DEPARTMENT OF THE NAVY
COMMANDING OFFICER
TRARON EIGHT SIX
390 SAN CARLOS RD SUITE G
PENSACOLA FLORIDA 32508-5503

IN REPLY REFER TO:
TRARONEIGHTSIXINST 3750.5Q CH-1
N2
16 OCT 2018

TRARON EIGHT SIX INSTRUCTION 3750.5Q CHANGE TRANSMITTAL 1

From: Commanding Officer, Training Squadron EIGHT SIX

Subj: MISHAP/INCIDENT RESPONSE PLAN

Encl: (1) Revised Pages of Enclosure (1) of the Basic Instruction

1. Purpose. To transmit change 1 to the basic instruction.

2. Action. Make the following change:

a. Remove and replace designated pages of the basic instruction with pages from enclosure (1).

J. D. TUTWILER

Distribution:
Electronic only, via VT-86 Website:
https://www.cnatra.navy.mil/tw6/vt86/Instructions.asp

Ch-1 INCORPORATED dlr

DEPARTMENT OF THE NAVY
COMMANDING OFFICER
TRARON EIGHT SIX
390 SAN CARLOS RD SUITE G
PENSACOLA FLORIDA 32508-5503

IN REPLY REFER TO:
TRARONEIGHTSIXINST 3750.5Q
N2
10 SEP 2014

TRARON EIGHT SIX INSTRUCTION 3750.5Q

From: Commanding Officer, Training Squadron EIGHT SIX

Subj: MISHAP/INCIDENT RESPONSE PLAN

Ref: (a) OPNAVINST 3750.6S (The Naval Aviation Safety Program)
(b) OPNAVINST 3100.6J (Special Incident Report (OPREP-3) Procedures)
(c) OPNAVINST F3750.16C (Participation in a Military or Civil Aircraft Safety Investigation)
(d) COMNAVAIRFORINST 4790.2B (The Naval Aviation Maintenance Program)
(e) CNATRAINST 3750.23M (Naval Air Training Command Mishap and Hazard Reporting)
(f) CNATRAINST 5720.20G (Public Affairs Aspects of Accidents and Incidents)
(g) NASPNCLAINST 3750.14L (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 1500.4H (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 5102.1D (Navy and Marine Corps Mishap and Safety Investigation, Reporting, and Record Keeping)
(n) VT-86 Staff Directory
(o) VT-86 Social Roster

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 Commanding Officer, Training Squadron EIGHT SIX. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. TRARONEIGHTSIXINST 3750.5P

3. Background. Prompt and accurate reporting and investigation are the responsibility of each reporting custodian. References (a) through (o) set forth the requirements, conditions, and general procedures to follow for the submission of reports, conduct of investigations associated with aviation mishaps and personnel injuries, and identification of hazardous conditions.

4. Discussion

a. Despite a strong safety program, the possibility of a mishap cannot be overlooked. In the event of a mishap, comprehensive preliminary planning and thorough training of personnel will ensure quick action and timely reporting to minimize the inherent delays found in any mishap investigation. The Command Duty Officer (CDO) and Squadron Duty Officer (SDO) will generally be the first informed of a mishap and therefore are the key to implementation of this mishap plan.

b. 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.

c. Public relations are an important facet of mishap investigation, particularly when civilians are involved. When a mishap becomes public knowledge or the news media requests coverage, a rapid and correct response is essential. Navy policy dictates that the release of all pertinent unclassified information occurs after the next of kin has been notified. The CNATRA PAO has this responsibility. It is important that everyone involved with the mishap recognize the necessity for good public relations, understand their responsibilities and act in the best interests of the Department of Defense. It is imperative that the rights of each organization and individual be protected, and that no implication of culpability be expressed or implied except through official legal procedures.

d. The Concept of Privilege pervades the Naval Aviation Safety Program and is a premise of operation to ensure that individuals may come forth in complete confidentiality and provide information without the possibility of prosecution. Privileged information includes, but is not limited to, AMB generated witness statements, certain photographs, and AMB developed information.

e. 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.

5. Action

a. General. This Mishap/Incident Response Plan shall serve as a guide for initiating an investigation and reporting procedures in the event of an aircraft or ground mishap. All hands will be familiar with the content of this instruction. Any person having knowledge of an aircraft involved in an emergency, in danger, having received damage (no matter how slight) or an air or ground incident that involves injury to personnel shall report such information to the CDO immediately.

b. Specific. Required action for individual officers is listed in enclosure (1). In the event a designated officer is not available, the CDO will assign the next senior officer in the cognizant department to perform the assigned responsibilities. Nothing in this instruction shall preclude any additional logical action warranted by the situation. A CDO and SDO duty checklist of assigned responsibilities is listed under TAB A-3. All action officers shall familiarize themselves thoroughly with this instruction and with the requirements of their post-mishap duties.

c. ASO. The ASO shall keep this instruction up-to-date, brief/train CDO, and conduct periodic drills. In accordance with reference (g), Mishap/Incident Response Plan walk-throughs will be conducted quarterly to verify procedures and training. This Mishap/Incident Response Plan shall be fully exercised at least annually.

d. CDO/SDO. Duty Officers are normally the individuals who initiate the Mishap/Incident Response Plan. As such, they shall review the Mishap/Incident Response Plan as they assume the watch to maintain familiarity with the guidance contained herein and also to be conversant with any changes. In certain circumstances, TRAWING SIX shall have the primary responsibility for reporting and investigating a mishap. The Duty Officers shall contact the TRAWING SIX Command Duty Officer (850-288-0487 or 850-452-2305) or TRAWING SIX ASO or SO (Refer to CTW6 Staff Directory) 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.

6. Changes. Proposed changes or updates to this instruction shall be forwarded to the VT-86 Safety Officer via e-mail or phone at 452-4302.

J. D. TUTWILER

Distribution:
Electronic only, via VT-86 Website:
https://www.cnatra.navy.mil/tw6/vt86/Instructions.asp

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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
TRACON	Traffic Control
VFR	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 $20,000 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)

GO TO AVIATION MISHAP TAB AND COMPLETE STEPS 1 THROUGH 18.

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 $20,000

3. Motor Vehicle fatality or injury

4. Diving mishap, hyperbaric treatment, death

5. Explosive mishap or conventional ordnance deficiencies

GO TO NON-AVIATION MISHAP TAB AND COMPLETE STEPS 1 THROUGH 13.

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 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: If an FCF flight contact the following Training Wing SIX personnel in order until you reach someone: Wing Squadron Duty Officer (SDO) at 850-452-2305, Wing Command Duty Officer (CDO) at 850-288-0487, Wing Aviation Safety Officer (ASO) at 850-452-3138, Wing Safety Officer at 850-452-3997, or The Chief of Staff Officer (see APP A for alternate phone numbers in the Training Wing SIX Recall Roster). If no one can be reached, immediately continue to STEP 3 and DO NOT delay the SAR effort.

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

STEP 4: Go to Tab 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 4. Determine reporting responsibility. Notify the CDO at 850-452-4168/4169 (or VT-86 Aviation Safety Officer at 452-4302 or 452-3900 or VT-86 Recall Roster if the CDO is not reachable) and confirm reporting responsibility.

- If the reporting responsibility is with VT-86, then continue to STEP 6.

- If the reporting responsibility is NOT with VT-86, 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).

VT-4 SDO	452-4862
VT-10 SDO	452-4669/2385
CTW-6 SDO	452-2305
479 FTG Duty	452-0866/0867/0932

STEP 6: Go to Tab 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 VT-86 Commanding Officer (See APP A for phone numbers). Contact the Executive Officer if the Commanding Officer cannot be reached. Contact the Operations Officer, Safety Officer, or Aviation Safety Officer (ASO) if the CO/XO 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 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 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 8 and contact the CNATRA Enterprise Support Center to remove the flight schedule from the internet.

STEP 16: Go to Tab 9. Submit WAMHRS Initial Notification 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 WORKSHEET

** 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 452-3100 ext 0 (Base Quarterdeck) or Base CDO cell phone at 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 SQUADRON 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
COMM: 850-283-5955
FOR OFFICIAL USE ONLY: 1-800-851-3051
http://www.1af.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

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: 94-922-2431

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 Squadron CDO / Wing CDO (FCF)				
3	A-2	ASAP	Initiate/Verify SAR Launched				
4			This List				
5	A-4		Determine Mishap Reporting Responsibility **Aviation Mishap? If yes, whose?** ❑ TRAWING 6 ❑ VT-10 ❑ VT-86 ❑ NASP or Other				
6	A-5		Determine Mishap Category/Class **Aviation Mishap Category** ❑ Flight Mishap ❑ Flight-Related Mishap ❑ Aircraft Ground Mishap **OPREP-3 Category** ❑ Pinnacle ❑ Navy Blue **Class** ❑ Class A ❑ Class B ❑ Class C ❑ Class D				
7	-		Notify Commanding Officer of incident and verify: ❑ Mishap Reporting Responsibility ❑ OPREP-3 Category ❑ Content of OPREP-3 Voice Report				
			For Aviation Mishaps, Class:	**A**	**B**	**C/D**	
8	APP C	5 MIN	OPREP-3 Voice Report	√	√	NA	
9-10	A-6		Fill out Mishap Log (ongoing)	√	√	√	

11-12	APP A		Personnel Notification/Recall ❑ Read "General Info" in APP A ❑ Recall "Squadron Personnel" as listed ❑ Recall "Alternates" as req'd ❑ Notify "Other Personnel" as listed ❑ Refer to "Other Useful Phone Numbers" and "Medical/Coroner Coverage" as needed	√	√	√		
STEP	**TAB**	**DEADLINE**	**ACTION**					**TIME**
			For Aviation Mishaps, Class:	**A**	**B**	**C**	**D**	
13	A-7	•60 MIN (CLASS A) •ASAP (CLASS B/C)	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	NA	
14	APP D	60 MIN	OPREP-3 Message Navy Unit SITREP - if press interest)	NA	NA	√	√	
15	A-8	ASAP	Remove flight schedule from internet	√	√	√	NA	
16	A-9	4 HR	Initial Notification on WAMHRS (Class A or B)	√	√	NA	NA	
17	APP T	• 4HR (USN) • 12HR (FOREIGN) • ASAP (OTHER)	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	Initial Notification on WAMHRS (Class C)	NA	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 $20,000 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 $20,000 (estimate if necessary), this incident could be documented in a HAZREP (contact the Safety Department at 452-4302 or 452-3900). 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 479th FTG. Call the appropriate squadron CDO to notify them.

