
8	APP C	5 MIN	OPREP-3 Voice Report	√ √ NA NA
10	A-6		Fill out Mishap Log (ongoing)	√ √ √ NA

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11-12	APP A		<u>Personnel Notification/Recall</u> <input type="checkbox"/> Read "General Info" in APP A <input type="checkbox"/> Recall "Wing Personnel" as listed <input type="checkbox"/> Recall "Alternates" as req'd <input type="checkbox"/> Notify "Other Personnel" as listed <input type="checkbox"/> Refer to "Other Useful Phone Numbers" and "Medical/Coroner Coverage" as needed	√	√	√	√	
STEP	TAB	DEADLINE	ACTION					TIME
			<b>For Aviation Mishaps, Class:</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	
13	A-7	<ul style="list-style-type: none"> <li>• 60 MIN (CLASS A)</li> <li>• ASAP (CLASS B/C)</li> </ul>	COMNAVSAFECEN Phone Report	√	NA	NA	NA	
			CNAF Phone Report	√	√	NA	NA	
			CNATRA Phone Report	√	√	√	NA	
14	APP D	60 MIN	OPREP-3 Message( Pinnacle or Navy Blue)	√	√	√	NA	
15	A-8	ASAP	Remove flight schedule from internet	√	√	√	NA	
16	A-9	4 HR	Fill in WAMHRS Initial Notification worksheet for ASO (Class A or B)	√	√	√	NA	
17	APP T	<ul style="list-style-type: none"> <li>• 4HR (USN)</li> <li>• 12HR (FOREIGN)</li> <li>• ASAP (OTHER)</li> </ul>	Personnel Casualty Report (for injuries/deaths/foreign) (ADMIN)	As req'd				
	APP U	ASAP	Next of Kin Notification (CACO)	As req'd				
16	A-9	24 HR	Fill in WAMHRS Initial Notification worksheet for ASO (Class C) Class D Notify ASO ASAP	NA	NA	√	√	
18	-		Assist AMB as required - Collect mishap-related records - Ensure medical samples/ 72hr histories taken - Other assigned tasks	As req'd				

## TAB A-4

### MISHAP REPORTING RESPONSIBILITIES

#### 1. AVIATION MISHAP DESCRIPTION

NAVAL AIRCRAFT INVOLVED and one or more of the following:

- a. A FATALITY occurred (DOD or Civilian)
- b. Aircraft and/or property DAMAGE is \$50,000 or more
- c. INJURY to DOD personnel results in:
  - (1) Permanent total disability
  - (2) Permanent partial disability
  - (3) Five or more lost workdays (not including day of injury)

Note: In addition to flying or taxiing aircraft, this includes personnel injuries that occur ON an aircraft that is parked or not operating. Examples: Plane captain falls off wing, tow tractor runs into parked aircraft.

Note: If the damage does not reach \$50,000 (estimate if necessary), this incident could be documented in a HAZREP (contact the Safety Department at 850-452-3157/3997). If unsure and unable to reach the Safety Department, treat the incident as a mishap.

2. Commander, TRAWING SIX is assigned as the aircraft reporting custodian and shall have the responsibility for reporting and investigating a mishap in the following circumstances:

- a. A ground mishap occurs to an aircraft not yet assigned to a specific squadron.
- b. A mishap occurs to an aircraft on a Functional Check Flight (FCF), whether flown by a Squadron FCF pilot, TRAWING/CNATRA staff, or Contract pilot.

c. A mishap occurs to an aircraft flown by a TRAWING staff instructor pilot and an Instructor Under Training (IUT), if that flight is scheduled on an TRAWING SIX FITU flight schedule.

d. A mishap occurs to an aircraft flown by a TRAWING, squadron, or Contract pilot on a TRAWING scheduled mission.

3. In any of the above cases the TRAWING Commander may task a subordinate unit to perform reporting and/or investigation responsibilities on his behalf. In addition, the squadron providing flight following shall initiate the investigation and reporting until relieved by the Wing Aviation Mishap Board.

4. If a mishap involves a flight from a squadron flight schedule, that squadron shall have the responsibility for reporting and investigating the mishap. Any local Air Force aircraft mishap should be referred to the 479<sup>th</sup> FTG. Call the appropriate squadron CDO to notify them.

VT-10 CDO: 850-452-2385/4669  
SAFETY: 850-452-4604/4611

VT-86 CDO: 850-452-4168/4169  
SAFETY: 850-452-3089

VT-4 CDO: 850-452-4435/4862  
SAFETY: 850-452-45504

79<sup>th</sup> DUTY OPS: 850-452-0867/0932/0631  
SAFETY: 850-452-0950/0951/0952, (c)850-619-6159

5. If the Naval Aircraft involved in the mishap is not assigned to TRAWING SIX and the mishap occurs on-station or in the immediate area, the initial mishap response and reporting responsibilities are assumed by NAS Pensacola (NASP). Contact the NASP ASO at 850-452-4231 (ext3130), or if you are able to identify the mishap command, pass all mishap information to that command. Direct communications between the mishap command and yourself or NASP must be maintained to ensure proper response to the mishap.

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## TAB A-5

### MISHAP CATEGORY AND SEVERITY

Mishap Category	Mishap Severity			
	Class A	Class B	Class C	Class D
<b>Flight Mishap (FM)</b> • Intent for flight existed. (*) AND • Aircraft damage exceeds \$50,000.	• Aircraft destroyed. <b>AND/OR</b> • Any fatality (DOD or Civ). <b>AND/OR</b> • Total damage cost is \$2,000,000 or more. <b>AND/OR</b> • Injury to DOD personnel resulted in permanent total disability.	• Total damage cost is equal to or greater than \$500,000 but less than \$2,000,000. <b>AND/OR</b> • Injury to DOD personnel resulted in permanent partial disability. <b>AND/OR</b> • 3 or more DOD personnel were hospitalized.	• Total damage cost is equal to or greater than \$50,000 but less than \$500,000. <b>AND/OR</b> • Injury to DOD personnel resulted in 5 or more lost workdays (not including day of incident).	• Total damage cost is equal to or greater than \$20,000 but less than \$50,000. <b>AND/OR</b> • a recordable injury (greater than first aid) or illness results not otherwise classified as a class A, B, or C mishap
<b>Flight-Related Mishap (FRM)(**)</b> • Intent for flight existed. (*) BUT • Aircraft damage less than \$50,000.	• Any fatality (DOD or Civ). <b>AND/OR</b> • Total damage cost is \$2,000,000 or more. <b>AND/OR</b> • Injury to DOD personnel resulted in permanent total disability.			
<b>Aircraft Ground Mishap (AGM)</b> • Intent for flight did not exist. (*) • Aircraft damage exceeds \$50,000.	• Aircraft destroyed. <b>AND/OR</b> • Any fatality (DOD or Civ). <b>AND/OR</b> • Total damage cost is \$2,000,000 or more. <b>AND/OR</b> • Injury to DOD personnel resulted in permanent total disability.			
(*) Intent for flight exists when: • Brakes are released or takeoff power is applied to begin an authorized flight and continues until the aircraft taxis clear of the runway or landing area. (**) An example of a FRM would be a fastener falling off an aircraft and killing a civilian on the ground. NOTE: For details on Mishap and Injury Classification, refer to OPNAVINST 3750.6S, CHAPTER 3. <b>**If unsure of damage cost, OVERESTIMATE to the next Class!</b> Mishap severity can always be downgraded later. **				

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## OPREP-3 PINNACLE/NAVY BLUE

OPREP-3 PINNACLE	OPREP-3 NAVY BLUE
<p>Used to provide the National Command Authority (NCA) with immediate notification of any incident or event where NATIONAL LEVEL INTEREST is indicated.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Fatalities/Injury to civilians</b></li> <li><input type="checkbox"/> <b>Widespread civilian property damage</b></li> <li><input type="checkbox"/> Sabotage</li> <li><input type="checkbox"/> Hijacking</li> <li><input type="checkbox"/> War risk attacks, harassment, hostile acts against U.S.</li> <li><input type="checkbox"/> Major nuclear weapons incidents</li> <li><input type="checkbox"/> Territorial violations</li> <li><input type="checkbox"/> Defections</li> <li><input type="checkbox"/> High-level military ops resulting in damage to aircraft, ships, equipment, etc.</li> <li><input type="checkbox"/> SAR initiation in foreign country</li> <li><input type="checkbox"/> Abrupt foreign government changes</li> <li><input type="checkbox"/> Reconnaissance incidents</li> <li><input type="checkbox"/> Attacks against nuclear site</li> <li><input type="checkbox"/> Receipt of critical intelligence</li> </ul> <p>If doubt exists as to whether an incident could possibly develop into a matter of NCA interest, submit an OPREP-3 PINNACLE report.</p>	<p>Used to provide the CNO and other Naval Commanders with immediate notification of incidents of military, political or press interest that is of HIGH NAVY (rather than national level) INTEREST.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Any Class A or B aircraft mishap not a PINNACLE.</b> (However, defer to ASO judgment on certain Class B mishaps, such as engine overtemps.)</li> <li><input type="checkbox"/> <b>Aircraft crash on government land or at sea.</b></li> <li><input type="checkbox"/> <b>SAR</b></li> <li><input type="checkbox"/> Suicide or suicide attempt</li> <li><input type="checkbox"/> Bomb threat thought to be valid</li> <li><input type="checkbox"/> Civilian or military disorder</li> <li><input type="checkbox"/> Request for assistance after natural disaster</li> <li><input type="checkbox"/> Major racial incident</li> <li><input type="checkbox"/> Nuclear reactor/ radiological accidents</li> <li><input type="checkbox"/> Minor nuclear weapons accidents</li> <li><input type="checkbox"/> Minor collisions at sea</li> <li><input type="checkbox"/> Oil spills</li> <li><input type="checkbox"/> Labor strikes</li> <li><input type="checkbox"/> Naval accidents (fire, flood, etc.)</li> <li><input type="checkbox"/> Major fraud, waste and abuse</li> <li><input type="checkbox"/> INCSEA violations</li> <li><input type="checkbox"/> Discrimination and sexual harassment</li> </ul> <p>If in doubt between PINNACLE or NAVY BLUE, submit an OPREP-3 PINNACLE report.</p>

Note: Class C Aviation mishaps may require an OPREP-3 Navy Unit Sitrep, if press interest is likely. No voice report is made for a Navy Unit Sitrep. For a Class C Aviation mishap on base with no injuries and no press interest, no OPREP-3 message is required.



# TAB A-7

## 60 MIN TELEPHONE REPORTS

### NAVAL SAFETY CENTER TELEPHONE REPORT

Class A mishaps require a telephone voice report call within 60 minutes.

<u>NAVSAFECEN</u>	<u>TELEPHONE REPORT</u>
When required:	Within 60 minutes of a Class A mishap
Prepared by:	CDO, ASO
Released by:	CDO, ASO
Reference:	OPNAVINST 3750.6 Series
Format:	Voice report
Report to:	Naval Safety Center
DSN Primary:	94-564-2929 (94 to dial DSN from base phone)
Commercial:	757-444-2929 (99 for COMM from base)

### VOICE REPORT

Fill in the blanks. Omit items in parentheses when you make the phone call.

"This is \_\_\_\_\_ (name/rank), TRAWING SIX CDO (or ASO), reporting a Class A mishap."

REPORTING CUSTODIAN(S):

(if TW-6/VT-10/VT-86 aircraft) Commander, Training Air Wing SIX

AIRCRAFT TYPE: \_\_\_\_\_

BUREAU NUMBER: \_\_\_\_\_

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

TIME OF MISHAP: \_\_\_\_\_ (L) \_\_\_\_\_ (Z)

BRIEF NARRATIVE: \_\_\_\_\_

DAMAGE: \_\_\_\_\_

INJURIES/FATALITIES: \_\_\_\_\_

POINTS OF CONTACT: \_\_\_\_\_ (caller's ph#, DSN, email)

\_\_\_\_\_ (AMB POC info if available)

REQUEST NAVSAFECEN ASSISTANCE? YES/NO (ask ASO or AMB member)

Call received at NAVSAFECEN by: \_\_\_\_\_, Date/Time: \_\_\_\_\_.

**CNATRA/CNAF TELEPHONE REPORT**

In addition to the Naval Safety Center Phone Report, phone reports to other authorities are required whenever an aircraft mishap occurs, an aircraft is missing, or a ground mishap results in extensive damage to private property or may attract wide public interest. The TRAWING SIX CDO, Safety Officer, or ASO will notify CNATRA Duty (all mishaps) and CNAF Duty (for Class A and B mishaps only).

CNATRA:

CNATRA Duty Office  
DSN: 94-861-2284/2286  
COMM: **99-1-361-961-2284/2286**  
CNATRA Staff Duty Officer  
Blackberry: 99-1-361-537-7243

CNAF (Class A and B Only):

CNAF Quarterdeck  
COMM: 99-1-619-545-2017  
DSN: 94-735-2017  
CNAF CDO Cell: 99-1-619-666-4921

Telephone reports of aircraft mishaps should be as detailed as possible, but should not be delayed for lack of information. The telephone report shall be made to CNATRA headquarters and CNAF duty within 60 minutes for Class A mishaps, and as soon as possible for all others.

## TAB A-8

### FLIGHT SCHEDULE REMOVAL PROCEDURE

In the event of a serious aircraft mishap, the flight schedule on the internet needs to be removed to keep the general public from being able to determine aircrew names. (TIMS will not be taken down in the event of a mishap.)

To accomplish this, squadron or wing personnel need to call the Enterprise Support Center (manned 24/7) to have the schedule removed from the internet:

**Normal Working Hours 0600 - 1800**

COMM: 98-1-361-961-4357 (98 to dial COMM from base phone)  
DSN: 94-861-4357 (94 to dial DSN from base phone)

**After Hours 1800 - 0600 and Weekends**

CELL: 98-1-361-876-8490 (98 to dial COMM from base phone)

The caller must state what unit's flight schedule needs to be removed for what day(s). Do not forget that cross country flights will be on two or three different days' flight schedules and all must be removed.

State, "This is an emergency situation at TRAWING-6 (or VT-\_\_) and the web based flight schedule for TRAWING-6 (or VT-\_\_) for \_\_\_\_\_ (date or dates) needs to be removed from public viewing."

## TAB A-9

### WAMHRS 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 OR ASSUME** 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
Aircraft Type					
BUNO					
Departure Identifier					
Destination Identifier					
TMR Code		(From flight schedule)			
# of Crew					
# of Passengers					
# of Injured Crew					
# of Injured Passengers					
# of Injured Non-Occupants					

## SECTION B

USE THIS SECTION IF AN INDIVIDUAL HAS BEEN INJURED IN ANY WAY IN A MISHAP THAT IS NOT DIRECTLY RELATED TO NAVAL AIRCRAFT, OR FOR OTHER NON-AVIATION INCIDENTS (arrest, bomb threat, suicide, etc).

### GENERAL (NON-AVIATION) MISHAP DESCRIPTION

Naval Aircraft NOT involved. Any of the following whether on- or off-duty:

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

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

### SPECIAL INCIDENTS DESCRIPTION

Other special incidents or events may include: bomb threats, arrest of a service member, domestic violence, sexual assault, and suicide. These types of incidents require reporting as well, if they may attract:

1. National level interest (OPREP-3 PINNACLE Series)
2. High U.S. Navy interest (OPREP-3 NAVY BLUE Series)
3. Local higher authority interest (OPREP-3 NAVY UNIT SITREP)

Note: OPREP-3 reporting required for Aviation Mishaps is covered in **Section A** (Aviation Mishaps).

### INITIAL NOTIFICATION

STEP 1: Record all available information on the Mishap/Incident Notification Worksheet (**Tab B-1**) or Bomb Threat Worksheet (Telephonic Threat Complaint, **Tab B-2**).

\*\* Proceed through the next steps IN ORDER but QUICKLY: STEP 6 (OPREP-3 Voice Report) is required FIVE MINUTES after being notified of a Pinnacle or Navy Blue level incident, or Class A or B Mishap. Class C mishaps or Navy Unit Sitrep level incidents do not require a Voice Report. \*\*

STEP 2: Notify the Wing Command Duty Officer (CDO) at 850-288-0487 immediately and continue as many of the following steps as possible until relieved by the CDO. The CDO shall, upon notification of a mishap or other incident requiring reporting, return to the command spaces to execute the Mishap Response Plan.

Note: For non-fatal, non-serious mishaps, notify the Safety Office the next working day. Give the Mishap/Incident Notification Worksheet and all other information associated with the mishap to the Safety Officer.

STEP 3: Go to **Tab B-3** and remove the Duty Officer Mishap Action Checklist to keep you on track and to record completed action items.

STEP 4: Go to **Tab B-4** and determine the Mishap Class and/or OPREP-3 Category (PINNACLE, NAVY BLUE, or NAVY UNIT SITREP).

STEP 5: Contact the Commodore (See **APP A** for phone numbers). Contact the Chief Staff Officer (CSO) if Commodore cannot be reached. Contact the Safety Officer or Aviation Safety Officer (ASO) if Commodore/CSO cannot be reached.

1. Notify him of the incident: all information currently available, mishap plan steps completed, and any peculiar problems.

2. Ask him to confirm your determination of Mishap Class and OPREP-3 Category. Get approval of OPREP-3 Voice Report content/wording (**APP C**) prior to making the five-minute phone call in STEP 6.

STEP 6: Make the OPREP-3 Voice Report, which is required for Pinnacle or Navy Blue level incidents, including Class A and B ground mishaps. Go to **APP C** for the contact information, Voice Report template and examples. This is due within five minutes of notification of the mishap.

\*\* NOW TAKE A DEEP BREATH, GET ORGANIZED, and GET HELP! Your next priorities are the OPREP-3 Message and CNATRA telephone report, both due 60 minutes from initial notification!\*\*

STEP 7: Go to **APP A** and initiate Personnel Recall. Notify appropriate people of the mishap/incident and applicable information per the directions in **APP A**. Update Commodore with new information if applicable. Find or recall the Admin Officer and/or Duty Admin for help in preparing and releasing the 60 minute OPREP-3 message (**APP D**).

STEP 8: Go to **Tab B-5**. Initiate the Telephone Report. Call CNATRA (in all cases), but within 60 minutes for a Class A.

STEP 9: Release OPREP-3 Message if one is required. Go to **APP D** for directions and templates. Due within 60 minutes of mishap/incident notification.

STEP 10: If applicable, submit Casualty Reports for deaths, serious injuries, or ANY incident/mishap involving an International Military Student (IMS), **APP T** (prepared by CACO, IMSO, and/or Admin). The USN Casualty Report is due within four hours of mishap notification. The International Casualty Report is due within 12 hours. For USMC personnel, MATSG-21 will submit appropriate Casualty reports.

STEP 11: Contact Wing Safety to determine if a 3-person Safety Investigation Board is required by reference (m) to investigate a ground mishap.

STEP 12: Submit WESS Initial Notification within 8 hours of mishap notification for Class A or B ground mishaps. Alternatively, a telephone report can be made to the Naval Safety Center within 8 hours, using the format in **Tab A-7**.

STEP 13: For non-fatal, non-serious mishaps, notify the Safety Office (452-3997) within 24 hrs, or the next working day. Give the Mishap/Incident Notification Worksheet and all other information associated with the mishap to the Safety Officer.

STEP 14: Wing Safety Office will enter Class C report in to WESS ro ESAMS as appropriate no later than 30 days from date of incident.

Task complete.

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# TAB B-1

## INITIAL **NON**-AVIATION MISHAP/INCIDENT NOTIFICATION

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

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/Incident (Find out who, what, where, when and why):

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

Find out if anyone has gone 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
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	_____

DEPARTMENT OF THE NAVY  
**TELEPHONIC THREAT COMPLAINT**

**IF BOMB THREAT, ASK THE CALLER**

- WHEN IS THE BOMB TO GO OFF?
- WHERE IS THE BOMB TO GO OFF?
- WHAT KIND OF BOMB IS IT?
- WHAT DOES THE BOMB LOOK LIKE?
- WHERE ARE YOU CALLING FROM?

<b>1. COMMAND</b>			
a. Name & Address		b. Phone Number	
<b>2. COMPLAINANT</b>			
a. Name			
<b>3. PERSON RECEIVING CALL</b>			
a. Name		b. Date & Place of Birth	
c. Command Name & Address		d. Phone Number (Work) (Home)	
<b>4. TELEPHONE CALL RECEIVED ON</b>			
a. Phone Number (include area code)		b. Location	
c. Phone Number Listed in ("X" all that apply)			
<input type="checkbox"/> Unlisted		<input type="checkbox"/> Other (list)	
<input type="checkbox"/> Command Directory		<input type="checkbox"/> Base Directory	
		<input type="checkbox"/> Local Directory	
<b>5. DETAILS OF CALL</b>			
a. Date		b. Day of Week	c. Time
<b>6. CONTEXT OF CONVERSATION</b>			
a. Recipient - "		"	
b. Caller - "		"	
c. Recipient - "		"	
d. Caller - "		"	
e. Recipient - "		"	
f. Caller - "		"	
<b>7. BACKGROUND NOISES</b> (Describe street sounds, voices, music, etc. If more space is needed continue on reverse.)			
<b>8. INFORMATION ABOUT CALLER/VOICE CHARACTERISTICS</b>			
a. Sex	b. Age	c. Race	d. Accent
e. Educational Level		f. Attitude (calm, nervous, serious)	
g. Other			
<b>9. WERE THERE ANY WITNESSES TO THE CALL?</b>		<b>10. DO YOU HAVE ANY SUSPICION AS TO THE IDENTITY OF THE CALLER?</b>	
<input type="checkbox"/> Yes (List name)		<input type="checkbox"/> Yes (List name)	
<input type="checkbox"/> No		<input type="checkbox"/> No	
<b>11. NOTIFICATION OF AUTHORITY</b> ("X" all notified)			
<input type="checkbox"/> CO	<input type="checkbox"/> XO	<input type="checkbox"/> OCD	<input type="checkbox"/> Security
<input type="checkbox"/> NISRA	<input type="checkbox"/> Telephone Company	<input type="checkbox"/> EOD	<input type="checkbox"/> Fire Dept

TAB B-3

DUTY OFFICER MISHAP ACTION CHECKLIST  
\*\* DO NOT RELEASE NAMES OF PERSONNEL INVOLVED \*\*

STEP	TAB	DEADLINE	ACTION	TIME
1	B-1/ B-2		Initial Notification	
2	-	ASAP	Notify Wing CDO	
4	B-4		Determine Mishap Class/OPREP-3 Category <u>OPREP-3 Category</u> <input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue <input type="checkbox"/> Navy Unit Sitrep <u>Mishap Class</u> <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C <input type="checkbox"/> Class D	
5	-		Notify Commodore of incident and verify: <input type="checkbox"/> OPREP-3 Category <input type="checkbox"/> Content of OPREP-3 Voice Report	
6	APP C	5 MIN	OPREP-3 Voice Report (Pinnacle or Navy Blue - for Class A or B Mishap or incident due to misconduct)	
7	APP A		<u>Personnel Notification/Recall</u> <input type="checkbox"/> Read "General Info" in APP A <input type="checkbox"/> Recall "Wing Personnel" as listed <input type="checkbox"/> Recall "Alternates" as required <input type="checkbox"/> Notify "Other Personnel" as listed <input type="checkbox"/> Refer to "Other Useful Phone Numbers" and "Medical/Coroner Coverage" as needed	
8	B-5	<ul style="list-style-type: none"> <li>• 60 MIN (CLASS A)</li> <li>• ASAP (CLASS B/C)</li> </ul>	CNATRA Phone Report	
9	APP D	60 MIN	OPREP-3 Message as required	
10	APP T	<ul style="list-style-type: none"> <li>• 4HR (USN)</li> <li>• 12HR (FOREIGN)</li> <li>• ASAP (OTHER)</li> </ul>	Personnel Casualty Report (injuries/deaths/foreign) (ADMIN) - As req'd	
	APP U	ASAP	Next of Kin Notification (CACO) - As req'd	
11	B-6	ASAP	PMV Mishap Investigation - As req'd	
12	-		Determine if SIB is required	
13	-	8 HR	Initial Notification on WESS or by phone to NAVSAFECEN (see Tab A-7 for format) (Class A or B mishaps)	
14	B-1	24 HRS	Notify Safety Office of non-fatal, non-serious mishaps/injuries.	

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TAB B-4

## MISHAP CATEGORY/SEVERITY, OPREP-3 CLASSIFICATION

Mishap Category	Mishap Severity		
	Class A	Class B	Class C
Non-Aviation Mishap	<ul style="list-style-type: none"> <li>• Any fatality (DOD or Civ).</li> </ul> <p style="text-align: center;"><b>AND/OR</b></p> <ul style="list-style-type: none"> <li>• Total damage cost is \$2,000,000 or more.</li> </ul> <p style="text-align: center;"><b>AND/OR</b></p> <ul style="list-style-type: none"> <li>• Injury to DOD personnel resulted in permanent total disability.</li> </ul>	<ul style="list-style-type: none"> <li>• Total damage cost is greater than \$500,000 but less than \$2,000,000.</li> </ul> <p style="text-align: center;"><b>AND/OR</b></p> <ul style="list-style-type: none"> <li>• Injury to DOD personnel resulted in permanent partial disability.</li> </ul> <p style="text-align: center;"><b>AND/OR</b></p> <ul style="list-style-type: none"> <li>• 3 or more DOD personnel were hospitalized.</li> </ul>	<ul style="list-style-type: none"> <li>• Total damage cost is greater than \$50,000 but less than \$500,000.</li> </ul> <p style="text-align: center;"><b>AND/OR</b></p> <ul style="list-style-type: none"> <li>• Injury to DOD personnel resulted in 1 or more lost workdays (not including day of incident).</li> </ul> <p style="text-align: center;"><b>IF</b></p> <ul style="list-style-type: none"> <li>• Motorcycle - more than CPR performed.</li> </ul>
<p>Notes:</p> <p>-For details on Mishap and Injury Classification, including cost estimates, refer to OPNAVINST 5102.D.</p> <p>-For personnel incidents (non-mishap), refer to OPNAVINST F3100.6J.</p> <p><b>**If unsure of damage cost, OVERESTIMATE to the next Class! Mishap severity can always be downgraded later.**</b></p>			