VT-4	CDO:	850-452-4435/4862
	SAFETY:	850-452-4449
VT-10	CDO:	850-452-2385/4669
	SAFETY:	850-452-3229
VT-86	CDO:	850-452-4168/4169
	SAFETY:	850-452-3089
479th	DUTY OPS:	850-452-0866/0867/0932
	SAFETY:	850-452-0950/0951/0952, (c)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 (ext. 3130), 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.

TAB A-5

MISHAP CATEGORY AND SEVERITY

Mishap Category	Mishap Severity			
	Class A	Class B	Class C	Class D
Flight Mishap (FM) • Intent for flight existed. (*) AND • Aircraft damage meets or exceeds $20,000.	• Aircraft destroyed. **AND/OR** • Any fatality (DOD or Civ). **AND/OR** • Total damage cost is $2,000,000 or more. **AND/OR** • Injury to DOD personnel resulted in permanent total disability.	• Total damage cost is greater than $500,000 but less than $2,000,000. **AND/OR** • Injury to DOD personnel resulted in permanent partial disability. **AND/OR** • 3 or more DOD personnel were hospitalized.	• Total damage cost is greater than $50,000 but less than $500,000. **AND/OR** • Injury to DOD personnel resulted in 1 or more lost workdays not including day of mishap.	• Total damage cost is greater than $20,000 but less than $50,000. **AND/OR** • Recordable injury (greater than first aid) or illness results not otherwise classified as a class A, B, or C mishap.
Flight-Related Mishap (FRM) (**) • Intent for flight existed. (*) BUT • Aircraft damage less than $20,000.	• Any fatality (DOD or Civ). **AND/OR** • Total damage cost is $2,000,000 or more. **AND/OR** • Injury to DOD personnel resulted in permanent total disability.			
Aircraft Ground Mishap (AGM) • Intent for flight did not exist. (*) • Aircraft damage exceeds $20,000.	• Aircraft destroyed. **AND/OR** • Any fatality (DOD or Civ). **AND/OR** • Total damage cost is $2,000,000 or more. **AND/OR** • 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 3750.6R, CHAPTER 3.

**If unsure of damage cost, OVERESTIMATE to the next Class!
Mishap severity can always be downgraded later.**

OPREP-3 PINNACLE/NAVY BLUE

OPREP-3 PINNACLE	OPREP-3 NAVY BLUE
Used to provide the National Command Authority (NCA) with immediate notification of any incident or event where NATIONAL LEVEL INTEREST is indicated. ❑ **Fatalities/Injury to civilians** ❑ **Widespread civilian property damage** ❑ Sabotage ❑ Hijacking ❑ War risk attacks, harassment, hostile acts against U.S. If doubt exists as to whether an incident could possibly develop into a matter of NCA interest, submit an OPREP-3 PINNACLE report.	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. ❑ **Class A or B aircraft mishap (if not reportable by an OPREP-3 PINNACLE).** (However, defer to ASO judgment on certain Class B mishaps, such as engine overtemps.) ❑ **Aircraft crash.** ❑ **SAR initial report** ❑ Bomb threat thought to be valid ❑ Civilian or military disorder ❑ Request for assistance after natural disaster ❑ Major racial incident ❑ Labor strikes ❑ Naval accidents (fire, flood, etc.) ❑ Major fraud, waste and abuse ❑ INCSEA violations If in doubt between PINNACLE or NAVY BLUE, submit an OPREP-3 PINNACLE report.

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-6

MISHAP LOG WORKSHEET

For the Log Keeper - Record all pertinent actions/events as they occur.

TIME	ACTION/EVENT

TIME	ACTION/EVENT

TAB A-7

60 MIN TELEPHONE REPORTS

NAVAL SAFETY CENTER TELEPHONE REPORT

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

NAVSAFECEN	TELEPHONE REPORT
When required:	Within 60 minutes of a Class A mishap
Prepared by:	CDO, ASO
Released by:	CDO, ASO
Reference:	OPNAVINST 3750.6S
Format:	Voice report
Report to:	Naval Safety Center
DSN Primary:	94-564-2929
Commercial:	757-444-2929

VOICE REPORT

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

"This is _____ (name/rank), VT-86 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 VT-86 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:	361-961-2284/2286
CNATRA Staff Duty Officer	
Blackberry:	361-537-7243

IF ADDITIONAL ASSISTANCE REQUIRED

John "LJ" Minners (CNATRA ASO)	DSN-94-861-1748
John "LJ" Minners (CNATRA ASO)	361-442-8903 (cell)

CNAF (Class A and B Only):

CNAF Quarterdeck	
COMM:	619-545-2017
DSN:	94-735-2017
CNAF CDO Cell:	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:

COMM: 361-961-5398
DSN: 94-861-5398

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 VT-86 and the web based flight schedule for VT-86 for _____ (date or dates) needs to be removed from public viewing."

TAB A-9

WAMHRS INITIAL NOTIFICATION
FILL OUT WORKSHEET BELOW AND HAND TO THE VT-86 ASO OR WESS ACCOUNT HOLDER WITH ACCESS RIGHTS TO INITIAL NOTIFICATIONS (REF AMB ROSTER)
*SEE PRE-MISHAP PLAN SIDE POCKET FOR WAHMRS INITIAL NOTIFCATION WALKTHROUGH

A. The WAMHRS (WESS) Initial Notification shall be released within **four hours** of initial notification of the mishap for Class A or B mishaps, and within 24 hours for Class C.

****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.

1. Fill out the "WESS Initial Notification Worksheet" at the end of this section (last page).

2. You **must have a WAMHRS (WESS) account** to draft this message. Personnel with this authority include the Squadron / Wing Safety Officers and Squadron / Wing ASOs. Recall information is in APP A.

B. WESS Initial Notification Worksheet

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

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

****DO NOT SPECULATE 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

GENERAL (NON-AVIATION) MISHAPS/SPECIAL INCIDENTS

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 $20,000

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 10) or Bomb Threat Worksheet (Telephonic Threat Complaint, Tab 11).

> ** 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 or D mishaps or Navy Unit Sitrep level incidents do not require a Voice Report. **

STEP 2: Notify the Squadron Command Duty Officer (CDO) at 850-452-4168/4169 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 12 and remove the Duty Officer Mishap Action Checklist to keep you on track and to record completed action items.

STEP 4: Go to Tab 13 and determine the Mishap Class and/or OPREP-3 Category (PINNACLE, NAVY BLUE, or NAVY UNIT SITREP).

STEP 5: Contact the VT-86 Commanding Officer (See APP A for phone numbers). Contact the Executive Officer if the Commanding Officer cannot be reached. Contact the Operations Officer, Safety Officer, or Aviation Safety Officer (ASO) if the CO/XO 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 the Commanding Officer 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 14. 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 the Squadron Safety Office 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 (Tab 16) within eight hours of mishap notification for Class A or B ground mishaps. Alternatively, a telephone report can be made to the Naval Safety Center within eight hours, using the format in Tab 9.

STEP 13: For non-fatal, non-serious mishaps, notify the Safety Office (850-452-4230 or 850-452-3990) 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.

Task complete

TAB 10

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

** 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	☐ ONSCENE	☐ CONTACTED	☐ UNKNOWN
Fire Department	☐ ONSCENE	☐ CONTACTED	☐ UNKNOWN
Ambulance	☐ ONSCENE	☐ CONTACTED	☐ UNKNOWN

Were there any other witnesses? ☐ YES ☐ NO

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

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

TRARONEIGHTSIXINST 3750.5Q
10 SEP 2014

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?

1. COMMAND
   a. Name & Address | b. Phone Number

2. COMPLAINANT
   a. Name

3. PERSON RECEIVING CALL
   a. Name | b. Date & Place of Birth
   c. Command Name & Address | d. Phone Number *(Work)* *(Home)*

4. TELEPHONE CALL RECEIVED ON
   a. Phone Number *(include area code)* | b. Location
   c. Phone Number Listed in *("X" all that apply)*
   ☐ Command Directory ☐ Base Directory ☐ Local Directory
   ☐ Unlisted ☐ Other (list)

5. DETAILS OF CALL
   a. Date | b. Day of Week | c. Time

6. CONTEXT OF CONVERSATION
   a. Recipient - "
   b. Caller - "
   c. Recipient - "
   d. Caller - "
   e. Recipient - "
   f. Caller - "

7. BACKGROUND NOISES *(Describe street sounds, voices, music, etc. If more space is needed continue on reverse.)*

8. INFORMATION ABOUT CALLER/VOICE CHARACTERISTICS
   a. Sex | b. Age | c. Race | d. Accent
   e. Educational Level | f. Attitude *(calm, nervous, serious)*
   g. Other

9. WERE THERE ANY WITNESSES TO THE CALL? ☐ No ☐ Yes *(List name)*

10. DO YOU HAVE ANY SUSPICION AS TO THE IDENTITY OF THE CALLER? ☐ No ☐ Yes *(List name)*

11. NOTIFICATION OF AUTHORITY *("X" all notified)*
   ☐ CO ☐ XO ☐ OCD ☐ Security ☐ NISRA ☐ Telephone Company ☐ EOD ☐ Fire Dept

TAB 12

DUTY OFFICER MISHAP ACTION CHECKLIST

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

STEP	TAB	DEADLINE	ACTION	TIME
1	10		Initial Notification	
2	-	ASAP	Notify Squadron CDO	
4	13		Determine Mishap Class/OPREP-3 Category **OPREP-3 Category** ❑ Pinnacle ❑ Navy Blue ❑ Navy Unit Sitrep **Mishap Class** ❑ Class A ❑ Class B ❑ Class C ❑ Class D	
5	-		Notify Commodore of incident and verify: ❑ OPREP-3 Category ❑ Content of OPREP-3 Voice Report	
6	APP C	5 MIN	OPREP-3 Voice Report (Pinnacle or Navy Blue, or Class A or B Mishap)	
7	APP A		Personnel Notification/Recall ❑ Read "General Info" in APP A ❑ Recall "Squadron Personnel" as listed ❑ Recall "Alternates" as required ❑ Notify "Other Personnel" as listed ❑ Refer to "Other Useful Phone Numbers" and "Medical/Coroner Coverage" as needed	
8	14	•60 MIN(CLASS A) •ASAP(CLASS B/C)	CNATRA Phone Report	
9	APP D	60 MIN	OPREP-3 Message as required	
10	APP T	• 4HR (USN) • 12HR (FOREIGN) • ASAP (OTHER)	Personnel Casualty Report (injuries/deaths/foreign) (ADMIN) - As req'd	
	APP U	ASAP	Next of Kin Notification (CACO) - As req'd	
11	15	ASAP	PMV-GMV, Recreation Off Duty, Shore / Ground On-Duty WESS Report	
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	10	24 HRS	Notify Safety Office of non-fatal, non-serious mishaps/injuries.	
15	-	30 DAYS	GSO – Draft ESAMS Injury Report	

TAB 13

MISHAP CATEGORY/SEVERITY, OPREP-3 CLASSIFICATION

Mishap Category	Mishap Severity			
	Class A	Class B	Class C	Class D
Non-Aviation Mishap	• Any fatality (DOD or Civ). **AND/OR** • Total damage cost is $2,000,000 or more. **AND/OR** • Injury to DOD personnel resulted in permanent total disability.	• Total damage cost is greater than $500,000 but less than $2,000,000. **AND/OR** • Injury to DOD personnel resulted in permanent partial disability. **AND/OR** • 3 or more DOD personnel were hospitalized.	• Total damage cost is greater than $50,000 but less than $500,000. **AND/OR** • Injury to DOD personnel resulted in 1 or more lost workdays.	• Total damage cost is greater than $20,000 but less than $50,000. **AND/OR** • Recordable injury (greater than first aid) or illness results not otherwise classified as a class A, B, or C mishap.