<p>NATIONAL LEVEL INTEREST</p> <p>OPREP-3 PINNACLE</p>	<ul style="list-style-type: none"> <li>&gt;Receipt of critical intelligence</li> <li>&gt;SAR initiation in foreign country</li> <li>&gt;Major military, missile or ordnance incidents</li> <li>&gt;Confirmed or suspected electronic attack, sabotage, and EMP events at tactical warning sites, Comm. nodes and command centers</li> <li>&gt;Civilian fatalities or injuries, or substantial civilian property damage caused by military equipment, when national level interest is indicated</li> <li>&gt;Any incident (except forces previously declared hostile) in which live ordnance is fired with intent to destroy or disable in response to a violation or suspected attempt to violate U.S. Navy perimeter. Regardless of intent, if personnel are injured or killed, OPREP 3 PINNACLE is required</li> </ul> <ul style="list-style-type: none"> <li>&gt;Territorial violations</li> <li>&gt;Defections</li> <li>&gt;Significant/unorthodox changes in foreign government</li> </ul> <ul style="list-style-type: none"> <li>&gt;Major nuclear weapons incidents</li> <li>&gt;Reconnaissance incidents</li> <li>&gt;Any incidents indicating the use of chemical or biological agents</li> </ul> <ul style="list-style-type: none"> <li>&gt;Hijacking</li> <li>&gt;Asylum incidents</li> <li>&gt;Grave breaches of International Law of Armed Conflict</li> </ul>
<p>HIGH LEVEL NAVY INTEREST</p> <p>OPREP-3 NAVY BLUE</p>	<ul style="list-style-type: none"> <li>&gt;Any other incidents considered to be "major"</li> <li>&gt;Aggressive actions by foreign entities towards USN ships or aircraft</li> <li>&gt;Any incident where warning shots are fired in support of counter drug ops</li> <li>&gt;Any discharge of govt weapon that causes a fatality or injury to personnel</li> <li>&gt;Near/actual collisions of minor significance involving Navy ships or aircraft</li> <li>&gt;Incidents involving missing, lost, or stolen arms, ammunition or explosives</li> <li>&gt;Loss/compromise of Top Secret/Secret/Confidential material/equipment</li> <li>&gt;Nuclear reactor / radiological accidents</li> <li>&gt;Major fraud, waste and abuse</li> <li>&gt;Incidents involving death/injury to personnel embarked in Navy ships/aircraft</li> <li>&gt;Bomb threat thought to be valid</li> <li>&gt;Incidents involving death, serious injury, or serious illness in which adequacy of medical care is in question</li> <li>&gt;Death or serious injury of a civilian; this includes civilian traffic accident deaths caused by a service member</li> <li>&gt;Significant misconduct that MAY BE REPORTED by the media, committed by military personnel (i.e. murder, rape, robbery, assault, kidnapping, etc.)</li> <li>&gt;Lesser misconduct if media attention is anticipated. (If no media attention utilize OPREP-3 NAVY UNIT SITREP)</li> <li>&gt;Actual or suspected duress situation or unusual occurrence affecting any nuclear capable unit</li> <li>&gt;Computer intrusion events that result in the loss of or degradation to operational capability</li> <li>&gt;Significant damage to civilian property resulting from actions by members of the Navy</li> <li>&gt;Fires/flooding/explosions/collisions or other major incidents to Navy ships/subs/aircraft resulting in major damage to spaces/equipment or injury/death to personnel.</li> <li>&gt;Any incident (except forces previously declared hostile) in which live ordnance is fired with intent to hit but not disable, in response to a violation or suspected attempt to violate U.S. Navy perimeter.</li> </ul> <ul style="list-style-type: none"> <li>&gt;Death/critical injury/or missing CO or senior official</li> <li>&gt;Any Class A or B aircraft mishap not a PINNACLE</li> <li>&gt;Initial report of submarine incident</li> <li>&gt;Loss at sea of any Navy vessel</li> <li>&gt;SAR</li> <li>&gt;Acts or attempts to willfully destroy property of the Navy</li> <li>&gt;Labor strikes</li> <li>&gt;Request for assistance after natural disaster or disorder</li> <li>&gt;Unintentional launch of live ordnance</li> <li>&gt;Discharge or spills of pollutants</li> <li>&gt;Suicide or Suicide attempt</li> </ul>
<p>HIGHER LEVEL CHAIN OF COMMAND INTEREST</p> <p>OPREP-3 NAVY UNIT SITREP</p>	<ul style="list-style-type: none"> <li>&gt;Event not requiring Pinnacle/Navy Blue</li> <li>&gt;Minor fraud, waste, and abuse</li> <li>&gt;Unlawful discrimination</li> <li>&gt;Minor liberty incidents in which a service member is arrested or held for non-serious offenses</li> <li>&gt;Any small arms weapons discharge that is accidental or negligent that does not result in injury or death</li> </ul> <ul style="list-style-type: none"> <li>&gt;Equal opportunity</li> <li>&gt;Domestic Violence</li> <li>&gt;Domestic abuse</li> </ul> <ul style="list-style-type: none"> <li>&gt;Child abuse</li> <li>&gt;Child sexual abuse</li> <li>&gt;Assault/Sexual Assault</li> </ul> <ul style="list-style-type: none"> <li>&gt;Sexual harassment</li> <li>&gt;Suicide-related behavior (ideation or intent)</li> <li>&gt;Hazing</li> </ul>

## TAB B-5

### CNATRA TELEPHONE REPORT

Phone reports to certain other authorities are required whenever a ground mishap results in extensive damage to private property or may attract wide public interest. The TRAWING SIX CDO, Safety Officer, or ASO will notify CNATRA Duty (all mishaps).

CNATRA:

CNATRA Duty Office

DSN: 94-861-2284/2286 (94 to dial DSN from base phone)

COMM: 361-961-2284/2286 (99 to dial COMM from base)

CNATRA Staff Duty Officer

Blackberry: 361-537-7243

Telephone reports of mishaps should be as detailed as possible, but should not be delayed for lack of information. The telephone report shall be made to CNATRA headquarters within 60 minutes for Class A mishaps, and as soon as possible for all others.

## APP A

### PERSONNEL RECALL/IMPORTANT PHONE NUMBERS

#### GENERAL INFORMATION:

- Delegate this Tab to a competent assistant. Use a phone in another office to keep the duty office phone lines clear.
- Check with the Commodore to see which (if any) phone calls he wants to make himself (i.e. Base CO, NETSAFA, etc).
- **DO NOT RELEASE NAMES OF PERSONNEL INVOLVED OVER THE TELEPHONE TO ANYONE EXCEPT THE COMMODORE AND CSO, OR AS SPECIFICALLY DIRECTED BY THE COMMODORE.**
- **DO NOT CALL THE HOME OF ANYONE INVOLVED IN THE MISHAP.**
- **DO NOT** discuss **ANY** aspects of the incident with family members or other non-squadron personnel.
- Do not linger on the phone. Tell the person being recalled that the Wing is implementing the Mishap Response Plan and that they are to report to the Duty Office as soon as possible. If you reach a family member or voicemail, just say it is urgent that the individual contact the Wing; do not tell them the Mishap Response Plan is being implemented.
- The PAO is the only person authorized to release information concerning an incident or mishap to any civilian or news agency. The CNATRA PAO will be the primary media liaison, and will coordinate with the NASP PAO and the PAO from the military unit closest to the mishap site (if away from the local area).

#### RECEIVING CALLS:

- If you receive a call from CNATRA, the Commodore, etc, politely tell him that you must verify his identity by calling him at his recall. Once verified, answer any questions that fall into the realm of "need to know".

- If you receive a call from anyone else, READ THIS:

**"I'M SORRY, BUT I AM NOT AT LIBERTY TO DISCUSS THE DETAILS OF THIS EVENT; IT IS CURRENTLY BEING INVESTIGATED. IF YOU GIVE ME YOUR NAME AND PHONE NUMBER, I WILL PASS IT ALONG AND THE APPROPRIATE AUTHORITY WILL CONTACT YOU WITH ADDITIONAL INFORMATION."**

For additional recall information see the following pages and the recall rosters [ref (n) through (t)], located in the back of this binder. Phone numbers without area codes listed are (850).

**RECALLING WING PERSONNEL:**

**In the event of a mishap or incident, contact the following Wing personnel in the order listed, if applicable for the type of mishap/event. Tell them to report to the Wing Duty Office as soon as possible.**

POSITION	TIME NOTIFIED	AVIATION MISHAP	NON-AVIATION MISHAP	SPECIAL INCIDENT
TW-6 CDO		✓	✓	✓
Commodore		✓	✓	✓
CSO		✓	✓	✓
Safety O		✓	✓	If injuries
ASO		✓		If injuries
AdminO/Duty Admin		✓	✓	✓
Flight Surgeon		✓	✓	
OPSO		✓		✓
CNATRA N4 DET OIC		✓		
AMB members (additional, not already notified)*		✓		
Chaplain				If fatality
CACO				If fatality
Senior Marine				If USMC involved
TW-6 Reserve CO/OIC				If Reservist involved
IMSO (Student Control Officer)				If International personnel involved
Student Control Officer				If student involved

\* Additional AMB members may include the AMSO, a NATOPS representative, a Security Officer, etc. Ask the SafetyO, ASO, or CSO for further guidance.

**RECALLING ALTERNATES:**

**If the primary TW-6 staff member is unavailable or you are unable to reach them, contact the following alternates in order until someone says they are coming in to fulfill that role.**

1. If the TW-6 ASO and Safety Officer are unavailable, contact the following alternates who have WAMHRS access and permissions:

- a. Major Jimmy Hughes, VT-86 SO
- b. LT Ryan Koziol, VT-86 ASO
- c. LT Jennifer Edwards, VT-10 ASO
- d. LT Derek Rocha, VT-4 ASO

2. If the TW-6 AdminO and Admin Clerk are unavailable, contact the following alternates who have Command Email access and permissions:

- a. Betty Hunnicutt, VT-10
- b. Arnold Ochoa, VT-86
- c. Randal Vines, VT-4

3. If the Wing Flight Surgeon is unavailable, use the Flight Surgeon Duty Watchbill to call the duty flight surgeon. Otherwise, call:

- a. LT Patrick Thomae, TW-6, VT-86
- b. LT Chase Kissling, VT-10

4. If the Chaplain is unavailable, call the NASP Duty Chaplain via Quarterdeck: 850-452-4785

**NOTIFYING OTHER PERSONNEL:**

In the event of a mishap or incident, contact the following non-TW-6 personnel, if applicable for the type of mishap/event. Notify them of the mishap or incident as it applies to their duties or position; **DO NOT** tell them to report to the Wing. **Log the time each person/office was notified.**

1. If media interest is anticipated, contact both the CNATRA PAO and the NASP PAO:

a. CNATRA PAO, LT Olson, at 361-961-3666, or via the CNATRA Duty Officer at 361-537-7243.

b. NASP PAO, Patrick Nichols, 850-452-4436 (c) 418-0076, or NASP Deputy PAO, Cathy Whitney, 452-4785 (c) 501-7708

2. If USMC personnel are involved, ensure the TW-6 Senior Marine notifies MATSG-21. If the Senior Marine is unavailable, contact:

MATSG-21 CO: 452-9460x3004  
or MATSG-21 Duty: 452-9460

3. If International (foreign) personnel are involved, ensure the IMSO notifies the appropriate chain of command. If the IMSO is unavailable, contact:

CNATRA IMSO: 361-961-3559  
NETSAFA: After hours/emergency 554-5312 (NETC SDO)  
NORTHCOM/Caribbean: 452-5773  
Central/South America: 452-8891  
Europe: 452-8816  
Middle East: 452-8846  
Africa: 452-8896  
Asia/Pacific: 452-8832  
For Saudis, also call NITC: 452-5562, (c)221-8896  
For Germans, also call 2<sup>nd</sup> GAFTS: 452-2693

4. If TW-6 aircraft or Contract Maintainers (including FCF pilots) are involved, ensure CNATRA N4 DET OIC notifies the appropriate Contractor chain of command. If the DET OIC or AOIC is unavailable, contact:

T-6: GFR, LCDR Skotko, TW-6, VT-10  
Adam Bruce, VT-86  
BAE Site Manager, Mike Neri 453-0009;  
Maintenance Manager, 453-6622  
Flight Safety Official, 390-1786  
Chief Pilot, 390-2375  
T-45: (L3), 452-4751,

5. If the incident is Environmental related (i.e. Fuel Spill), ensure CNATRA N4 DET has called:

Fire department: 2-3333  
and the respective Maintenance Department:  
T-45: 2-4751/9126  
T-6: 2-9925

6. For TW-6 Aviation Mishaps, or if NASP is involved in the incident or mishap in some way, contact:

NASP ODO, 452-4785x0 or NASP CDO, 418-5175  
and NASP Base Ops or ASO, 452-4231

Note: Do not call again if NASP ODO/CDO/Base Ops was called as part of Tab A-2 (SAR), except for appropriate updates.

7. If any motor vehicle, including Ground Support Equipment (GSE), is involved in a mishap on NASP, call NASP Security:

2-8888 (Emergency number)  
452-2453/3453 (Non-emergency numbers)

TW-6 COMMAND RECALL QUICK REFERENCE

Update these names and numbers as necessary, by reprinting the blank page and rewriting, or by using whiteout. Do not give out these phone numbers except for official purposes. Work numbers are: Commercial (850)452-XXXX, or DSN 459-XXXX.

POSITION	NAME	WORK	CELL
TW-6 CDO	-	-	288-0487
Commodore	CAPT Heflin	2302	757-580-8476
CSO/AMB Member	CDR Orłowski	2303	361-549-3479
Safety Officer	LCDR Kightlinger	3997	850-776-1321
ASO/AMB Member	Capt Cabbage	3138	270-535-6499
Admin Officer	Mr. Rick Weaver	3175	850-776-7212
Flight Surgeon/AMB Member	LT Thomae	5242x148	706-627-1360
OPSO/AMB Member	LCDR Miller	2875	757-575-6349
CNATRA N4 DET OIC/ AMB Member	LCDR Slaughter	3880	850-348-1638
Admin Clerk	Ms. Cathleen Frey	2051	850-449-3524
AMB Member/AMSO	LT Johnson	3148	850-572-0323

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## OTHER USEFUL PHONE NUMBERS8

BASE EMERGENCY (FIRE/POLICE/AMBULANCE)	452-3333
Non-Emergency Contact number (Fire/Police/Ambulance)	452-3211
NASP Security	452-8888/2453/3453
NASP CDO/Quarterdeck	418-5175/ 452-3100x0
NASP Base Operations (Air Ops)	452-2431
NASP ASO	452-2431 x3130
NASP Weather Forecaster	452-2386
NASP Crash Crew	452-2768
NASP Emergency Management Office	452-4481
NASP Environmental Office	452-3131
NASP JAG	452-3100 x1350
NASP Tower	452-3371/4671
VT-10 Duty Office	452-4669/2385
VT-86 Duty Office	452-4168/4169
VT-4 Duty Office	452-4435/4862
Air Force 479 <sup>th</sup> FTG Ops Duty Desks	452-0866/0867/0932
Air Force 479 <sup>th</sup> FTG Safety	452-0950/0951/0952
CNATRA ASO/Safety	361-961-1748/2221
MATSG-21 CO/XO	452-9460 x3001/3002
MATSG-21 Duty Office	452-5534 x3095
NETSAFA (NETC SDO)	554-5312
FAA Liaison	904-232-1984 Cell 904-654-8706
FAA ATREP	607-1091
FAA Pensacola TRACON	266-6900
FAA NTSB Southern Region HQ	404-305-5180
FACSFAC	452-2735
Navy Region SE CACO Coordinator	904-542-4106/4008
Naval Hospital Pensacola	505-6601
Baptist Life Flight Helicopter	434-4555 (or 9-911)
American Red Cross	452-2492/2493
NAS Whiting Field ODO	623-7597
TRAWING 5 CDO cell	637-2793
TRAWING 5 Safety Office	623-7056/7138
T-6A Conference Hotel (T-6A in-flight emergency technical assistance)	937-231-2071

## MEDICAL/EMS/CORONER COVERAGE FOR OUTLYING FIELDS

1. The following is a list of the OLFs that NAS Pensacola/Whiting Field and their Branch Medical Clinics are responsible for covering. Included in the list is the closest medical facility and the telephone number each OLF would call for immediate medical response. The TRAWING FIVE ODO, 623-7597, is a good contact if there is an mishap at an OLF.

a. OLFs in Florida:

<u>Field Name</u>	<u>Medical Facility</u>	<u>Emergency Phone</u>
Saufley	Sacred Heart Hospital	911/416-7000
Santa Rosa	Santa Rosa Medical Ctr.	911/626-7762
Harold	Santa Rosa Medical Ctr.	911/626-7762
Spencer	Santa Rosa Medical Ctr.	911/626-7762
Pace	Santa Rosa Medical Ctr.	911/626-7762
Holley	Fort Walton Hospital	911/(850)862-1111*
Choctaw	Fort Walton Hospital	911/(850)862-1111*

\*You must dial the (850) area code

b. OLFs in Alabama:

<u>Field Name</u>	<u>Medical Facility</u>	<u>Emergency Phone</u>
Barin	S. Baldwin Regional Med. Ctr	911/(251)949-3400
Summerdale	S. Baldwin Regional Med. Ctr	911/(251)949-3400
Silverhill	S. Baldwin Regional Med. Ctr	911/(251)949-3400
Wolf	S. Baldwin Regional Med. Ctr	911/(251)949-3400
Brewton	D.W.McMillan Memorial Hosp.	911/(251)867-8061
Evergreen	Evergreen Medical Center	911/(251)578-2480

2. Florida District 1 Medical Examiner (Coroner) for Escambia, Okaloosa, Santa Rosa, and Walton counties: (850) 416-7200.

3. Alabama state coroner website has a directory for all its county coroners at [www.alabamacoroner.org](http://www.alabamacoroner.org).

4. The Armed Forces Medical Examiner System (AFMES) is replacing the Armed Forces Institute of Pathology (AFIP) in performing military pathology, toxicology, mishap support, etc. Phone numbers can be found at <http://www.afmes.mil/>.

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APP B

## OVERDUE AIRCRAFT

When a squadron, other activity operating aircraft from NAS Pensacola, or the control tower has determined an aircraft is overdue by 30 minutes for props and helicopters or 15 minutes for jets, the CDO will:

1. If local flight:
  - a. Call Maintenance (depends on aircraft type)
    - (1) T-45: 452-4751/9126
    - (2) T-6: 452-9925
  - b. Call Base Ops: 452-2431/2432
  - c. Call ATC Facility: 452-3371/4671
    - (1) Request the control tower attempt to contact the aircraft on tower frequency and UHF GUARD.
    - (2) Request the control tower contact an airborne aircraft to attempt to contact the overdue aircraft.
2. If cross country or an out-and-in:
  - a. Call the pilot's cell phone
  - b. Call the destination airfield
3. Contact Local FSS (1-800-WX-BRIEF), ask for supervisor. Keep record of supervisor's direct number.
4. Call Pensacola TRACON (Approach Control) at 266-6900 and inquire if TRACON has any amplifying information on aircraft status.
5. When an overdue aircraft is determined to be missing, initiate procedures for an aircraft mishap. Refer to **Section A**.
6. Keep a complete log of pertinent information.

APP C

OPREP-3 VOICE REPORT

GENERAL INFO

1. Required for all Class A and B AVIATION or GROUND MISHAPS (not Class C), or PINNACLE or NAVY BLUE level incidents.
2. DUE WITHIN 5 MINUTES of notification of an OPREP-3 level incident.
3. The main purpose of the OPREP-3 voice report is immediate notification of a mishap to the highest levels, not to provide them details for a CNN news brief. Keep it simple and make it quick.
4. Ensure a reasonable effort has been made to contact the Commodore, CSO, or ASO prior to making the call.
5. Do not unduly delay the call while waiting for further information.

CONTACT INFO

1. Using the template on the next page, contact the following agencies in order until someone is reached. Write down the time of the call and any information or instructions from the contacted agency.
  - a. Commander, Pacific Fleet Maritime Operations Center  
(COMPACFLT MOC)  
COMM: 1-808-471-3201/5201  
Email: cpf.cdo@navy.mil
  - b. IF UNABLE TO CONTACT COMPACFLT MOC, call:  
Navy Operations Center (NOC)  
DSN: 94-222-9284/88-223-2006  
COMM: 703-692-9284/703-693-2006
  - c. IF UNABLE TO CONTACT COMPACFLT MOC or NOC, call:  
National Military Command Center (NMCC)  
DSN: 94-223-8186 /88-222-4595  
COMM: 703-693-8186 /703-697-4598

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### OPREP-3 VOICE REPORT TEMPLATE

In each column, check the appropriate box and fill in any blanks. Text in parentheses is for amplification and should not be read. Speak clearly and don't read too quickly.

**\*\* DO NOT RELEASE NAMES OF PERSONNEL INVOLVED \*\***

You Say:	<input type="checkbox"/> "COMPACFLT MARITIME OPERATIONS CENTER <input type="checkbox"/> "NAVY OPERATIONS CENTER <input type="checkbox"/> "NATIONAL MILITARY COMMAND CENTER	this is COMDRAWING SIX	OPREP-3	<input type="checkbox"/> PINNACLE <input type="checkbox"/> NAVY BLUE	over."
They Respond:	"COMDRAWING 6	this is <input type="checkbox"/> COMPACFLT MARITIME OPERATIONS CENTER <input type="checkbox"/> NAVY OPERATIONS CENTER <input type="checkbox"/> NATIONAL MILITARY COMMAND CENTER	send OPREP-3	<input type="checkbox"/> PINNACLE <input type="checkbox"/> NAVY BLUE	over."
You Say:	<input type="checkbox"/> "COMPACFLT MARITIME OPERATIONS CENTER <input type="checkbox"/> "NAVY OPERATIONS CENTER <input type="checkbox"/> "NATIONAL MILITARY COMMAND CENTER	this is COMDRAWING SIX	<input type="checkbox"/> FLASH (for pinnacle) <input type="checkbox"/> IMMEDIATE (for navy blue)	<input type="checkbox"/> UNCLASSIFIED (below are unlikely) <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET	OPREP-3 <input type="checkbox"/> PINNACLE" <input type="checkbox"/> NAVY BLUE"
	"LINE ONE	(INCIDENT) (Type Incident): _____ _____ (Location) : _____ _____			
	"LINE TWO	(NARRATIVE) (Brief description of mishap. Do not speculate!): _____ _____ _____			
You Say:	"MY NAME IS	(Rank, Name) _____			
	"YOU CAN REACH MY UNIT AT _____	(phone number(s)) _____			
"REQUEST THE DATE TIME GROUP FOR YOUR RECEIPT OF THIS REPORT				over."	

## OPREP-3 VOICE REPORT EXAMPLES

### OPREP-3 PINNACLE EXAMPLE:

"COMPACFLT MARITIME OPERATIONS CENTER, THIS IS COMDRAWING SIX, OPREP-3, PINNACLE, OVER."

"COMDRAWING SIX, THIS IS COMPACFLT MARITIME OPERATIONS CENTER, SEND OPREP-3, PINNACLE, OVER."

"COMPACFLT MARITIME OPERATIONS CENTER, THIS IS COMDRAWING SIX, FLASH, UNCLASSIFIED, OPREP-3, PINNACLE, LINE ONE, AIRCRAFT ACCIDENT, LAS VEGAS, NEVADA.

LINE TWO, PILOT AND STUDENT EJECTED FROM T-6A AIRCRAFT FOLLOWING INFLIGHT FIRE, PERIOD. AIRCRAFT CRASHED INTO CAESARS PALACE CASINO KILLING NUMEROUS CIVILIANS, PERIOD. EMERGENCY RESPONSE IN PROGRESS, PERIOD. PILOT AND STUDENT SURVIVED WITH MINOR INJURIES. OVER."

"MY NAME IS LTJG JOHN SMITH, YOU CAN REACH MY UNIT AT DSN 459-2305 OR COMMERCIAL 850-452-2305. REQUEST THE DATE TIME GROUP FOR YOUR RECEIPT OF THIS MESSAGE, OVER."

### OPREP-3 NAVY BLUE EXAMPLE:

"COMPACFLT MARITIME OPERATIONS CENTER, THIS IS COMDRAWING SIX, OPREP-3, NAVY BLUE, OVER."

"COMDRAWING SIX, THIS IS COMPACFLT MARITIME OPERATIONS CENTER, SEND OPREP-3, NAVY BLUE, OVER."

"COMPACFLT MARITIME OPERATIONS CENTER, THIS IS COMDRAWING SIX, IMMEDIATE, UNCLASSIFIED, OPREP-3, NAVY BLUE, LINE ONE, AIRCRAFT ACCIDENT, PENSACOLA, FL.

LINE TWO, T-6A LANDED IN A FARMER'S FIELD AFTER ENGINE FAILURE, PERIOD. SAR IN PROGRESS, INJURIES UNKNOWN, PERIOD. OVER."

"MY NAME IS LTJG JOHN SMITH, YOU CAN REACH MY UNIT AT DSN 459-2305 OR COMMERCIAL 850-452-2305. REQUEST THE DATE TIME GROUP FOR YOUR RECEIPT OF THIS MESSAGE, OVER."

APP D

OPREP-3 MESSAGE

You will be writing an OPREP-3 PINNACLE, NAVY BLUE or NAVY UNIT SITREP. Use the message directions and templates provided on the following pages. Recall the Duty Admin to release the message (see **APP A** for Personnel Recall).

Printed templates are in this section, and templates in Word (.doc) format are located on the CTW-6 Shared Drive at:  
S:\PNSC\COMDRAWING SIX\CTW6\CTW-6 CDO and HECO\OPREP 3 MESSAGE TEMPLATES

Serialize all OPREP-3 messages. Go to the next page to determine the appropriate serial number. Voice reports of an incident are not serialized.

Most Commodores will want to know the text of the message prior to it being released. Ensure a reasonable effort has been made to reach the Commodore or CSO with the text of the message, especially if you were unable to reach him prior to the five minute voice report.

OPREP-3 MESSAGE REPORT

When required: Immediately after transmission of voice report  
(within 60 minutes after mishap)  
Prepared by: DRAWING SIX CDO or Safety Officer  
Approved for Release by: Commodore, CSO, CDO, or Senior  
Officer Present  
Released by: Admin Officer or Duty Admin (authorized  
message releasers)  
Reference: OPNAVINST F3100.6J  
Format: Command Email/OPREP-3 message  
template/(PINNACLE, NAVY BLUE, or NAVY UNIT  
SITREP as appropriate)

OPREP-3 SERIAL LOG

Serialize each incident with its own 3-digit code, starting with 001 for the first incident of each calendar year. Serialize subsequent reports concerning the same incident with a letter suffix (i.e. 001, 001A, 001B, etc.) even if the incident has been upgraded or downgraded to a Pinnacle/Navy Blue.