Notes:
-For details on Mishap and Injury Classification, including cost estimates, refer to OPNAVINST 5102.D.
-For personnel incidents (non-mishap), refer to OPNAVINST F3100.6J.

If unsure of damage cost, OVERESTIMATE to the next Class! Mishap severity can always be downgraded later.

NATIONAL LEVEL INTEREST OPREP-3 PINNACLE	>Civilian fatalities or injuries, or substantial civilian property damage caused by military equipment, when national level interest is indicated >Hijacking >Any incidents indicating the use of chemical or biological agents >Confirmed or suspected electronic attack, sabotage, and EMP events at tactical warning sites, Comm. nodes and command centers >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
HIGH LEVEL NAVY INTEREST OPREP-3 NAVY BLUE	>Any other incidents considered to be "major" >Death/critical injury/or missing CO or senior official >SAR >Suicide or Suicide attempt >Bomb threat thought to be valid >Significant misconduct that MAY BE REPORTED by the media, committed by military personnel (i.e. murder, rape, robbery, assault, kidnapping, etc.) >Death or serious injury of a civilian; this includes civilian traffic accident deaths caused by a service member >Lesser misconduct if media attention is anticipated. (If no media attention utilize OPREP-3 NAVY UNIT SITREP) >Any Class A or B aircraft mishap not a PINNACLE >Near/actual collisions of minor significance involving Navy ships or aircraft >Acts or attempts to willfully destroy property of the Navy >Labor strikes >Request for assistance after natural disaster or disorder >Major fraud, waste and abuse >Incidents involving death/injury to personnel embarked in Navy ships/aircraft >Discharge or spills of pollutants >Incidents involving death, serious injury, or serious illness in which adequacy of medical care is in question >Computer intrusion events that result in the loss of or degradation to operational capability >Significant damage to civilian property resulting from actions by members of the Navy >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.
HIGHER LEVEL CHAIN OF COMMAND INTEREST OPREP-3 NAVY UNIT SITREP	>Event not requiring Pinnacle/Navy Blue >Minor fraud, waste, and abuse >Unlawful discrimination >Equal opportunity >Domestic Violence >Domestic abuse >Child abuse >Child sexual abuse >Assault/Sexual Assault >Sexual harassment >Suicide-related behavior (ideation or intent) >Hazing >Minor liberty incidents in which a service member is arrested or held for non-serious offenses >Any small arms weapons discharge that is accidental or negligent that does not result in injury or death

TAB 14

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 VT-86 CDO, Safety Officer, or ASO will notify CNATRA Duty (all mishaps).

CNATRA:

CNATRA Duty Office	
DSN:	94-861-2284/2286
COMM:	361-961-2284/2286
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.

TAB 15

WESS Safety Report

Contact the Squadron GSO at 850-452-4343, or reference the VT-86 Squadron AMB list for personnel with WESS Access (see APP A for recall) to generate a WESS Safety Report.

Provide information from TAB 10 to the WESS Account Holder drafting the WESS Safety Report.

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 Commanding Officer to see which (if any) phone calls he wants to make himself (i.e. Commodore, 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 Squadron 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 Squadron; 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."**

RECALLING SQUADRON 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
VT-86 CDO		√	√	√
CO / XO		√	√	√
COMMODORE		√	√	√
CSO		√	√	√
Safety O		√	√	If injuries
ASO		√	[redacted]	If injuries
AdminO/Duty Admin		√	√	√
Flight Surgeon		√	√	[redacted]
OPSO		√	[redacted]	√
CNATRA N4 DET OIC		√	[redacted]	[redacted]
AMB members (additional, not already notified)*		√	[redacted]	[redacted]
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 Vt-86 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 VT-86 ASO and Safety Officer are unavailable, contact the following alternates who have WAMHRS access and permissions:

   a. LCDR Collin Kightlinger , CTW-6
   b. Capt Jason Cabbage, CTW-6
   c. LT Derek Rocha , VT-4
   d. LT Jennifer Edwards, VT-10

2. If the VT-86 Duty Admin Clerks are unavailable, contact the following alternates who have Command Email access and Command Message drafting permissions:

   a. Betty Hunnicutt, VT-10
   b. Administrative Officer

3. If the VT-86 Flight Surgeon is unavailable, use the Flight Surgeon Duty Watchbill to call the duty flight surgeon. Otherwise, call:

   a. LT Chase Kissling

4. If the Chaplain is unavailable, call the duty chaplain:

   a. During working hours: 452-2341 x3111
   b. After hours via Quarterdeck: 452-3100 x0

NOTIFYING OTHER PERSONNEL:

In the event of a mishap or incident, contact the following non-VT-86 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 Brynn Olsen, 361-961-3666, or via the CNATRA Duty Officer at 361-537-7243.

b. NASP PAO, Mr. Patrick Nichols, 452-4436, (c)418-5185 or NASP Deputy PAO, Mr. Scott Hallford, 452-4466, (c)554-5614.

2. If USMC personnel are involved, ensure the VT-86 Senior Marine notifies MATSG-21. If the Senior Marine is unavailable, contact:

MATSG-21 CO: 452-9460x3001
or MATSG-21 Duty: 452-5534

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 2nd 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 or T-45: LCDR Skotko, VT-10
T-45: Ryan (L3), 452-4751
T-6A: BAE Site Manager, John Payne 453-0009;
Maintenance Manager, Joe Colbert 453-6622
Flight Safety Official, 390-1786
Chief Pilot, 390-2375

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

Fire department: 452-3333
Respective Maintenance Department:

T-45: 452-4751/9126
T-6: 452-9925

6. For VT-86 Aviation Mishaps, or if NASP is involved in the incident or mishap in some way, contact:

NASP ODO, 452-3100x0 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:

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

OTHER USEFUL PHONE NUMBERS

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
Air Force 479th FTG Ops Duty Desks	452-0866/0867/0932
Air Force 479th 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 a mishap at an OLF.

a. OLFs in Florida:

Field Name	Medical Facility	Emergency Phone
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:

Field Name	Medical Facility	Emergency Phone
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.

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/.

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. First determine if the flight is an FCF. If the overdue aircraft is an FCF regardless of aircrew involved, immediately contact the CTW-6 Duty Officer at 850-288-0487 or 850-452-2305. If unavailable, contact the TRAWING SIX ASO or SO (Reference CTW6 Staff Directory). If an FCF and no one from CTW-6 can be reached, do not delay initiating the Pre-Mishap plan.

b. Call Maintenance (depends on aircraft type)

T-45: x4751/9126
T-6: x9925

c. Call Base Ops: x2431/2432

d. Call Tower: x3371/4671

(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.

a. 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 Commanding Officer, Executive Officer, 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), call or email:
COMM: 1-808-471-3201/5201
Email: cpf.cdo@navy.mil

b. IF UNABLE TO CONTACT COMPACFLT MOC, call:
Navy Operations Center (NOC)
DSN: 94-222-9284/94-223-2006
COMM: 703-692-9284/703-693-2006

c. IF UNABLE TO CONTACT COMPACFLT MOC or NOC, call:
National Military Command Center (NMCC)
DSN: 94-223-8186/94-222-4595
COMM: 703-693-8186/703-697-4598

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:	❑ "COMPACFLT MARITIME OPERATIONS CENTER ❑ "NAVY OPERATIONS CENTER ❑ "NATIONAL MILITARY COMMAND CENTER	this is TRAINING SQUADRON EIGHT SIX	OPREP-3	❑ PINNACLE ❑ NAVY BLUE	over."
They Respond:	"TRAINING SQUADRON EIGHT SIX"	this is ❑ COMPACFLT MARITIME OPERATIONS CENTER ❑ NAVY OPERATIONS CENTER ❑ NATIONAL MILITARY COMMAND CENTER	send OPREP-3	❑ PINNACLE ❑ NAVY BLUE	over."
You Say:	❑ "COMPACFLT MARITIME OPERATIONS CENTER ❑ "NAVY OPERATIONS CENTER ❑ "NATIONAL MILITARY COMMAND CENTER	this is TRAINING SQUADRON EIGHT SIX	❑ FLASH (for pinnacle) ❑ IMMEDIATE (for navy blue)	❑ UNCLASSIFIED (below are unlikely) ❑ CONFIDENTIAL ❑ SECRET ❑ TOP SECRET	OPREP-3 ❑ PINNACLE" ❑ NAVY BLUE"
	"LINE ONE	(INCIDENT) (Type Incident): _____ (Location) : _____			
	"LINE TWO	(NARRATIVE) (Brief description of mishap. Do not speculate!): _____ _____			over."
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 TRAINING SQUADRON EIGHT SIX, OPREP-3, PINNACLE, OVER."
"TRAINING SQUADRON EIGHT SIX, THIS IS COMPACFLT MARITIME OPERATIONS CENTER, SEND OPREP-3, PINNACLE, OVER."
"COMPACFLT MARITIME OPERATIONS CENTER, THIS IS TRAINING SQUADRON EIGHT SIX, FLASH, UNCLASSIFIED, OPREP-3, PINNACLE,
LINE ONE, AIRCRAFT ACCIDENT, LAS VEGAS, NEVADA.
LINE TWO, PILOT AND STUDENT EJECTED FROM T-45C 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 922-4168 OR COMMERCIAL 850-452-4168. REQUEST THE DATE TIME GROUP FOR YOUR RECEIPT OF THIS MESSAGE, OVER."

OPREP-3 NAVY BLUE EXAMPLE:

"COMPACFLT MARITIME OPERATIONS CENTER, THIS IS TRAINING SQUADRON EIGHT SIX, OPREP-3, NAVY BLUE, OVER."
"TRAINING SQUADRON EIGHT SIX, THIS IS COMPACFLT MARITIME OPERATIONS CENTER, SEND OPREP-3, NAVY BLUE, OVER."
"COMPACFLT MARITIME OPERATIONS CENTER, THIS IS TRAINING SQUADRON EIGHT SIX, IMMEDIATE, UNCLASSIFIED, OPREP-3, NAVY BLUE,
LINE ONE, AIRCRAFT ACCIDENT, PENSACOLA, FL.
LINE TWO, T-39N 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 922-4168 OR COMMERCIAL 850-452-4168. 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 VT-86 Shared Drive at: S:\PNSC\COMTRAWING SIX\VT86\Safety\ASO\Mishap Plan\OPREP_PINNACLE_NUS 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.

The CO will want to know the text of the message prior to it being released. Ensure a reasonable effort has been made to reach the CO 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: VT-86 CDO or Safety Officer
Approved for Release by: CO, XO, 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			❑ Pinnacle ❑ Navy Blue ❑ Unit Sitrep
002			❑ Pinnacle ❑ Navy Blue ❑ Unit Sitrep
			❑ Pinnacle ❑ Navy Blue ❑ Unit Sitrep
			❑ Pinnacle ❑ Navy Blue ❑ Unit Sitrep
			❑ Pinnacle ❑ Navy Blue ❑ Unit Sitrep
			❑ Pinnacle ❑ Navy Blue ❑ Unit Sitrep
			❑ Pinnacle ❑ Navy Blue ❑ Unit Sitrep

OPREP-3 PINNACLE AND NAVY BLUE MESSAGE GUIDANCE

REFERENCE: OPNAVINST F3100.6 SERIES

1. AN OPREP-3 PINNACLE OR NAVY BLUE MESSAGE IS REQUIRED FOR CLASS A AND CLASS B MISHAPS, BUT NOT REQUIRED FOR CLASS C MISHAPS. ***ALMOST ALL VT-86 CLASS A AND B MISHAPS WILL BE CATEGORIZED AS NAVY BLUE.***

2. THE PURPOSE OF THE OPREP-3 MESSAGE IS TO FOLLOW-UP ON THE VOICE REPORT ALREADY SENT AND INFORM A MUCH LARGER AUDIENCE.

3. DUE WITHIN **60 MINUTES** OF NOTIFICATION OF AN OPREP-3 LEVEL INCIDENT. DO NOT DELAY RELEASE OF THIS MESSAGE TO OBTAIN ADDITIONAL INFORMATION.

4. OBTAIN CO APPROVAL PRIOR TO RELEASE, IF POSSIBLE.

5. UTILIZE THE SAME CLASSIFICATION (PINNACLE OR NAVY BLUE) AND PRECEDENCE (FLASH OR IMMEDIATE) AS USED FOR THE 5 MINUTE PHONE REPORT UNLESS ADDITIONAL INFORMATION HAS BECOMES AVAILABLE.

6. OPREP-3 MESSAGE REPORTS MUST BE SERIALIZED, REFER TO **"OPREP-3 SERIALIZATION LOG"** FOR PROPER SERIALIZATION.

MESSAGE GENERATION/RELEASE PROCEDURES

1. RECALL THE DUTY ADMIN PERSON OR SOMEONE WHO HAS ACCESS TO COMMAND EMAIL (SEE APP A MISHAP PERSONNEL RECALL).

2. DRAFT THE OPREP-3 MESSAGE ELECTRONICALLY:

A. ACCESS THE CD-ROM (CONTAINED IN THIS BINDER) AND OPEN THE APPROPRIATE MESSAGE EXAMPLE.

3. GENERAL GUIDANCE FOR DRAFTING THE OPREP-3 MESSAGE.

A. DO NOT INCLUDE NAMES OF PERSONNEL INVOLVED. USE GENERIC INFO SUCH AS AGE, SEX, SERVICE AND RANK (I.E. 22 YR OLD FEMALE NAVY O-1).

B. **LETTERING IN RED** WILL NOT BE INCLUDED IN THE MESSAGE (DELETE BEFORE SENDING). **LETTERING IN BLUE** WILL NEED TO CHANGE FOR EACH MESSAGE - IT IS THE INFO YOU NEED TO INSERT.

C. NOT ALL ADDRESSEES ARE REQUIRED ON MOST MESSAGES. DELETE THOSE THAT ARE NOT REQUIRED FROM YOUR DRAFT. USE THE **"OPREP-3 PINNACLE/NAVY BLUE MESSAGE TEMPLATES AND EXAMPLES"** ENCLOSED IN THIS TAB AS A GUIDE. IF IN DOUBT, REFERENCE THE **OPNAVINST F3100.6J (SAFETY LIBRARY BINDER #3)** FOR ASSISTANCE IN SPECIAL ADDRESSEES AND SPECIAL FORMATING.

D. REVIEW THE MESSAGE FOR PROPER SERIALIZATION, FORMAT, SPELLING, AND DATE-TIME GROUP.

4. DELIVER MESSAGE TO CO OR XO FOR CHOP AND APPROVAL TO RELEASE. IF THE CO AND XO ARE NOT AVAILABLE, SUBMIT TO THE CDO FOR CHOP AND APPROVAL TO RELEASE.

5. DELIVER THE APPROVED MESSAGE AS A WORD DOCUMENT TO THE DUTY ADMIN PERSON FOR INPUT INTO THE MESSAGE SYSTEM AND RELEASE.

OPREP-3 NAVY UNIT SITREP GUIDANCE

REFERENCE: OPNAVINST F3100.6 SERIES

1. AN OPREP-3 NAVY UNIT SITREP IS USED BY ANY U.S. NAVY COMMANDING OFFICER OR OIC TO PROVIDE APPROPRIATE NAVY OPERATIONAL COMMANDERS AND HIGHER AUTHORITY WITH TIMELY NOTIFICATION OF ANY INCIDENT NOT MEETING OPREP-3 PINNACLE OR OPREP-3 NAVY BLUE REPORTING CRITERIA.

2. AN OPREP-3 NAVY UNIT SITREP IS NEVER ACCEPTABLE FOR REPORTING CLASS A OR B MISHAPS.

3. AN OPREP-3 NAVY UNIT SITREP IS THE APPROPRIATE REPORT TO RELEASE IF LOCAL MEDIA INTEREST IS ANTICIPATED DUE TO A NON-INJURY AVIATION INCIDENT (CLASS C MISHAP OR BELOW). FOR INSTANCE: A MINOR INCIDENT AT A CIVILIAN AIRPORT THAT IMPEDES OPERATIONS AND ATTRACTS LOCAL NEWS AFFILIATES. UTILIZE THE AVIATION INCIDENT NAVY UNIT SITREP TEMPLATE IN THIS TAB.

4. OPREP-3 NAVY UNIT SITREPS ARE OFTEN USED TO FOLLOW UP OPREP-3 PINNACLE OR NAVY BLUE MESSAGES. ALSO, THEY ARE USED TO REPORT "PERSONNEL INCIDENTS" (AS DEFINED IN TAB 12). FOR FURTHER GUIDANCE ON REPORTING "PERSONNEL INCIDENTS" REFER TO **OPNAVINST F3100.6J (SAFETY LIBRARY BINDER #3).**

5. OBTAIN CO APPROVAL PRIOR TO RELEASE.

6. OPREP-3 NAVY UNIT SITREPS MUST BE SERIALIZED, REFER TO **"OPREP-3 SERIALIZATION LOG"** (TOP OF APP D) FOR PROPER SERIALIZATION.

MESSAGE GENERATION/RELEASE PROCEDURES

1. RECALL THE DUTY ADMIN PERSON OR SOMEONE WHO CAN USE COMMAND EMAIL (SEE TAB 3 MISHAP RECALL BILL).

2. DRAFT THE OPREP-3 MESSAGE ELECTRONICALLY:

A. ACCESS THE CD-ROM (CONTAINED IN THIS BINDER) AND OPEN THE APPROPRIATE MESSAGE EXAMPLE. UTILIZE THE ELECTRONIC COPY OF THE

"OPREP-3 NAVY UNIT SITREP TEMPLATE" AND POPULATE IT WITH THE REQUIRED INFORMATION.

3. GENERAL GUIDANCE FOR DRAFTING THE OPREP-3 NAVY UNIT SITREP MESSAGE.

A. DO NOT INCLUDE NAMES OF PERSONNEL INVOLVED. USE GENERIC INFO SUCH AS AGE, SEX, SERVICE AND RANK (I.E. 22 YR OLD FEMALE NAVY O-1).

B. **LETTERING IN RED** WILL NOT BE INCLUDED IN THE MESSAGE (DELETE BEFORE SENDING). **LETTERING IN BLUE** WILL NEED TO CHANGE FOR EACH MESSAGE - IT IS THE INFO YOU NEED TO INSERT.

C. NOT ALL ADDRESSEES ARE REQUIRED ON MOST MESSAGES. DELETE THOSE THAT ARE NOT REQUIRED ON YOUR DRAFT. REFERENCE THE **OPNAVINST F3100.6J (SAFETY LIBRARY BINDER #3)** FOR ASSISTANCE IN SPECIAL ADDRESSEES AND SPECIAL FORMATING FOR EACH SCENARIO THAT A NAVY UNIT SITREP COULD BE SENT FOR.

D. REVIEW THE MESSAGE FOR PROPER SERIALIZATION, FORMAT, SPELLING, AND DATE-TIME GROUP.

4. DELIVER MESSAGE TO CO OR XO FOR CHOP AND APPROVAL TO RELEASE. IF THE CO AND XO ARE NOT AVAILABLE, SUBMIT TO THE CDO FOR CHOP AND APPROVAL TO RELEASE.