Calendar Year 20____			
Serial Number	Incident Description	Date-Time-Group	Type Report
001			<input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue <input type="checkbox"/> Unit Sitrep
002			<input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue <input type="checkbox"/> Unit Sitrep
			<input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue <input type="checkbox"/> Unit Sitrep
			<input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue <input type="checkbox"/> Unit Sitrep
			<input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue <input type="checkbox"/> Unit Sitrep
			<input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue <input type="checkbox"/> Unit Sitrep
			<input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue <input type="checkbox"/> Unit Sitrep

## OPREP-3 PINNACLE TEMPLATE

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

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

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

FLASH precedence for all Pinnacle messages

Put in the subject line:

OPREP-3 PINNACLE

Put in the to line:

JOINT STAFF WASHINGTON DC  
USSTRATCOM OFFUTT AFB NE  
CDR USNORTHCOM PETERSON AFB CO  
CNO WASHINGTON DC  
COMUSFLTFORCOM NORFOLK VA  
COMPACFLT PEARL HARBOR HI  
COMNAVAIRPAC SAN DIEGO CA  
CNATRA CORPUS CHRISTI TX  
COMDRAWING FIVE MILTON FL (your wing)

Put in the CC line:

CHINFO WASHINGTON DC  
CNIC WASHINGTON DC  
ONI WASHINGTON DC  
COMNAVSAFECEN NORFOLK VA  
DIRNAVCRIMINVSERV QUANTICO VA  
NAVY JAG WASHINGTON DC  
COMNAVARSYSYSCOM PATUXENT RIVER MD  
COMNAVPERSCOM MILLINGTON TN (If death or serious injury occurred)  
BUMED FALLS CHURCH VA  
CMC WASHINGTON DC (USMC personnel involved)  
CG TECOM QUANTICO VA (USMC personnel involved)  
MATSG-21 or MATSG-22 (USMC personnel involved)

19 AF (Air Force personnel involved)  
HQ AETC (Air Force personnel involved)  
AFPC RANDOLPH AFB TX (Air Force personnel involved)  
NAVY IPO WASHINGTON DC (International personnel involved)  
NETSAFA PENSACOLA FL (International personnel involved)  
COMNAVREG SE JACKSONVILLE FL  
NAS WHITING FIELD MILTON FL (your base)  
COMDT COGARD WASHINGTON DC (If USCG involved or overwater SAR)  
COMLANTAREA COGARD PORTSMOUTH VA (If USCG involved or overwater SAR)  
CCGDEIGHT NEW ORLEANS LA (If USCG involved or overwater SAR)  
TRARON XX (Your unit)

Cut and paste into the message body:

UNCLAS

MSGID/OPREP-3P,USMTF,2010/TRARON XX/001// (001, 002, etc. Is the sequential serial number from the last OPREP. If a follow up message, then 001A, 002A, etc.)

REF/A/DESC: INITIAL VOICE REPORT/-/DDTIMEZOCT2010//

FLAGWORD/PINNACLE/-//

TIMELOC/DDTIMEZOCT2010/NAS WHITING FIELD FL/INIT// (DTG/location of incident)

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/

1. INCIDENT: AIRCRAFT CRASHED SHORT OF RUNWAY (short statement)
2. DATE OF INCIDENT: 11MAY2005
3. TIME OF INCIDENT: 1514L
4. LOCATION OF INCIDENT: NAS WHITING FIELD, FL
5. INCIDENT: (Clearly identify the incident being reported within the first two sentences. Provide known details. Convey the who, what, why, where and when if known. For aircraft accidents, include:

Aircraft model,

BuNo,

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

Number of other persons on board and their injuries.

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

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

SAR status,

Aircraft damage.

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

Example for this paragraph: T-6B AIRCRAFT, BUNO 166123, CRASHED AT 1514 CDT WHILE ON FINAL APPROACH TO NAS WHITING FIELD, FL. CRASH SITE IS CIVILIAN HOUSING DEVELOPMENT APPROXIMATELY FIVE MILES NORTH OF PACE, FL. TWO CONFIRMED CIVILIAN FATALITIES AND UNKNOWN NUMBER OF CIVILIAN INJURES. AIRCRAFT DESTROYED. CTW-5 INSTRUCTOR PILOT (LT USN) SUFFERED FATAL INJURIES. VT-3 STUDENT PILOT (1STLT USMC) EJECTED SUFFERING SEVERE INJURES. LOCAL FIRE DEPARTMENT AND SHERIFF ON SCENE. AIRCRAFT HAD BEEN CONDUCTING A ROUTINE INSTRUMENT TRAINING MISSION.

6. REPORTING CUSTODIAN: COMTRAWING FIVE, NAS WHITING FIELD, FL  
(your wing is always the reporting custodian)

7. MEDIA INTEREST ANTICIPATED.

8. COMMANDING OFFICER'S ESTIMATE: (Ability of the unit to operate. i.e. ABLE TO CONTINUE PRESENT MISSION. or TRWAING FIVE HAS STOOD DOWN FROM ALL T-6 OPERATIONS. etc.)

9. FINAL REPORT THIS INCIDENT (If applicable. If anticipating a follow up OPREP, delete that statement). MISHAP REPORT TO FOLLOW.

10. POC: LCDR. I. M. CDO. DSN 868-1234, COMM 850-623-1234.  
(Phone number given should be manned 24/7)//

~  
-

OPREP-3 NAVY BLUE TEMPLATE

For aviation Class A or B mishaps not meeting Pinnacle criteria.

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

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

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

IMMEDIATE precedence for all Navy Blue messages

Put in the subject line:

OPREP-3 NAVY BLUE

Put in the to line:

CNO WASHINGTON DC  
USSTRATCOM OFFUTT AFB NE  
COMUSFLTFORCOM NORFOLK VA  
COMPACFLT PEARL HARBOR HI  
COMNAVAIRPAC SAN DIEGO CA  
CNATRA CORPUS CHRISTI TX  
COMDRAWING FIVE MILTON FL (your wing)

Put in the CC line:

CHINFO WASHINGTON DC  
CNIC WASHINGTON DC  
ONI WASHINGTON DC  
COMNAVSAFECEN NORFOLK VA  
HQ USNORTHCOM  
DIRNAVCRIMINVSERV QUANTICO VA  
NAVY JAG WASHINGTON DC  
COMNAVARSYSKOM PATUXENT RIVER MD  
COMNAVPERSCOM MILLINGTON TN (If death or serious injury occurred)  
BUMED FALLS CHURCH VA  
CMC WASHINGTON DC (USMC personnel involved)  
CG TECOM QUANTICO VA (USMC personnel involved)

MATSG-21 or MATSG-22 (USMC personnel involved)  
19 AF (Air Force personnel involved)  
HQ AETC (Air Force personnel involved)  
AFPC RANDOLPH AFB TX (Air Force personnel involved)  
NAVY IPO WASHINGTON DC (International personnel involved)  
NETSAFA PENSACOLA FL (International personnel involved)  
COMNAVREG SE JACKSONVILLE FL  
NAS WHITING FIELD MILTON FL (your base)  
COMDT COGARD WASHINGTON DC (If USCG involved or overwater SAR)  
COMLANTAREA COGARD PORTSMOUTH VA (If USCG involved or overwater SAR)  
CCGDEIGHT NEW ORLEANS LA (If USCG involved or overwater SAR)  
TRARON XX (Your unit)

Cut and paste into the message body:

UNCLAS

MSGID/OPREP-3NB,USMTF,2010/TRARON XX/001// (001, 002, etc. Is the sequential serial number from the last OPREP. If a follow up message, then 001A, 002A, etc.)

REF/A/DESC: INITIAL VOICE REPORT/-/DDTIMEZOCT2010//

FLAGWORD/NAVY BLUE/-//

TIMELoc/DDTIMEZOCT2010/NAS WHITING FIELD FL/INIT// (DTG/location of incident)

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/

1. INCIDENT: AIRCRAFT CRASHED SHORT OF RUNWAY (short statement)
2. DATE OF INCIDENT: 11MAY2005
3. TIME OF INCIDENT: 1514L
4. LOCATION OF INCIDENT: NAS WHITING FIELD, FL
5. INCIDENT: (Clearly identify the incident being reported within the first two sentences. Provide known details. Convey the who, what, why, where and when if known. For aircraft accidents, include:

Aircraft model,

BuNo,

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

Number of other persons on board and their injuries.

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

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

SAR status,  
Aircraft damage.

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

Example for this paragraph: T-6B AIRCRAFT, BUNO 166123, CRASHED AT 1514 CDT WHILE ON FINAL APPROACH TO NAS WHITING FIELD, FL. CRASH SITE IS APPROXIMATELY FIVE MILES NORTHWEST OF WHITING FIELD IN HEAVILY WOODED TERRAIN. AIRCRAFT DESTROYED. CTW-5 INSTRUCTOR PILOT (LT USN) SUFFERED FATAL INJURIES. VT-3 STUDENT PILOT (1STLT USMC) EJECTED SUFFERING SEVERE INJURIES. LOCAL FIRE DEPARTMENT AND SHERIFF ON SCENE. AIRCRAFT HAD BEEN CONDUCTING A ROUTINE INSTRUMENT TRAINING MISSION.

6. REPORTING CUSTODIAN: COMTRAWING FIVE, NAS WHITING FIELD, FL  
(your wing is always the reporting custodian)

7. MEDIA INTEREST ANTICIPATED or MEDIA INTEREST NOT ANTICIPATED

8. COMMANDING OFFICER'S ESTIMATE: (Ability of the unit to operate. i.e. ABLE TO CONTINUE PRESENT MISSION. or TRAWING FIVE HAS STOOD DOWN FROM ALL T-6 OPERATIONS. etc.)

9. FINAL REPORT THIS INCIDENT (If applicable. If anticipating a follow up OPREP, delete that statement). MISHAP REPORT TO FOLLOW.

10. POC: LCDR. I. M. CDO. DSN 868-1234, COMM 850-623-1234.  
(Phone number given should be manned 24/7)//

OPREP-3 Navy Unit Sitrep Shell

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

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

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

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

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

IMMEDIATE precedence for all Navy Unit SITREP messages

Put in the SUBJECT line:

OPREP-3 NAVY UNIT SITREP

Put in the TO line:

COMPACFLT PEARL HARBOR HI  
COMNAVAIRPAC SAN DIEGO CA  
CNATRA CORPUS CHRISTI TX  
COMDRAWING FIVE MILTON FL (your wing)

Put in the CC line:

CHINFO WASHINGTON DC  
CNIC WASHINGTON DC  
COMNAVSAFECEN NORFOLK VA  
NAVY JAG WASHINGTON DC  
COMNAVAIRSYSCOM PATUXENT RIVER MD  
COMNAVREG SE JACKSONVILLE FL

NAS WHITING FIELD MILTON FL  
CG TECOM QUANTICO VA (USMC personnel involved)  
MATSG-21 or MATSG-22 (USMC personnel involved)  
19 AF (Air Force personnel involved)  
HQ AETC (Air Force personnel involved)  
AFPC RANDOLPH AFB TX (Air Force personnel involved)  
NAVY IPO WASHINGTON DC (International personnel involved)  
NETSAFA PENSACOLA FL (International personnel involved)  
COMLANTAREA COGARD PORTSMOUTH VA (If USCG involved)  
CCGDEIGHT NEW ORLEANS LA (If USCG involved)  
TRARON XX (Your unit)

Cut and paste into the message body:

UNCLAS

MSGID/OPREP-3NUS,USMTF,2013/TRARON XX/001// (001, 002, etc. Is the sequential serial number from the last OPREP. If a follow up message, then 001A, 002A, etc.)

FLAGWORD/NAVY UNIT SITREP/-//

TIMELOC/DDTIMEZOCT2013/NAS WHITING FIELD FL/INIT// (DTG/location of incident)

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/

1. INCIDENT: T-6B AIRCRAFT BLEW TIRE ON LANDING RESULTING IN THE CLOSURE OF PENSACOLA REGIONAL AIRPORT FOR ONE HOUR. (short statement)

2. DATE OF INCIDENT: 11MAY2013

3. TIME OF INCIDENT: 1514L

4. LOCATION OF INCIDENT: PENSACOLA, FL

5. INCIDENT:

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

Aircraft model,

BuNo,

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

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

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

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

Aircraft damage.

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

Example for this paragraph: WHILE CONDUCTING A ROUTINE TRAINING FLIGHT, T-6B AIRCRAFT 166161 BLEW A TIRE ON LANDING AT PENSACOLA GULF COAST REGIONAL AIRPORT (KPNS). NO PERSONNEL WERE INJURED AND DAMAGE WAS LIMITED TO THE TIRE AND WHEEL ASSEMBLY OF THE AIRCRAFT. AIRCRAFT CAME TO A STOP AT THE INTERSECTION OF THE AIRPORT'S TWO RUNWAYS, SHUTTING DOWN THE AIRPORT FOR APPROXIMATELY ONE HOUR UNTIL THE AIRCRAFT WAS ABLE TO BE TOWED CLEAR. NUMEROUS AIRLINE, COMMERCIAL, PRIVATE, AND MILITARY AIRCRAFT WERE DIVERTED DURING THE TIME THE AIRPORT WAS CLOSED. LOCAL NEWS COVERAGE ANTICIPATED.

6. REPORTING CUSTODIAN: COMTRAWING FIVE, NAS WHITING FIELD, FL  
(your wing is always the reporting custodian)
7. MEDIA INTEREST ANTICIPATED or MEDIA INTEREST NOT ANTICIPATED
8. COMMANDING OFFICER'S ESTIMATE: (Ability of the unit to operate. i.e. ABLE TO CONTINUE PRESENT MISSION. or TRAWING FIVE HAS STOOD DOWN FROM ALL T-6 OPERATIONS. etc.)
9. FINAL REPORT THIS INCIDENT (If applicable. If anticipating a follow up OPREP, delete that statement). MISHAP REPORT TO FOLLOW or MISHAP REPORT NOT REQUIRED.
10. POC: LCDR I. M. CDO. DSN 868-XXX, COMM 850-623-XXXX.  
(Phone number given should be manned 24/7)//

APP E

COMMANDING OFFICER'S GUIDE

The Commander, Training Air Wing SIX is responsible for initiating the proper action in the event of a mishap. He must convene the Aircraft Mishap Board (AMB) and JAG investigation. The CO's checklist will assist the Commodore in those responsibilities.

Checklist

1. The following checklist is intended as a guide. It ensures appropriate and timely reports are submitted in the event of an aircraft mishap. The Commodore is responsible for supervising members of the command in the initial response to the mishap. The CDO, Safety Officer, ASO and the Senior Member of the AMB shall ensure that updated status reports are made to the Commodore as requirements are fulfilled.
2. In the case of casualties, when notifying the next of kin the NRSE CACO coordinator will assign a CACO (most likely a CACO in the command). The CACO should check the deceased member's Emergency Data Form to see how the deceased wanted their next of kin to be notified. Try to comply with it as much as possible; bringing a Chaplain is highly recommended. The CO should not be present on the initial visit to notify the next of kin. The CO is encouraged and expected to visit the next of kin within the next few days to offer condolences.

COMMANDING OFFICER'S CHECKLIST

1. Reports to be made immediately:
  - a. OPREP-3 phone report (OPNAV F3100.6 series)  
(CDO/OPS/SAFETY) \_\_\_\_\_
  - b. Assign CACO (BUPERSINST 1770.3)  
(CO/NRSE CACO Coordinator) \_\_\_\_\_
  - c. Next of kin notification (MPM 1770) (CACO) \_\_\_\_\_
2. Reports to be made within 60 minutes:
  - a. For Class A: NAVSAFECEN, CNAF, & CNATRA Phone  
Reports (OPNAVINST 3750.6R, CNATRAINST 3750.23M)  
(CDO/SAFETY O) \_\_\_\_\_
  - b. OPREP-3 message (OPNAV F3100.6 series)  
(CDO/OPS/SAFETY and ADMIN) \_\_\_\_\_
3. Reports to be made within 4 hours of occurrence or ASAP:
  - a. WAMHRS Initial Notification (CLASS A or B)  
(OPNAVINST 3750.6R) (SAFETY O/ASO) \_\_\_\_\_
  - b. Personnel Casualty Report (PCR)  
(MPM 1770-030) (ADMIN) \_\_\_\_\_
  - c. For Class B or C: Telephone reports to CNATRA  
and CNAF (CNATRA 3750.23M) (CDO/SAFETY O) \_\_\_\_\_
4. Reports to be made within 24 hours:
  - a. OPREP-3 Close-out Message Report (if req'd)  
(OPNAVINST 3100.6 series)(OPS/SAFETY and ADMIN) \_\_\_\_\_
  - b. Aircraft Status Message Report (XRAY)  
(OPNAV 544C-1) (N4 DET) \_\_\_\_\_
  - c. Commodore briefing to CNATRA about the mishap  
(CO) \_\_\_\_\_
  - d. WAMHRS Initial Notification (Class C)

(SAFETY O/ASO) \_\_\_\_\_

5. Reports to be made within 48 hours:

- a. Letters to next of kin (CO/ADMIN) \_\_\_\_\_
- b. Fleet Hometown News Message Report (PAO) \_\_\_\_\_
- c. Next of kin condolence visit (CO) \_\_\_\_\_

6. Other reports as required:

- a. Letters appointing AMB members and Senior Member (ADMIN) \_\_\_\_\_
- b. Flight Safety QDR (N4 DET) \_\_\_\_\_
- c. Planning and Estimates Requests (N4 DET) \_\_\_\_\_
- d. JAG Investigation (ADMIN) \_\_\_\_\_
- e. SIR (Senior Member of AMB) (30 days after mishap) \_\_\_\_\_
- f. SIR Endorsement (CO/SAFETY) \_\_\_\_\_

APP F

AMB COMPOSITION AND RESPONSIBILITIES

**AMB COMPOSITION**

Per reference (a), the following people are designated Mishap Board members and will familiarize themselves with this Mishap Response Plan and the responsibilities of the AMB.

The Mishap Board member assignments are as follows:

Mishap Board Primary Members:

Senior Member:	CSO/XO
Flight Surgeon:	Wing Flight Surgeon
Operations Representative:	OPSO
Maintenance Representative:	CNATRA N4 DET OIC
Aeromedical Safety Officer:	AMSO
Aviation Safety Officer:	ASO

Mishap Board Alternate Members will be obtained from squadron standing AMBs and assigned as applicable. The Senior Member will be assigned by the Commodore, using the Wing Senior Member Eligible list.

**AMB RESPONSIBILITIES**

Specific guidance on the conduct of Naval Aircraft Mishap investigations may be found in NAVAIR 00-80T-116 VOL 1-3 Technical Manual, Safety Investigation Techniques, reference (h). General guidance is provided by reference (a).

1. Mishap investigation and reporting duties of AMB members shall take precedence over all other duties.
2. An aircraft mishap board 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 request additional members/technical experts or advisors as he deems necessary to thoroughly investigate the mishap.

3. 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 AMB. Based on the course of the investigation, the Senior Member of the AMB may excuse board members or advisors when their skills are no longer needed. However, 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.

4. On occasion, an AMB conducting an investigation of a naval aircraft mishap may detect the existence of a severe hazard. In such cases, the prompt submission of a Hazard Report may be appropriate. Hazard Reports submitted shall not contain any privileged information, i.e., they shall not state the source of any information, restate information from statements made to the AMB, or release known or suspected causal factors of the mishap. The Hazard Reports do not relieve the AMB of the responsibility for submission of a complete Safety Investigation Report (SIR).

#### **GENERAL INSTRUCTIONS TO BOARD MEMBERS**

1. Be thoroughly familiar with the contents of references (a) through (h).
2. When notified, report as directed for transportation to the crash site.
3. If you are the first member to arrive, you are in charge until relieved by a senior officer or the Senior Member of the AMB.
4. Upon arriving at the mishap site, your first duty will be the collection and preservation of evidence. Use all available and prudent means to secure the area after fire fighting and rescue operations are complete, and the fire chief/on-scene crash captain has declared the site safe.
5. Identify witnesses and begin to obtain their written statements as soon as possible.
6. Do not allow any salvage or removal of wreckage that is not in keeping with humanitarian aspects or requirements as stated in reference (a).

7. The Senior Member of the AMB will assign specific investigation responsibilities.
8. Refer all media inquiries regarding the mishap to the CNATRA PAO or NASP PAO.
9. 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.
10. Ensure that the wording of the report is succinct, non-ambiguous, and in accordance with the requirements in reference (a).

APP G

AMB CHECKLIST

1. Naval Safety Center Telephone Report within 60 minutes for Class A mishaps. \_\_\_\_\_
2. Naval Safety Center WAMHRS Initial Notification for Class A and B (4 hours), Class C (24 hours). \_\_\_\_\_
3. Naval Safety Center Safety Investigation Report (SIR) extension requests if needed until SIR sent (due 30 days after mishap). \_\_\_\_\_
4. Wreckage preservation and recovery. \_\_\_\_\_
5. Photographic coverage. \_\_\_\_\_
6. Aircrew statements. \_\_\_\_\_
7. Witness statements. \_\_\_\_\_
8. Other statements. \_\_\_\_\_
9. Sketches/diagrams. \_\_\_\_\_
10. Press releases. \_\_\_\_\_
11. Aircrew data/72 hour histories. \_\_\_\_\_
12. Medical samples/medical records. \_\_\_\_\_
13. Aircraft data/Maintenance records. \_\_\_\_\_
14. Life support system data. \_\_\_\_\_
15. Aircrew logbooks. \_\_\_\_\_
16. Mission qualification - NATOPS qualification jacket page. \_\_\_\_\_
17. School/course attendance - NATOPS qualification jacket page. \_\_\_\_\_

- 18. Physiology and survival training - NATOPS qualification jacket page. \_\_\_\_\_
- 19. Mishap/flight violations record - NATOPS qualification jacket page. \_\_\_\_\_
- 20. Flight schedule. \_\_\_\_\_
- 21. Takeoff data. \_\_\_\_\_
- 22. Landing data. \_\_\_\_\_
- 23. Engineering investigation reports. \_\_\_\_\_
- 24. Flight data recorder transcript, if any. \_\_\_\_\_
- 25. Weather. \_\_\_\_\_
- 26. ATC transcripts/Radar data as appropriate. \_\_\_\_\_

APP H

MISHAP INVESTIGATION GENERAL CHECKLIST

The section contains information to facilitate investigation immediately following a major mishap. More detailed information is found in reference (h). This list is not intended to replace the normal activities of 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 every case. This checklist contains these common items in order to help the investigator organize his or her work and conduct preliminary analysis of the mishap at the scene.

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 aircraft: 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. Aircrew Evaluation:

Pilot (BAILOUT/NORMAL EGRESS/CRASHED IN ACFT)

Co-Pilot (BAILOUT/NORMAL EGRESS/CRASHED IN ACFT)

Crew (BAILOUT/NORMAL EGRESS/CRASHED IN ACFT)

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 bailout/ejection 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 of separate parts of the aircraft.

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

- a. Pilot(s) and NFO(s).
- 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. 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.

16. Photographs: Give positive directions regarding required photographs, a photo log, and proper labeling of each photo. 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 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. Secure ATC voice/Radar tapes.

18. Public Information Releases: Ensure that the PAO coordinates and controls the release of all information regarding the mishap according to current directives.

## 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). Wrap in protective covering in bubble wrap.

(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
  - (e) Transponder
  - (f) Radar Altimeter
  - (g) Prop sync./Prop governors
  - (h) Fuel dump
  - (i) Temp. Datum
  - (j) VHF
- (5) Circuit Breakers
- (6) Seat/Parachutes:
  - (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) Peening
    - (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) Spine warp
- (7) Accessories:
  - (a) Indications of RPM
  - (b) Evidence of failure
- (8) Oil Samples
- (9) Exhaust Sections:
  - (a) Beading
  - (b) Hot spots
  - (c) Prop hyd. Fluid contamination
- (10) Props:
  - (a) Condition of blades
  - (b) Blade angles
  - (c) Prop hyd. fluid contamination
  - (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 rudders:
  - (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) Pitot heat on?
  - (2) Engine anti-ice on?
  - (3) Primary or secondary attitude 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 or 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/NFO (as applicable). Privacy Act Statement/  
concept of privilege brief.

- (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?
  - (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 bailout/ejection?

- (a) Did you decide to bailout?
  - (b) Did you order bailout?
    - 1. Words?
    - 2. Other signals? (Bailout warning)
  - (c) Did all crew respond?
    - 1. Reaction time.
    - 2. Verbal response?
  - (d) Did you subsequently decide against bailout or delay bailout?
  - (e) Describe your procedure.
  - (f) Jettison?
  - (g) Chute function normally?
  - (h) LPA work normally?
  - (i) Difficulty removing chute?
- (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 lights
- (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 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 during last 48 hour period
- (g) Other demanding activities
  - 1. Last 24 hours
  - 2. Last week

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

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

(17) When did you last review the emergency procedure(s) 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?

NOTE: If control may be a factor, determine the witness's state of physical condition, fatigue factors, experience, and supervision.

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; point out where corrective information was given.

(5) Use a penetration plate to describe PPI track and make a graph showing C-scanned GCA PPI.

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

NOTE: If control may be a factor, determine the witness's state of physical condition, fatigue factors, experience, and supervision.

4. Documentary Evidence

- a. Photographs:
  - (1) Crash scene
  - (2) Personal cameras
  - (3) Official photographs before the incident
- b. Radar tapes
- c. Fuel, oil, and hydraulic sample reports
- d. Yellow sheets
- e. Aircraft and flight crew logs
- f. Landing aids
  - (1) Fresnel lens settings
  - (2) VSI setting
  - (3) Deck light intensity
  - (4) Approach light intensity
  - (5) Runway condition
  - (6) NAVAID conditions

APP I

INSTRUCTIONS FOR OBTAINING WITNESS STATEMENTS

1. Witnesses' statements are of two types: privileged and non-privileged. Both types of witness statement form are located in reference (a).

a. Those considered by the Navy to be of privileged nature may not be disclosed except to those persons in the Navy whose duties require a need to know for safety purposes, e.g. Aircraft 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 is privileged and will not be used in any legal or punitive action. 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 causal factors. This should be tactfully explained to the witness prior to obtaining a statement, so 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 causal factors remain hidden.

b. If a promise of confidentiality is not required to obtain the statement of a witness, a non-privileged statement may be taken. As above, explain to the witness that his or her testimony (oral or written) is not taken under oath, and that 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 causal factors. While the non-privileged form says it "may be disclosed", care must be taken to comply with reference (a) at all times. Even if a witness is interviewed by both the AMB and JAGMAN investigator, DO NOT SHARE the witness statement form with the JAGMAN investigator. The JAGMAN contains a different form for witness statements, and should never include items from the AMB.

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. 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 their condition permits and with the concurrence of the flight surgeon or medical officer, obtain an interview and statements.

6. In obtaining statements, observe the following:

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

b. Record his or her statement verbatim if possible.

c. Review the statement with the witness and solicit any additional information.

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

e. Use the witness statement forms in reference (a). Do not share the witness statement with the JAGMAN investigator, even if the same witness spoke with both the AMB and the JAGMAN investigator.