5. DELIVER THE APPROVED MESSAGE AS A WORD DOCUMENT TO THE DUTY ADMIN PERSON FOR INPUT INTO THE MESSAGE SYSTEM AND RELEASE.

OPREP-3 NAVY BLUE MESSAGE TEMPLATE

UTILIZE **IMMEDIATE** PRECEDENCE AND **UNCLASSIFIED** FOR OPREP-3 NAVY BLUE MESSAGES. **LETTERING IN RED** WILL NOT BE INCLUDED IN THE MESSAGE (DELETE BEFORE SENDING). **LETTERING IN BLUE** WILL NEED TO CHANGE FOR EACH MESSAGE - IT IS THE INFO YOU NEED TO INSERT.

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
COMTRAWING SIX PENSACOLA FL

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
COMNAVAIRSYSCOM 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 PENSACOLA FL(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 PENSACOLA FL

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 EIGHT SIX PENSACOLA FL

Cut and paste into the message body:

UNCLAS
MSGID/OPREP-3NB,USMTF,2010/TRARON 86/001// (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 PENSACOLA 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 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 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 INQUIRES. LOCAL FIRE DEPARTMENT AND SHERIFF ON SCENE. AIRCRAFT HAD BEEN CONDUCTING A ROUTINE INSTRUMENT TRAINING MISSION.

6. **REPORTING CUSTODIAN: COMTRAWING SIX, NAS PENSACOLA, 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 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 459-4168, COMM 850-452-4168.** (Phone number given should be manned 24/7)//

OPREP-3 NAVY BLUE MESSAGE EXAMPLE

SUBJ:
OPREP-3 NAVY BLUE

TO:
CNO WASHINGTON DC
USSTRATCOM OFFUTT AFB NE
COMUSFLTFORCOM NORFOLK VA
COMPACFLT PEARL HARBOR HI
COMNAVAIRPAC SAN DIEGO CA
CNATRA CORPUS CHRISTI TX
COMTRAWING SIX PENSACOLA FL

CC:
CHINFO WASHINGTON DC
CNIC WASHINGTON DC
ONI WASHINGTON DC
COMNAVSAFECEN NORFOLK VA
HQ USNORTHCOM
DIRNAVCRIMINVSERV QUANTICO VA
NAVY JAG WASHINGTON DC
COMNAVAIRSYSCOM PATUXENT RIVER MD
COMNAVPERSCOM MILLINGTON TN
BUMED FALLS CHURCH VA
CMC WASHINGTON DC
CG TECOM QUANTICO VA
MATSG-21 PENSACOLA FL
COMNAVREG SE JACKSONVILLE FL
NAS PENSACOLA FL
TRARON EIGHT SIX PENSACOLA FL

MESSAGE BODY:
UNCLAS

MSGID/OPREP-3NB,USMTF,2014/TRARON EIGHT SIX PENSACOLA FL/001//

REF/A/DESC: INITIAL VOICE REPORT/TRARON EIGHT SIX/201515ZOCT2014//

FLAGWORD/NAVY BLUE/-//

TIMELOC/201510ZOCT2014/NAS PENSACOLA, FL/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/
1. INCIDENT: T-45C DEPARTED RUNWAY DURING LANDING KILLING BOTH OCCUPANTS.
2. DATE OF INCIDENT: 20OCT14

3. TIME OF INCIDENT: 0910L
4. LOCATION OF INCIDENT: NAS PENSACOLA

5. INCIDENT: T-45C AIRCRAFT, BUNO 16600, DEPARTED RUNWAY DURING LANDING AT NAS PENSACOLA FL AND IMPACTED SMALL BUILDING BETWEEN RUNWAY 07L AND 07R. LCDR USN AIRCRAFT COMMANDER DECEASED AND 2ND LT USMC STUDENT NAVIGATOR DECEASED. AIRCRAFT HAD BEEN CONDUCTING A ROUTINE INSTRUMENT TRAINING MISSION. MISHAP OCCURRED DURING TERMINAL (LANDING) PHASE OF FLIGHT. SAR NOT REQUIRED. AIRCRAFT DESTROYED.

6. REPORTING CUSTODIAN: COMTRAWING SIX PENSACOLA FL

7. MEDIA INTEREST ANTICIPATED

8. COMMANDING OFFICER'S ESTIMATE: TRARON EIGHT SIX HAS STOOD DOWN FROM ALL T-45C OPERATIONS.

9. MISHAP REPORT TO FOLLOW.

10. POC: LT I. M. AOPSO, DSN 459-4168, COMM 850-452-4168.//

OPREP-3 PINNACLE MESSAGE TEMPLATE

UTILIZE **FLASH** PRECEDENCE AND **UNCLASSIFIED** FOR OPREP-3 PINNACLE MESSAGES. FOLLOW UP MESSAGES ARE OF **IMMEDIATE** PRECEDENCE. LETTERING IN RED WILL NOT BE INCLUDED IN THE MESSAGE (DELETE BEFORE SENDING). **LETTERING IN BLUE** WILL NEED TO CHANGE FOR EACH MESSAGE - IT IS THE INFO YOU NEED TO INSERT.

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
COMTRAWING SIX PENSACOLA FL

Put in the CC line:

CHINFO WASHINGTON DC
CNIC WASHINGTON DC
ONI WASHINGTON DC
COMNAVSAFECEN NORFOLK VA
DIRNAVCRIMINVSERV QUANTICO VA
NAVY JAG WASHINGTON DC
COMNAVAIRSYSCOM 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 PENSACOLA FL (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 PENSACOLA FL
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 EIGHT SIX PENSACOLA FL

Cut and paste into the message body:

UNCLAS
MSGID/OPREP-3P,USMTF,2014/TRARON EIGHT SIX/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/-/DDTIMEZOCT2014//
FLAGWORD/PINNACLE/-//
TIMELOC/DDTIMEZOCT2014/NAS PENSACOLA 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 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 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 INQUIRES. LOCAL FIRE DEPARTMENT AND SHERIFF ON SCENE. AIRCRAFT HAD BEEN CONDUCTING A ROUTINE INSTRUMENT TRAINING MISSION.

6. REPORTING CUSTODIAN: COMTRAWING SIX, NAS PENSACOLA, 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 459-4168, COMM 850-452-4168. (Phone number given should be manned 24/7)//

OPREP-3 PINNACLE MESSAGE EXAMPLE

SUBJ:
OPREP-3 PINNACLE

TO:
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
COMTRAWING SIX PENSACOLA FL

CC:
Put in the CC line:

CHINFO WASHINGTON DC
CNIC WASHINGTON DC
ONI WASHINGTON DC
COMNAVSAFECEN NORFOLK VA
DIRNAVCRIMINVSERV QUANTICO VA
NAVY JAG WASHINGTON DC
COMNAVAIRSYSCOM PATUXENT RIVER MD
BUMED FALLS CHURCH VA
NAVY IPO WASHINGTON DC
NETSAFA PENSACOLA FL
COMNAVREG SE JACKSONVILLE FL
NAS PENSACOLA FL
COMDT COGARD WASHINGTON DC
COMLANTAREA COGARD PORTSMOUTH VA
CCGDEIGHT NEW ORLEANS LA
TRARON EIGHT SIX PENSACOLA FL

MESSAGE BODY:
UNCLAS
MSGID/OPREP-3P,USMTF,2014/TRARON EIGHT SIX PENSACOLA FL/002//

REF/A/DESC: INITIAL VOICE REPORT/TRARON EIGHT SIX/201615ZOCT2014//

FLAGWORD/PINNACLE/-//

TIMELOC/201610ZOCT2014/3021N08711W/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/

1. INCIDENT: NAVY T-45C CRASHES INTO BEACHFRONT NEIGHBORHOOD FOLLOWING MIDAIR COLLISION, AIRCREW SAFELY EJECTED, ESTIMATE 2 CIVILIAN DEATHS.
2. DATE OF INCIDENT: 20OCT14
3. TIME OF INCIDENT: 1610
4. LOCATION OF INCIDENT: 100 EUFAULA STREET, GULF BREEZE, FL.
5. INCIDENT: NAVY T-45C AIRCRAFT, BUNO 16600, COLLIDED MIDAIR WITH A COAST GUARD HH-65 3 MILES WEST OF PENSACOLA BEACH, FL OVER THE GULF ISLANDS NATIONAL SEASHORE. LCDR USN AIRCRAFT COMMANDER AND 2LT GERMAN AIR FORCE (GAF) STUDENT NAVIGATOR EJECTED SAFELY WITH NO INJURIES. FOLLOWING THE MIDAIR COLLISION, COAST GUARD HH-65 OBSERVED TO CRASH INTO PENSACOLA BAY, STATUS OF OCCUPANTS UNKNOWN. NAVY T-45C HAD BEEN CONDUCTING A LOCAL TRAINING MISSION AND COLLIDED WITH THE COAST GUARD HH-65 DURING A VISUAL RECOVERY TO NAS PENSACOLA, FL. MISHAP OCCURRED DURING THE APPROACH PHASE OF FLIGHT. LOCAL FIRE/RESCUE AND POLICE ON SCENE, OVERWATER SAR REQUIRED. NAVY T-45C DESTROYED DURING UNMANNED IMPACT INTO RESIDENCE AT 100 EUFAULA STREET, GULF BREEZE, FL.
6. *REPORTING CUSTODIAN: COMTRAWING SIX PENSACOLA FL*
7. *MEDIA INTEREST: ANTICIPATED*
8. *COMMANDING OFFICER'S ESTIMATE: TRAWING SIX HAS STOOD DOWN FROM ALL FLIGHT OPERATIONS.*
9. *MISHAP REPORT TO FOLLOW.*
10. **POC: LT I. M. AOPSO, DSN 459-4168, COMM 850-452-4168.//**

OPREP-3 NAVY UNIT SITREP TEMPLATE

FOR GUIDANCE IN WRITING OPREP-3 NAVY UNIT SITREPS REFER TO OPNAVINST F3100.6J **(SAFETY LIBRARY BINDER #3)**

UTILIZE **IMMEDIATE** PRECEDENCE AND **UNCLASSIFIED** FOR OPREP-3 NAVY UNIT SITREPS. LETTERING IN RED WILL NOT BE INCLUDED IN THE MESSAGE (DELETE BEFORE SENDING). LETTERING IN BLUE WILL NEED TO CHANGE FOR EACH MESSAGE - IT IS THE INFO YOU NEED TO INSERT.

PUT IN THE SUBJECT LINE:
OPREP-3 NAVY UNIT SITREP

PUT IN THE TO LINE:
COMTRAWING SIX PENSACOLA FL
CNO WAHSINIGTON DC
CHINFO WASHINGTON DC
NAVCRIMINVSERV PENSACOLA FL

PUT IN THE CC LINE:
COMUSFLTFORCOM NORFOLK VA
COMPACFLT PEARL HARBOR HI
COMNAVAIRPAC SAN DIEGO CA
CNATRA CORPUS CHRISTI TX
CNIC WASHINGTON DC
NAVY JAG WASHINGTON DC
DIRNAVCRIMINVSERV QUANTICO VA
BUMED FALLS CHURCH VA
COMNAVREG SE JACKSONVILLE FL
NAS PENSACOLA FL
COMNAVPERSCOM MILLINGTON TN *(MOST PERSONNEL INCIDENTS)*
CNIC MILLINGTON TN *(IF CHILD: ABUSE/NEGLECT/SEXUAL ABUSE)*
VICTIM'S/ACCUSED'S CHAIN OF COMMAND *(IF SEXUAL ASSUALT)*
CHNAVPERS WASHINGTON DC *(IF SEXUAL HARASSMENT/HAZING/EO)*
NAVINSGEN WASHINGTON DC *(IF SEXUAL HARASSMENT/HAZING/EO)*
COMNAVSAFECEN NORFOLK VA *(IF FIREARMS RELATED)*
CMC WASHINGTON DC *(IF USMC PERSONNEL INVOLVED)*
CG TECOM QUANTICO VA *(IF USMC PERSONNEL INVOLVED)*
MATSG-21 PENSACOLA FL *(IF USMC PERSONNEL INVOLVED)*
19 AF *(IF USAF PERSONNEL INVOLVED)*
HQ AETC *(IF USAF PERSONNEL INVOLVED)*
AFPC RANDOLPH AFB TX *(IF USAF PERSONNEL INVOLVED)*
NAVY IPO WASHINGTON DC *(IF INTERNATIONAL STUDENT INVOLVED)*
NETSAFA PENSACOLA FL *(IF INTERNATIONAL STUDENT INVOLVED)*
COMDT COGARD WASHINGTON DC (IF USCG INVOLVED)
COMLANTAREA COGARD PORTSMOUTH VA (IF USCG INVOLVED)
CCGDEIGHT NEW ORLEANS LA (IF USCG INVOLVED)

CUT AND PASTE INTO THE MESSAGE BODY:
UNCLAS
MSGID/OPREP-3NUS,USMTF,2014/TRARON EIGHT SIX PENSACOLA FL/SERIAL #//
REF/A/DESC: INITIAL VOICE REPORT TO ISIC/COMTRAWING SIX PENSACOLA FL/DTG OF ISIC VOICE REPORT//
FLAGWORD/NAVY UNIT SITREP/-//
TIMELOC/DTG OF INCIDENT/LOCATION OF INCIDENT/**INIT//**
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/
1. **TYPE OF INCIDENT:** _____ (ONE SENTENCE DESCRIPTION)
2. **DATE OF INCIDENT:** _____
3. **TIME OF INCIDENT:** _____
4. **LOCATION OF INCIDENT:** _____
5. **SUSPECT OR ALLEGED OFFENDER:** _____ (SERVICE, RANK/RATE, PAYGRADE, INCLUDE RELATIONSHIP TO VICTIM/COMPLAINANT I.E FATHER/SPOUSE…)
6. **SUSPECT OR ALLEGED OFFENDER'S COMMAND AND UIC:**
7. **SUSPECT OR ALLEGED OFFENDER'S GENDER:** _____
8. **SUSPECT OR ALLEGED OFFENDER'S AGE:** _____
9. **SUSPECT OR ALLEGED OFFENDER'S RACE:** _____
10. **WEAPON USED BY SUSPECT OR ALLEGED OFFENDER:** _____ (SPECIFIC MODEL AND MANUFACTURER IF APPLICABLE, IF NOT PUT N/A)
11. **FIREARM SPECIFICATIONS:** _____ (INCLUDE THE FOLLOWING INFORMATION IF A FIREARM INCIDENT FOR BOTH OFFENDER AND VICTIM: DATE OF BIRTH, PARENT COMMAND, RATING, NEC OR DESIGNATOR, YEARS EXPERIENCE WITH FIREARM, TYPE TRAINING WITH FIREARM, LOCATION FIREARM NORMALLY STORED, AND LAST FOUR OF SSN)
12. **SUSPECT OR ALLEGED OFFENDER'S ALCOHOL/DRUG/BAC:** BAC, TYPE ALCOHOL/DRUG, AND QTY KNOWN IF APPLICABLE
13. **VICTIM OR COMPLAINANT:** _____ (SERVICE, RANK/RATE, PAYGRADE)
14. **VICTIM OR COMPLAINANT'S COMMAND AND UIC:**
15. **VICTIM OR COMPLAINANT'S GENDER:** _____ (OF VICTIM/COMPLAINANT)
16. **VICTIM OR COMPLAINANT'S AGE:** _____ (OF VICTIM/COMPLAINANT)
17. **VICTIM OR COMPLAINANT'S RACE:** _____ (OF VICTIM/COMPLAINANT)
18. **VICTIM OR COMPLAINANT'S ALCOHOL/DRUG/BAC:**
19. **NAVCRIMINSERV NOTIFIED:** _____ (INDICATE THE NAVCRIMINVSERV ELEMENT NOTIFIED AND GENERAL ACTION THEY WILL TAKE, i.e. "INVESTIGATING MATTER" or "DEFERS TO COMMAND INVESTIGATORS")
20. **INSTALLATION FAMILY ADVOCACY REP NOTIFIED:** YES, NO OR N/A
21. **SUMMARY/BRIEF DESCRIPTION OF INCIDENT:** _____ (INCLUDE "WHO, WHAT, WHERE, WHEN, AND WHY?" IF MEMBERS LAST DEPLOYMENT WAS AN EXPEDITIONARY OR IA DEPLOYMENT INCLUDE WHETHER

OR NOT HE/SHE COMPLETED A PDHRA BETWEEN 90 AND 180 DAYS AFTER THEIR RETURN.)

22. TYPE/MODEL OF MOTORCYCLE INVOLVED: _____ (EXAMPLE: SPORT BIKE/SUZUKI GSX-R1000 or CRUISER/HARLEY DAVIDSON DYNAGLIDE).

23. USE OF PPE: _____ (INCLUDE YES/NO FOR EACH OF THE FOLLOWING: BOOTS, GLOVES, HELMET, JACKET)

24. VALID MOTORCYCLE LICENSE OR PERMIT: YES OR NO, TYPE

25. MOTORCYCLE SAFETY COURSES AND DATES ATTENDED: _____ (LIST ALL MOTORCYCLE SAFETY COURSES ATTENDED AND DATES COMPLETED DDMMMYYYY FORMAT)

26. MISHAP STATUS: MISHAP REPORT NOT REQUIRED, MISHAP REPORT TO FOLLOW, OR MISHAP REPORT SUBMITTED (INCLUDE ONLY ONE OF THESE STATEMENTS)

27. MEDIA INTEREST: NOT ANTICIPATED (IF MEDIA INTEREST IS ANTICIPATED FOR A SERIOUS MISCONDUCT INCIDENT SUBMIT AN OPREP-3 NAVY BLUE REPORT VICE A NAVY UNIT SITREP)

28. NAVCRIMINSERV INVOLVEMENT:

29. NAVCRIMINSERV/OTHER CASE NUMBER:

30. STAFF JUDGE ADVOCATE CONTACTED:

31. POC: LT. I. M. SDO. **DSN 459-4168, COMM 850-452-4168.//**

OPREP-3 NAVY UNIT SITREP TEMPLATE (AVIATION INCIDENT)

IT IS NEVER APPROPRIATE TO RELEASE AN OPREP-3 NAVY UNIT SITREP FOR CLASS A OR B MISHAPS. SEE TAB 8 FOR CLASS A AND B MISHAPS.

UTILIZE **IMMEDIATE** PRECEDENCE AND **UNCLASSIFIED** FOR OPREP-3 NAVY UNIT SITREPS. LETTERING IN RED WILL NOT BE INCLUDED IN THE MESSAGE (DELETE BEFORE SENDING). LETTERING IN BLUE WILL NEED TO CHANGE FOR EACH MESSAGE - IT IS THE INFO YOU NEED TO INSERT.

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
COMTRAWING SIX PENSACOLA FL

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 PENSACOLA FL
CG TECOM QUANTICO VA *(IF USMC PERSONNEL INVOLVED)*
MATSG-21 PENSACOLA FL *(IF USMC PERSONNEL INVOLVED)*
19 AF *(IF USAF PERSONNEL INVOLVED)*
HQ AETC *(IF USAF PERSONNEL INVOLVED)*
AFPC RANDOLPH AFB TX *(IF USAF PERSONNEL INVOLVED)*
NAVY IPO WASHINGTON DC *(IF INTERNATIONAL STUDENT INVOLVED)*
NETSAFA PENSACOLA FL *(IF INTERNATIONAL STUDENT INVOLVED)*
COMLANTAREA COGARD PORTSMOUTH VA (IF USCG INVOLVED)
CCGDEIGHT NEW ORLEANS LA (IF USCG INVOLVED)
TRARON EIGHT SIX PENSACOLA FL
TRARON TEN PENSACOLA FL
TRARON FOUR PENSACOLA FL

CUT AND PASTE INTO THE MESSAGE BODY:
UNCLAS
MSGID/OPREP-3NUS,USMTF,2014**/TRARON EIGHT SIX PENSACOLA FL/**SERIAL #//
FLAGWORD/NAVY UNIT SITREP/-//
TIMELOC/DTG OF INCIDENT/LOCATION OF INCIDENT**/INIT//**

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/

1. **INCIDENT:** _____ (ONE SENTENCE DESCRIPTION)
2. **DATE OF INCIDENT:** _____
3. **TIME OF INCIDENT:** _____
4. **LOCATION OF INCIDENT:** _____
5. **INCIDENT:** _____

Clearly identify the incident being reported within the first two sentences. Provide known details. Convey the "who, what, where, when, and why" if known and at a minimum include:
Aircraft model,
BuNo,
Aircrew's ranks, service, and position (i.e. LT USN AIRCRAFT COMMANDER, 1LT USMC STUDENT NAVIGATOR, etc.), and injuries, (if known)
Number of other persons on board and their injuries,
Mission, (i.e CROSS COUNTRY TRAINING FLIGHT or LOCAL TRAINING FLIGHT, 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 personnel and/or unit losses or damages which were incurred as a result of the incident; report unknowns.