APP J

PHOTOGRAPHIC RESPONSIBILITIES

1. A member of the AMB will give positive guidance to the assigned photographer. Photographic coverage should include, as a minimum:

a. Scenes of the cockpit, covering all appropriate switches, handles, control units, safety equipment, etc.

b. General crash scene and close ups, covering positions of landing gear, flaps, control surfaces, propeller, engines, etc.

c. Scenes of path along ground, with emphasis on the initial contact point, position of scattered parts, burned area, etc.

d. Any views of the aircraft that would indicate obvious material failure, i.e., damaged parts, and any other views requested by the AMB.

e. If the crash resulted in any fatalities, provide coverage of aircrew members, still in the aircraft, if possible.

2. Although photographs are more effective if they are taken as soon as possible, the photographer shall delay approaching the crash scene until the Fire Captain declares the mishap scene safe.

3. Photographs shall be accompanied by a photographic log sheet. The log sheet should include the type of picture and component part photographed. All printed photographs will be identified on the back with the following information:

a. Reporting custodian (TW-6)

b. Mishap classification (Class A FM)

c. Mishap serial number and date (01-15, ddMMMyyyy)

d. Aircraft type and BUNO

e. Privileged photographs shall also contain the following statement on the reverse side:

////////////////////////////////////  
FOR OFFICIAL USE ONLY

THIS IS A PRIVILEGED LIMITED-USE MISHAP INVESTIGATION REPORT.  
UNAUTHORIZED DISCLOSURE OF THE INFORMATION IN THIS REPORT IS A  
CRIMINAL OFFENSE PUNISHABLE UNDER ARTICLE 92, UNIFORM CODE OF  
MILITARY JUSTICE. SEE OPNAVINST 3750.6R PARAS 105 AND 106 FOR  
RESTRICTIONS.

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APP K

AMB SENIOR MEMBER RESPONSIBILITIES

1. The Senior Member of the AMB shall ensure that all members of the board are familiar with references (a),(h) and (j) and receive appropriate training. The Senior Member should also be familiar with other individual responsibilities promulgated in this instruction to enhance coordination 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 and material.

3. At the scene of the mishap, the Senior Member shall assign responsibilities as conditions dictate, ensuring that the following contingencies are provided for:

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

b. Determine the scope of the mishap, to include the number of aircraft involved, the number of casualties and the requirement for additional support personnel 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 and casualties with directions and distances in accordance with reference (h). Be sure to include notable landmarks or terrain features.

d. Identification of witnesses - statements should be taken from witnesses immediately after the mishap to ensure greater reliability. To maximize the identification of witnesses, the Senior Member should coordinate with local TV and radio stations and newspapers to provide the phone number of the CNATRA PAO, NASP PAO, and any other appropriate contact.

e. Adequate and complete photographs - ensure photographs of the wreckage and mishap scene are taken as soon as possible, and before wreckage is moved. When available, use of video is encouraged.

f. Ensure that the NAVAIR Mishap Investigation Support Team (MIST) or EOD has certified the scene safe of ordnance/pyrotechnics or other hazardous materials before allowing investigation personnel access to the crash site. Take into account that EOD personnel may not be familiar with all of the explosives associated with ejection seats or other aircraft systems.

g. Ensure that an adequate number of security guards are available to secure the scene. Make sure that they are briefed as to specific safety considerations, public affairs/media concerns and where to direct all inquiries.

h. Direct salvage operations of the wreckage. In cases where the wreckage is underwater, the Senior Member shall request assistance via the Naval Safety Center to locate and recover the aircraft.

i. Maintain communications with the Wing, ensuring the chain of command receives status updates as new information becomes available.

4. Based on the location and physical condition of the wreckage (including the threat to or disruption of civilian activities or services), the Senior Member shall determine if wreckage needs to be moved. Since moving wreckage can inflict additional damage, ensure that all photographs of the wreckage are taken prior to moving any pieces, and that care is taken to prevent additional damage when the wreckage is moved. Carefully document (with video if possible), the movement of the wreckage. Coordinate with maintenance and salvage officials to ensure that appropriate equipment is used.

5. In those investigations where the determination of causal factors appears to be beyond the technical capabilities of the AMB, the Senior Member shall request technical assistance from CNATRA (the controlling custodian).

6. The Senior Member shall ensure that all reports required in reference (a) are completed and submitted within the prescribed time limits (30 days).

7. In the event the mishap occurs outside the local area and cannot be handled expeditiously by the mishap command, the Senior Member may recommend to the CO to request the Commandant of the Naval District in which the mishap took place, or other appropriate authority, to assume responsibility for investigating and reporting the mishap.

8. Ensure that all AMB members understand that they are not to divulge names of deceased or injured, make any statement expressing opinions, or give out any information concerning the mishap, but will refer all inquiries to the CNATRA PAO. Advise reporters that the PAO will have statements to release as soon as confirmed information is available.

9. Remind other members of the AMB that the SIR is a privileged document and can be used only for the prevention of aircraft mishaps. The content of the SIR, all enclosures, attachments or endorsements may not be used in any other report.

#### AMB SENIOR MEMBER INVESTIGATION GUIDELINES

The accompanying text of this section 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 AMB, you are responsible to the Commanding Officer for the prompt and orderly execution of investigative and reporting procedures relative to the mishap.

a. In order that you may apply your knowledge and experience most effectively to the task of investigation, it is highly desirable that you reach the scene of the mishap as soon as possible. You should, therefore, obtain the ASO's mishap kit and proceed directly to the crash scene via most rapid transportation available.

b. During the initial phase of the investigation, prevention of loss of evidence is second in importance only to the safety of personnel. Ensure that your security team is deployed immediately under the direction of the Security Officer.

c. Chances are 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 the perception of what he saw to what logic dictates he should have seen. Question as many witnesses as possible immediately.

2. Following an aircraft mishap, per reference (a), do not move or disturb aircraft wreckage for at least twenty-four hours, except to protect life, limb, or property, to ease military or civil activities, or to protect the wreckage from loss or further damage.

3. When the wreckage is moved prior to the on-scene investigation by the mishap board, 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.

4. The Senior Member of the AMB normally will own and control the wreckage, and will not relinquish control of the wreckage and real evidence to the reporting custodian until all other investigative teams have completed their work. In some 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 CNO, will own and control wreckage until released to the AMB Senior Member.

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

APP L

ASO RESPONSIBILITIES

1. The unit ASO should serve as a member of the AMB. In the event of an aircraft mishap, he or she shall:
  - a. Assist the Commodore in convening the AMB and provide for each member the necessary references and material.
  - b. If the location of the mishap is such that the ASO will be able to make the telephone report to the Naval Safety Center and draft the WAMHRS Initial Notification, assume responsibility for these reports. Otherwise, the CDO will make the telephone report and the Wing Safety Officer, squadron ASO, or other officer with WAMHRS permissions will send the Initial Notification. Provide assistance and information to these officers as required.
  - c. Coordinate transportation to the mishap site. Bring with you the people (AMB personnel) and equipment (mishap kit) as necessary. If you are the senior officer of the AMB present, take charge of the investigation. If not, report to the Senior Member.
  - d. Ensure that a Security Officer has been appointed, 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.
  - e. Immediately establish rapport with the local police and news personnel by offering your assistance and cooperation and requesting the same from them. Establish liaison with the ASO of the host air station, if applicable.
  - f. Ensure that 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. Ensure that the CNATRA PAO or NASP PAO is on-scene or available to control the release of information.

h. Ensure Contract Maintenance and/or CNATRA N4 DET OIC are provided with support and personnel for locating and tagging debris, and that Crash/Fire personnel have arranged for transportation and salvage equipment as necessary.

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

3. Assist the Commodore in administrative preparation of the Commodore's endorsement. Ensure that the Commodore is briefed on the endorsement requirements as directed by the current OPNAVINST 3750.6.

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

5. Ensure that the significance of the mishap is briefed (emphasize the privileged nature of the investigation and report) to flight, maintenance, and academic/simulator personnel as necessary. Ensure non-disclosure agreements are signed and CNATRA permission is received prior to briefing contractor personnel.

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

7. Maintain an investigation field kit (mishap kit). After use, ensure the kit is restocked promptly.

APP M

SAFETY OFFICER RESPONSIBILITIES

The Safety Officer shall:

1. Serve as an overall coordinator and communicator between the duty officer, AMB, chain of command, and other personnel and entities involved.
2. Ensure that each person is aware of their responsibilities and is on task.
3. Assist with ASO duties, particularly if the ASO must travel to the mishap site.

APP N

CNATRA N4 DET OIC RESPONSIBILITIES

1. The CNATRA N4 DET OIC shall be familiar with the contents of references (a) and (d) and be cognizant of the local contractor representatives available to aid in an investigation. In the event of a mishap, the DET OIC or other appropriate Maintenance Officer will coordinate with the Maintenance Contractor to perform the following:

a. Collect and provide security for all material and maintenance records and aircraft logbooks for the AMB. Ensure the System Administrator (SA) secures all records involving the mishap aircraft. Complete the CNATRA N4 DET AIRCRAFT MISHAP PROCEDURES CHECKLIST (next page).

b. Proceed to the mishap site with the AMB Senior Member and a contractor representative.

c. Monitor any salvage operations to ensure minimum damage to the aircraft.

d. Arrange for cranes, trucks and operators for reclamation of wreckage. Assist the AMB Senior Member in organizing the wreckage for the investigation, ensuring all parts/pieces are tagged for identification.

e. Coordinate with Public Works and Salvage Officers for a surveyor (if available) to prepare a chart or diagram of the wreckage location.

f. If possible, collect fuel, oil, oxygen, and hydraulic samples from the aircraft as applicable.

g. Provide Maintenance Instruction Manuals (MIMS) for use at the scene of the mishap if requested by the AMB.

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

i. Assist the AMB Senior Member with an analysis of the maintenance aspects of the mishap.

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j. Provide any required technical assistance to ensure requests for P&E, HMR, and EI are complete if necessary. Coordinate shipping for any items for off-site evaluation.

CNATRA N4 DET AIRCRAFT MISHAP PROCEDURES  
CHECKLIST

NOTIFY: QAS INITIALS

- 1. CNATRA OIC \_\_\_\_\_
- 2. CNATRA AOIC \_\_\_\_\_
- 3. CONTRACTOR SITE SUPERVISOR \_\_\_\_\_

ITEMS TO RETRIEVE/COMPLETE: QAS INITIALS

- 1. HAVE CONTRACTORS DO TOOL INVENTORY (ATAF) \_\_\_\_\_
- 2. HAVE SYSTEM ADMINISTRATOR LOCK OUT WECMS/  
NALCOMIS/OOMA (AS APPLICABLE) \_\_\_\_\_
- 3. A/C LOGBOOKS \_\_\_\_\_
- 4. A/C DISCREPANCY BOOK/MAFS ON VIDSBOARDS \_\_\_\_\_
- 5. A/C INVENTORY RECORDS \_\_\_\_\_
- 6. A/C WEIGHT & BALANCE RECORDS \_\_\_\_\_
- 7. ALSS/AIRCREW RECORDS \_\_\_\_\_
- 8. AME/SEAT RECORDS \_\_\_\_\_
- 9. OIL RECORDS FOR ENGINE(S) IN MISHAP \_\_\_\_\_
- 10. COLLECT OIL, FUEL SAMPLE & HYDRAULIC  
RECORDS \_\_\_\_\_
- 11. FUEL ANALYSIS FROM FUEL TRUCK \_\_\_\_\_
- 12. LOGS & RECORDS HISTORICAL FILE  
(ACCORDION FOLDER) \_\_\_\_\_
- 13. R/R "I" LEVEL RWK PACKAGE (IF APPLICABLE) \_\_\_\_\_
- 14. FOR TIRE & WHEEL MISHAPS, COLLECT TIRE  
PRESSURES \_\_\_\_\_

NOTE:

Once items are retrieved, turn over to the CNATRA N4 Det OIC or the AMB. Under no circumstances will data be released to anyone else from any records or other sources. No information is to be released to media agents concerning the mishap.

APP O

AMSO RESPONSIBILITIES

The Aeromedical Safety Officer (AMSO) shall assist the AMB as an investigator of physiological, psychological, and environmental factors, aviation life support, and egress issues associated with the mishap. In addition, he or she shall:

1. Investigate the adequacy and functioning of safety and survival equipment involved in the mishap and post-mishap environments.
2. Advise the AMB of the physiological and safety/survival equipment factors.
3. Assist in preparation of the Flight Surgeon's Report (FSR).
4. Be assigned as a member of the AMB upon request.
5. 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.
6. If applicable, ensure pathological correlation of evidence by participating in the post-mortem examination of aircrew members and passengers whose deaths occur as a result of a mishap.
7. Be responsible for all aviation life support equipment and coordinate all EIs of ALSS and ejection systems.
8. Investigate the adequacy of egress procedures and equipment involved in the mishap.
9. Evaluate the adequacy and currency of physiology and water survival training qualifications of personnel involved in the mishap.
10. Serve as liaison between the squadron and other assisting commands (NAVAIR/FAILSAFE, NAWC, NAMRL, BUMED) in aeromedical and ALSS matters.

APP P

FLIGHT SURGEON RESPONSIBILITIES

The 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. All of the duties listed below shall be accomplished in accordance with the Naval Flight Surgeon's Pocket Reference to Aircraft Mishap Investigation, reference (1). The duties listed below are in no way a complete list. Refer to reference (1) for more comprehensive information on the Flight Surgeon's duties and responsibilities.