6. **REPORTING CUSTODIAN: COMTRAWING SIX NAS PENSACOLA, FL**
7. **MEDIA INTEREST ANTICIPATED.**
8. **COMMANDING OFFICER'S ESTIMATE:** ABLE TO CONTINUE PRESENT MISSION (MOST LIKELY ANSWER). (Ability of the unit to operate etc.)
9. **FINAL REPORT THIS INCIDENT** (If anticipating a follow up OPREP, delete that statement). MISHAP REPORT TO FOLLOW OR MISHAP REPORT NOT REQUIRED.
10. **POC:** LT. I. M. SDO. **DSN 459-4168, COMM 850-452-4168.//**

OPREP-3 NAVY UNIT SITREP EXAMPLE (AVIATION INCIDENT)

SUBJ:
OPREP-3 NAVY UNIT SITREP

TO:
COMPACFLT PEARL HARBOR HI
COMNAVAIRPAC SAN DIEGO CA
CNATRA CORPUS CHRISTI TX
COMTRAWING SIX PENSACOLA FL

CC:
CHINFO WASHINGTON DC
CNIC WASHINGTON DC
COMNAVSAFECEN NORFOLK VA
NAVY JAG WASHINGTON DC
COMNAVAIRSYSCOM PATUXENT RIVER MD
COMNAVREG SE JACKSONVILLE FL
NAS PENSACOLA FL
CG TECOM QUANTICO VA
MATSG-21 PENSACOLA FL
TRARON EIGHT SIX PENSACOLA FL
TRARON TEN PENSACOLA FL

MESSAGE BODY:
UNCLAS
MSGID/OPREP-3NUS,USMTF,2014/TRARON EIGHT SIX PENSACOLA FL/003//
FLAGWORD/NAVY UNIT SITREP/-//
TIMELOC/2017200ZOCT2014/3029N08711W/INIT//
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/
1. INCIDENT: T-6A LANDS WITH UNCENTERED NOSE WHEEL AT PENSACOLA REGIONAL AIRPORT RESULTING IN ONE HOUR DELAY TO CIVILIAN FLIGHT OPERATIONS.
2. DATE OF INCIDENT: 20OCT14
3. TIME OF INCIDENT: 1120L
4. LOCATION OF INCIDENT: KPNS - RUNWAY 08
5. INCIDENT: T-45C AIRCRAFT, BUNO 16600, LANDED ON RUNWAY 08 AT PENSACOLA REGIONAL AIRPORT WITH AN UNCENTERED NOSE WHEEL. A ONE HOUR DELAY IN CIVILIAN FLIGHT OPERATIONS RESULTED FROM THE AIRCRAFT COMING TO A REST ON THE RUNWAY AND NEEDING A SPECIAL TOW DEVICE. MAJ USMC AIRCRAFT COMMANDER, NO INJURIES, AND LTJG USN STUDENT NAVIGATOR, NO INJURIES. AIRCRAFT HAD BEEN CONDUCTING A ROUTINE INSTRUMENT TRAINING MISSION. INCIDENT OCCURRED DURING THE TERMINAL (LANDING) PHASE OF FLIGHT. MINOR DAMAGE TO AIRCRAFT NOSE WHEEL AND STRUT.
6. REPORTING CUSTODIAN: COMTRAWING SIX PENSACOLA FL
7. MEDIA INTEREST: ANTICIPATED

8. COMMANDING OFFICER'S ESTIMATE: ABLE TO CONTINUE PRESENT MISSION.
9. FINAL REPORT THIS INCIDENT. MISHAP REPORT NOT REQUIRED.
10. POC: LT. I. M. SDO. DSN 459-4168, COMM 850-452-4168.//

OPREP-3 NAVY UNIT SITREP EXAMPLE (NON MOTORCYCLE PERSONNEL INCIDENT)

SUBJ:
OPREP-3 NAVY UNIT SITREP

TO:
COMTRAWING SIX PENSACOLA FL
CNO WAHSINIGTON DC
CHINFO WASHINGTON DC
NAVCRIMINVSERV PENSACOLA FL

CC:
COMUSFLTFORCOM NORFOLK VA
COMPACFLT PEARL HARBOR HI
COMNAVAIRPAC SAN DIEGO CA
CNATRA CORPUS CHRISTI TX
CNIC WASHINGTON DC
NAVY JAG WASHINGTON DC
DIRNAVCRIMINVSERV WASHINGTON DC
BUMED FALLS CHURCH VA
COMNAVREG SE JACKSONVILLE FL
NAS PENSACOLA FL
COMNAVPERSCOM MILLINGTON TN
NAVY IPO WASHINGTON DC
NETSAFA PENSACOLA FL
TRARON EIGHT SIX PENSACOLA FL
TRARON TEN PENSACOLA FL

MESSAGE BODY:
UNCLAS
MSGID/OPREP-3NUS,USMTF,2014/TRARON EIGHT SIX PENSACOLA FL/004//
REF/A/DESC: INITIAL VOICE REPORT TO ISIC/COMTRAWING SIX PENSACOLA FL/201905ZOCT2014//
FLAGWORD/NAVY UNIT SITREP/-//
TIMELOC/201800ZOCT2014/NAVY BLVD, PENSACOLA, FL/INIT//
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/
1. INCIDENT: 22 YR OLD MALE GERMAN AIR FORCE (GAF) O-1 INVOLVED IN PERSONAL MOTOR VEHICLE ACCIDENT WITH CIVILIAN, CHARGED WITH DUI.
2. DATE OF INCIDENT: 20OCT14
3. TIME OF INCIDENT: 1200L
4. LOCATION OF INCIDENT: NEAR THE INTERSECTION OF HWY 98 AND NAVY BLVD.
5. SUSPECT OR ALLEGED OFFENDER: GAF O-1
6. GENDER: MALE
7. AGE: 22 YR OLD

8. RACE: WHITE, NON-HISPANIC
9. WEAPON: N/A
10. FIREARMS SPECS: N/A
11. ALCOHOL/DRUG: BAC 0.12, FIVE 12 OUNCE BEERS
12. VICTIM OR COMPLAINANT: N/A
13. GENDER: N/A
14. AGE: N/A
15. RACE: N/A
16. NAVCRIMINSERV NOTIFIED: DEFERS TO COMMAND INVESTIGATORS
17. INSTALLATION FAMILY ADVOCACY REP NOTIFIED: N/A
18. SUMMARY/BRIEF DESCRIPTION OF INCIDENT: 22 YR OLD FOREIGN MILITARY OFFICER INVOLVED IN PERSONAL MOTOR VEHICLE ACCIDENT WITH CIVILIAN VEHICLE WHILE OFF DUTY. LOCAL POLICE RESPONDED TO THE TWO VEHICLE ACCIDENT AND CHARGED THE MEMBER WITH DUI. NO INJURIES TO EITHER PERSONNEL. MEMBER IS BEING HELD BY LOCAL AUTHORITIES.
19. MEDIA INTEREST: NOT ANTICIPATED
20. POC: LT. I. M. SDO. DSN 459-4168, COMM 850-452-4168.//

OPREP-3 NAVY UNIT SITREP TEMPLATE (MOTORCYCLE INCIDENT)

FOR GUIDANCE IN WRITING OPREP-3 NAVY UNIT SITREPS REFER TO OPNAVINST F3100. 6J **(SAFETY LIBRARY BINDER #3)**

UTILIZE **IMMEDIATE** PRECEDENCE AND **UNCLASSIFIED** FOR OPREP-3 NAVY UNIT SITREPS. LETTERING IN RED WILL NOT BE INCLUDED IN THE MESSAGE (DELETE BEFORE SENDING). LETTERING IN BLUE WILL NEED TO CHANGE FOR EACH MESSAGE - IT IS THE INFO YOU NEED TO INSERT.

PUT IN THE SUBJECT LINE:
OPREP-3 NAVY UNIT SITREP

PUT IN THE TO LINE:
COMTRAWING SIX PENSACOLA FL
CNO WAHSINIGTON DC
CHINFO WASHINGTON DC

PUT IN THE CC LINE:
COMUSFLTFORCOM NORFOLK VA
COMPACFLT PEARL HARBOR HI
COMNAVAIRPAC SAN DIEGO CA
CNATRA CORPUS CHRISTI TX
CNIC WASHINGTON DC
NAVY JAG WASHINGTON DC
DIRNAVCRIMINVSERV WASHINGTON DC
BUMED FALLS CHURCH VA
COMNAVPERSCOM MILLINGTON TN
COMNAVREG SE JACKSONVILLE FL
NAS PENSACOLA FL
COMNAVSAFECEN NORFOLK VA
CMC WASHINGTON DC *(IF USMC PERSONNEL INVOLVED)*
CG TECOM QUANTICO VA *(IF USMC PERSONNEL INVOLVED)*
MATSG-21 PENSACOLA FL *(IF USMC PERSONNEL INVOLVED)*
NAVY IPO WASHINGTON DC *(IF INTERNATIONAL STUDENT INVOLVED)*
NETSAFA PENSACOLA FL *(IF INTERNATIONAL STUDENT INVOLVED)*

CUT AND PASTE INTO THE MESSAGE BODY:
UNCLAS
MSGID/OPREP-3NUS,USMTF,2014**/TRARON EIGHT SIX PENSACOLA FL/**SERIAL #//
REF/A/DESC: INITIAL VOICE REPORT TO ISIC/COMTRAWING SIX PENSACOLA FL/DTG OF ISIC VOICE REPORT**//**
FLAGWORD/NAVY UNIT SITREP/-//
TIMELOC/DTG OF INCIDENT**/**LOCATION OF INCIDENT**/FINAL//**
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/