1. As a member of the AMB, the Flight Surgeon shall ensure that the mishap aircrew receive appropriate examinations as soon as possible after the mishap, IAW reference (1).
2. The 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 Flight Surgeon's responsibility to determine the exact location of the aircrew, and if necessary, to coordinate transportation.
3. Once at the scene, the Flight Surgeon shall act to preserve life, minimize suffering, treat injuries, and preserve evidence relevant to the mishap investigation. However, the Flight Surgeon SHALL NOT be considered a primary emergency medical responder for any aircraft mishap, as such primary care should already have been summoned.
4. In the event of fatalities, he or she will assist in identification and direct proper, safe removal of remains from the scene of the mishap after release by the county coroner.
5. Ensure pathological correlation by participating in the post-mortem examination of aircrew members and passengers whose deaths occur as a result of a mishap.
6. Coordinate requests for aeromedical and Armed Forces Medical Examiner System (AFMES, formerly AFIP) support, if appropriate, in accordance with reference (a).

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7. Prepare the Aeromedical Analysis within the time limits specified in reference (a).

APP Q

MEDICAL REQUIREMENTS AND RESPONSIBILITIES

1. General

a. NASP Base Operations/ODO shall be responsible for notifying the Duty Flight Surgeon, Branch Medical Clinic, and Life Flight, as required, and shall communicate and coordinate medical requirements with the Duty Flight Surgeon.

b. The OIC, Branch Medical Clinic NASP and CO, Naval Hospital Pensacola shall provide and maintain adequate medical coverage and states of readiness within their available resources to meet the requirements of the mishap.

c. Medical personnel will remain a safe distance from the aircraft until crash-rescue crewmen have removed trapped personnel from the aircraft. Until otherwise directed, medical personnel shall not enter an aircraft until any fire has been totally extinguished, and a fire hazard no longer exists.

2. On-Station Aircraft Mishap

Upon proper notification via the NASP Primary Crash Circuit and/or the NASP ODO of an on-station mishap or impending mishap the NASP Crash Crew shall:

a. Dispatch a field ambulance with qualified Emergency Medical Services (EMS) support to the ambulance alert position at the appropriate field in the case of an impending mishap, or to the on-station site in the case of an actual mishap.

b. Provide fixed medical treatment, triage and disposition of injured personnel.

c. Transport any injured personnel to the most appropriate medical treatment facility based upon their standard operating procedures.

d. Notify the Duty Flight Surgeon about the condition of any injured personnel, their location, and where they are being transported for definitive care.

3. Off-Station Aircraft Mishap

The NASP ODO shall provide for on-site medical response by:

- a. Notifying the Duty Flight Surgeon and TW-6 CDO.
- b. Notifying Life Flight as appropriate or if requested by on-site medical personnel, by calling 434-4555 (Baptist LifeFlight) or 911.
- c. Verifying that the OLF Crash Crew has summoned local civilian assets (if applicable).

APP R

OPERATIONS OFFICER RESPONSIBILITIES

The Operations Officer or Ops department representative for the AMB shall:

1. Obtain the master flight schedule for the date of the mishap and arrange to have five copies made. The CDO will stamp one as "CERTIFIED TO BE A TRUE COPY" and affix his or her signature, rank and service, and will then present all copies to the AMB.
2. Ensure that aviator logbooks for all mishap crewmembers are delivered to the AMB for temporary custody.
3. Assist the AMB as directed.

APP S

NATOPS OFFICER RESPONSIBILITIES

A NATOPS-qualified instructor for the aircraft type involved in the mishap shall be assigned to assist the AMB. The NATOPS representative shall:

1. Collect crew 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 those to the AMB.
2. Present to 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.
3. If required by the ASO, proceed to the scene of the mishap and interview witnesses. You should be equipped with a tape 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.
4. Determine the emergency procedures employed and investigate their correct application. Be prepared to discuss this subject with the AMB and submit a written statement if required.
5. 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 ASO or the Senior Member of the AMB.
6. Determine as soon as possible whether or not NATOPS procedures have been violated and submit a written report to the Senior Member of the AMB.
7. If the AMB determines that a change to NATOPS is in order, prepare the change according to current instructions and ensure timely submission and subsequent follow up.
8. Assist the AMB as directed.

APP T

ADMIN OFFICER AND IMSO RESPONSIBILITIES AND  
CASUALTY REPORTING

The Administrative Officer shall:

1. Ensure compliance with the administrative procedures contained in reference (a) with regards to:
  - a. Claims
  - b. Release of information
  - c. Prohibited use of reports
  - d. JAG Manual Investigations
2. In event of personnel injury/death, prepare casualty reports/messages and initiate required administrative procedures in accordance with MPM 1770 and this Tab. No statement shall be made or implied in any report as to the cause of the mishap.
  - a. For USN personnel, the Casualty Report (PCR) is due within four hours of mishap notification.
  - b. For USMC personnel, MATSG-21 will submit appropriate casualty reports. Required information is listed in this Tab.
  - c. For any accident or incident (including injury or death) of International (foreign) personnel, the IMSO/Student Control will initiate required reports in coordination with ADMIN. The International Casualty Report is due within 12 hours.
  - d. In the case of the death of a member of another branch of the US military, the ADMIN Officer will be required to provide a casualty report to the member's specific service branch as soon as possible.
3. Assume the PAO's responsibilities and/or assign another qualified officer until PAO arrival.

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4. When the mishap occurs away from the NASP area, provide TAD orders as necessary.
5. Provide personnel records and other information in his/her possession to the AMB.
6. When necessary arrange for personal effects inventories and supervise proper disposition of same.

INTERNATIONAL MILITARY STUDENT (TRAINING)  
OFFICER RESPONSIBILITIES

The IMSO shall:

1. Notify the appropriate chain of command for the IMS, as follows:

CNATRA IMSO: 361-961-3559  
NETSAFA: After hours/emergency 554-5312 (NETC SDO)  
NORTHCOM/Caribbean: 452-5773  
Central/South America: 452-8891  
Europe: 452-8816  
Middle East: 452-8846  
Africa: 452-8896  
Asia/Pacific: 452-8832  
For Saudis, also call NITC: 452-5562, (c)221-8896  
For Germans, also call 2<sup>nd</sup> GAFTS: 452-2693

2. Submit a Casualty Report within 12 hours, in the event of death, serious injury, hospitalization, involvement in any accident or incident involving an IMS, or whenever the Commanding Officer deems appropriate, in accordance with reference (j), with copies to the Training Air Wing, CNATRA, NETSAFA, and NETC. For RSAF IMSs, include a copy to NITC as well.

3. Make progress reports when appropriate and include a final report indicating the date the IMS is returned to duty.

## USMC CASUALTY REPORT

In the event of serious injury or death of Marine Corps personnel, the Senior Marine shall:

Report casualties by telephone to the Marine Aviation Training Support Group 21 (MATSG-21) Executive Officer and the MATSG Group Duty Officer (GDO).

MATSG Executive Officer	Work: 452-9460 ext 3002 Cell: 850-449-4023
MATSG GDO	Work: 452-9460 ext 3005
MATSG AGDO	Work: 452-5534

Give the following information:

- a. Name: Last, First, M.I.
- b. Unit:
- c. Local time, date and place of incident:
- d. Cause of death (if known):
- e. Place of death:
- f. Location of remains:
- g. Any additional information that has been cleared by the CNATRA PAO or NASP PAO.

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

## INTERNATIONAL STUDENT CASUALTY REPORT

An International Military Student casualty report shall be submitted by priority message within 12 hours of the mishap utilizing the following format:

### CASUALTY REPORT

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

FM COMDRAWING SIX PENSACOLA FL  
TO SECNAV WASHINGTON DC  
INFO BUMED WASHINGTON DC  
COMNAVPERSCOM MILLINGTON TN  
SAO  
CHINFO WASHINGTON DC  
NAVY IPO WASHINGTON DC  
NETSAFA PENSACOLA FL  
NETSAFA DET PENSACOLA FL  
CNATRA CORPUS CHRISTI TX//N3F//  
NAVAVSCOLSCOM PENSACOLA FL  
NAVAL ATTACHE (**CITY AND COUNTRY OF COUNTRY INVOLVED**)  
COMNAVREG SOUTHEAST PENSACOLA FL//N01//  
NAS PENSACOLA FL  
COMDRAWINGSIX PENSACOLA FL

UNCLAS//N04950//

SUBJ: IMS CASUALTY REPORT

MSGID/GENADMIN/CTW-6//

RMKS/

A. Name in full; rank or rating; file or service number; branch of service, country, ITO#; WCN#.

B. Type of casualty.

C. Date, time(local), place, circumstances and suspected cause. Provide brief explanation of the mishap (be sure to check the accuracy of the information with the PAO prior to releasing the message). If death resulted from flight in a naval aircraft, include the following items: Status of the individual (pilot, crewmember, passenger, etc.); model of aircraft; flight purpose (operational, training). Whenever confirmation of the cause of death is delayed pending autopsy or toxicological examination,

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the findings shall be furnished by supplemental message as soon as possible.

D. If a fatality is 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 the remains were not recovered, explain why (ex: aircraft lost at sea, search called off due to weather).

E. Full name, address and relationship of next of kin, if known.

F. Opinion as to whether fatality or serious accident occurred in the line of duty.

G. Religion, if known.

NOTE: RELEASE OF THE TRAINEE'S NAME TO THE PRESS WILL BE WITHHELD UNTIL 48 HOURS AFTER SECNAV HAS BEEN NOTIFIED.

APP U

CACO RESPONSIBILITIES

The Casualty Assistance Calls Officer is an officer designated in the command to act on behalf of the Navy in notifying and assisting next of kin in the case of the death of a military member. The CACO acts in accordance with the Navy Casualty Assistance Calls Program (CACP) Manual, BUPERSINST 1770.3, reference (k). The CACO should refer to the instruction for further details. General responsibilities include:

1. To make personal notification to the next of kin that their relative is dead, unaccounted for--Duty status--whereabouts unknown (DUSTWUN), or reported missing; to provide a brief explanation of the circumstances; to provide updated information regarding remains of deceased or search efforts for a DUSTWUN person.
2. To express to the next of kin of those who have died: the Navy's condolences, concern in the case of members in a DUSTWUN or missing status, and continued support for next of kin during their adjustment to their unfortunate circumstances.
3. To extend assistance to the next of kin by assessing the need for immediate financial assistance and follow-up arrangements as necessary.
4. Within 24 hours of next of kin notification, the CACO will carry out the following duties:
  - a. Visit primary next of kin (PNOK); relay family decision on allowing Navy preparation/private funeral home preparation of remains; extend assistance with funeral arrangements/memorial service.
  - b. Counsel primary next of kin on Navy funeral expense allowances on preparation (embalming), shipment, and casketing of remains; determine their decision and obtain name and telephone number of local receiving funeral home.
  - c. Relay primary next of kin decision to Military Medical Support Office (MILMEDSUPPOFF), Great Lakes, IL.

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d. Advise the Commodore that his letter of circumstances/condolences is to be prepared within 48 hours of casualty incident.

e. Liaison with casualty's command for additional details of casualty incident.

f. Assist dependents in arranging travel to/from funeral site.

APP V  
NON-AVIATION GROUND MISHAP INFORMATION

**WHEN REPORTING A MOTORCYCLE MISHAP RELATED INCIDENT:** PER NAVADMIN 182/11 (OPNAVINST 3100.6J URGENT CHANGE 2), INCLUDE THE FOLLOWING ADDITIONAL LINE ITEMS. IF THE INFORMATION IS UNAVAILABLE AT THE TIME OF INITIAL REPORT ANNOTATE THOSE LINE ITEMS AS "UNKNOWN" AND ADDRESS THOSE LINE ITEMS IN A FOLLOW-UP REPORT.

- (1) TYPE/MODEL OF MOTORCYCLE INVOLVED (EXAMPLE: SPORTBIKE/SUZUKI GSX -R1000 OR CRUISER/HARLEY DAVIDSON DYNAGLIDE).
- (2) INDICATE WHETHER PERSONAL PROTECTIVE EQUIPMENT (PPE) WAS USED. REPORT MUST INCLUDE YES/NO FOR EACH ITEM. PPE INCLUDES HEAD, EYE, AND FOOT PROTECTION AND PROTECTIVE CLOTHING IAW REF B (EXAMPLE: BOOTS, GLOVES, HELMET, JACKET, ETC.).
- (3) REPORT WHETHER THE OPERATOR HAD A VALID MOTORCYCLE LICENSE OR PERMIT.
- (4) LIST ALL MOTORCYCLE SAFETY COURSES ATTENDED AND DATES COMPLETED (MMDYYYY): (EXAMPLE: BASIC RIDER COURSE (BRC) - 04012003, MILITARY SPORTBIKE RIDER COURSE (MSRC) - 05052002, ETC)

**WHEN REPORTING A SUICIDE, SUICIDE ATTEMPT, OR SUICIDE-RELATED BEHAVIOR:** PER PACADMIN 004/11 (COMPACFLT PERSONNEL INCIDENT REPORTING REQUIREMENTS), SUICIDES/ATTEMPTS SHALL BE REPORTED VIA NAVY BLUE, AND SUICIDE-RELATED BEHAVIOR (IDEATIONS OR INDICATIONS OF INTENT) VIA NAVY UNIT SITREP. INCLUDE THE FOLLOWING ADDITIONAL LINE ITEMS.

- (1) DATE AND LOCATION OF SERVICE MEMBER'S MOST RECENT OPERATIONAL/EXPEDITIONARY/IA DEPLOYMENT
- (2) IF THE MEMBER'S LAST DEPLOYMENT WAS AN EXPEDITIONARY IA DEPLOYMENT AFTER 19MAR2004, INCLUDE WHETHER MEMBER COMPLETED A POST-DEPLOYMENT HEALTH REASSESSMENT (PDHRA) BETWEEN 90-180 DAYS AFTER RETURN.