1. **INCIDENT:** _____ (ONE SENTENCE DESCRIPTION I.E. NON-HOSTILE DEATH (MOTORCYCLE ACCIDENT))
2. **DATE OF INCIDENT:** _____
3. **TIME OF INCIDENT:** _____
4. **LOCATION OF INCIDENT:** _____
5. **SUSPECT OR ALLEGED OFFENDER: NONE**
6. **GENDER: N/A**
7. **AGE: N/A**
8. **RACE: N/A**
9. **WEAPON: N/A**
10. **FIREARMS SPECS: N/A**
11. **ALCOHOL/DRUG:** BAC, TYPE ALCOHOL/DRUG, AND QTY KNOWN IF APPLICABLE
12. **VICTIM OR COMPLAINANT:** _____ (SERVICE, RANK/RATE, PAYGRADE)
13. **GENDER:** _____ (OF VICTIM)
14. **AGE:** _____ (OF VICTIM)
15. **RACE:** _____ (OF VICTIM)
16. **NAVCRIMINSERV NOTIFIED:** _____ (INDICATE THE NAVCRIMINVSERV ELEMENT NOTIFIED AND GENERAL ACTION THEY WILL TAKE, i.e. "INVESTIGATING MATTER" or "DEFERS TO COMMAND INVESTIGATORS")
17. **INSTALLATION FAMILY ADVOCACY REP NOTIFIED: N/A**
18. **SUMMARY/BRIEF DESCRIPTION OF INCIDENT:** _____ (INCLUDE "WHO, WHAT, WHERE, WHEN, AND WHY?" IF MEMBERS LAST DEPLOYMENT WAS AN EXPEDITIONARY OR IA DEPLOYMENT INCLUDE WHETHER OR NOT HE/SHE COMPLETED A PDHRA BETWEEN 90 AND 180 DAYS AFTER THEIR RETURN.)
19. **TYPE/MODEL OF MOTORCYCLE INVOLVED:** _____ (EXAMPLE: SPORT BIKE/SUZUKI GSX-R1000 or CRUISER/HARLEY DAVIDSON DYNAGLIDE).
20. **USE OF PPE:** _____ (INCLUDE YES/NO FOR EACH OF THE FOLLOWING: BOOTS, GLOVES, HELMET, JACKET)
21. **VALID MOTORCYCLE LICENSE OR PERMIT:** YES OR NO, TYPE
22. **MOTORCYCLE SAFETY COURSES AND DATES ATTENDED:** _____ (LIST ALL MOTORCYCLE SAFETY COURSES ATTENDED AND DATES COMPLETED DDMMMYYYY FORMAT)
23. MISHAP REPORT NOT REQUIRED, MISHAP REPORT TO FOLLOW, OR MISHAP REPORT SUBMITTED (INCLUDE ONLY ONE OF THESE STATEMENTS)
24. **MEDIA INTEREST:** ANTICIPATED OR NOT ANTICIPATED
25. **POC:** LT. I. M. SDO. **DSN 459-2385, COMM 850-452-2385.//**

OPREP-3 NAVY UNIT SITREP EXAMPLE
(MOTORCYCLE EXAMPLE)

SUBJ:
OPREP-3 NAVY UNIT SITREP

TO:
COMTRAWING SIX PENSACOLA FL
CNO WAHSINIGTON DC
CHINFO WASHINGTON DC

CC:
COMUSFLTFORCOM NORFOLK VA
COMPACFLT PEARL HARBOR HI
COMNAVAIRPAC SAN DIEGO CA
CNATRA CORPUS CHRISTI TX
CNIC WASHINGTON DC
NAVY JAG WASHINGTON DC
DIRNAVCRIMINVSERV WASHINGTON DC
BUMED FALLS CHURCH VA
COMNAVPERSCOM MILLINGTON TN
COMNAVREG SE JACKSONVILLE FL
NAS PENSACOLA FL
COMNAVSAFECEN NORFOLK VA
CMC WASHINGTON DC
CG TECOM QUANTICO VA
MATSG-21 PENSACOLA FL
TRARON TEN PENSACOLA FL

MESSAGE BODY:
UNCLAS
MSGID/OPREP-3NUS,USMTF,2014/TRARON EIGHT SIX PENSACOLA FL/005//
REF/A/DESC: INITIAL VOICE REPORT TO ISIC/COMTRAWING SIX
PENSACOLA FL/201955ZOCT2014//
FLAGWORD/NAVY UNIT SITREP/-//
TIMELOC/201845ZOCT2014/NAVY BLVD, PENSACOLA, FL/INIT//
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/
1. INCIDENT: MOTORCYCLE ACCIDENT RESULTS IN HOSPITALIZATION OF MEMBER.
2. DATE OF INCIDENT: 20OCT2014
3. TIME OF INCIDENT: 1245L
4. LOCATION OF INCIDENT: INTERSECTION OF BLUE ANGEL PARKWAY AND HWY 98
5. SUSPECT OR ALLEGED OFFENDER: NONE
6. GENDER: N/A
7. AGE: N/A
8. RACE: N/A

9. WEAPON: N/A
10. FIREARMS SPECS: N/A
11. ALCOHOL/DRUG: NO KNOWN ALCOHOL/DRUGS
12. VICTIM OR COMPLAINANT: USMC O-1
13. GENDER: FEMALE
14. AGE: 23 YR OLD
15. RACE: AFRICAN-AMERICAN
16. NAVCRIMINSERV NOTIFIED: DEFERS TO COMMAND INVESTIGATORS
17. INSTALLATION FAMILY ADVOCACY REP NOTIFIED: N/A
18. SUMMARY/BRIEF DESCRIPTION OF INCIDENT: MOTORCYCLE ACCIDENT RELATED INJURIES. MEMBER LOST CONTROL OF MOTORCYCLE AND IMPACTED THE GROUND NEAR THE INTERSECTION OF HWY 98 AND BLUE ANGEL PKWY AT APPROXIMATELY 1245L. MEDICAL ASSISTANCE WAS RENDERED BY A PASSING MOTORIST UNTIL ARRIVAL OF EMERGENCY MEDICAL STAFF. MEMBER SUFFERED SEVERE SCRAPES AND ROAD RASH TO ARMS AND HANDS, REMAINS UNDER THE SUPERVISION OF MEDICAL PERSONNEL AT NAVAL HOSPITAL PENSACOLA.
19. TYPE/MODEL OF MOTORCYCLE INVOLVED: SPORT BIKE/SUZUKI GSX-R1000
20. USE OF PPE: BOOTS - YES, GLOVES - NO, HELMET - YES, JACKET - NO)
21. VALID MOTORCYCLE LICENSE OR PERMIT: YES - CURRENT FLORIDA LICENCE
22. MOTORCYCLE SAFETY COURSES AND DATES ATTENDED: BRC - 23012012, MSRC - 13032012.
23. MISHAP REPORT TO FOLLOW
24. MEDIA INTEREST: NOT ANTICIPATED
25. POC: LT. I. M. SDO. DSN 459-4168, COMM 850-452-4168.//

APP E

COMMANDING OFFICER'S GUIDE

The Commanding Officer (CO), Training Squadron EIGHT 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 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 Commanding Officer 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. Reference the VT-86 AMB Member List for specific current members.

The Primary Mishap Board member assignments are as follows:

Mishap Board Primary Members:

Senior Member:	XO
Flight Surgeon:	VT-86 Flight Surgeon
Operations Rep:	SENIOR OPS JO
L3 Maintenance Rep:	CNATRA N4 DET OIC (if Maintenance causal factor exists)
VT-86 Maintenance Rep:	SENIOR JO
Aviation Safety Officer:	ASO
T-45 NATOPS Rep:	SENIOR T-45 NATOPS O
T-39 NATOPS Rep:	SENIOR T-39 NATOPS O

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 inquires 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 (01-11, ddMMMyyyy)
d. Aircraft type and BUNO
e. Privileged photographs shall also contain the following statement on the reverse side:

4. Most photographs are not privileged information. ONLY photographs of staged evidence and or pictures definitively displaying AMB thought processes will be considered privileged.

//
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 3750.6S 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.

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 (l). The duties listed below are in no way a complete list. Refer to reference (l) 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 (l).

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, IAW reference (a).

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.

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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.

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 2nd GAFTS: 452-2693

2. Submit a Casualty Report within 12 hours, in the event of death, serious injury, hospitalization, involvement in <u>any accident or incident</u> 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 TRARON EIGHTSIX 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
COMTRAWINGSIX 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, 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.

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

HYPOXIA Procedures

In any event in which **either** aircrew experiences symptoms of hypoxia, regardless of Oxygen Warning Light status,

Aircrew shall:

1. **Notify CDO and ASO**
2. **Write a downing MAF and specify "Experienced Hypoxia" in the discrepancy**
3. **Report to Flight Surgeon for blood work within 2 hours**
   Doc Thomae 706-627-1360
   Note: Do not delay seeing Flight Surgeon to fill out form in step 4
4. **Complete and submit form "Ref A" electronically stored at:**
   Ref A http://safetycenter.navy.mil/ Aviation/Aeromedical

Flight Surgeon shall:

1. Ensure form "Ref C" is submitted and blood work handled per directions on form "Ref C" http://safetycenter.navy.mil/ Aviation/Aeromedical
   (directs to use form C for F-18 directly below)

Maintenance Shall:

1. Down aircraft until the following components are removed:
   a. BREATHING REGULATOR (CRU-103A/P) AND HOSE, OXYGEN MASK AND HOSE, OBOGS CONCENTRATOR, AND SOLID STATE OXYGEN MONITOR (SSOM)(CRU-99/A), AS APPLICABLE TO ACFT. TESTING AND TROUBLESHOOTING (T&T) OF THE ACFT SHALL NOT BE PERFORMED UNTIL OXYGEN COMPONENTS ARE REMOVED DUE TO THE RISK OF LOSING CRITICAL EVIDENCE.
   b. HMR/EI REQUESTS FOR OXYGEN COMPONENTS SHALL BE SUBMITTED VIA JOINT DEFICIENCY REPORTING SYSTEM (JDRS) PER REF E. OXYGEN COMPONENTS SHALL NOT BE SUBMITTED TO INTERMEDIATE LEVEL MAINTENANCE. ADDITIONALLY, ANY OTHER SYSTEM COMPONENTS SUSPECTED CAUSAL TO THE HYPOXIC EVENT SHALL ALSO BE RETAINED AND SUBMITTED FOR EI. DO NOT TURN IN REPAIRABLES NORMAL BEYOND CAPABILITY OF MAINTENANCE (BCM) OR DISCARD CONSUMABLES.
2. Submit form "Ref B" as soon as possible post T&T
   "Ref B" http://safetycenter.navy.mil/ Aviation/Aeromedical
3. UNLESS OTHERWISE DIRECTED, ACFT IS CLEARED TO FLY UPON REPLACEMENT OF OXYGEN COMPONENTS AND COMPLETION OF T&T AND ALL REQUIRED SYSTEM TESTS ATTESTING TO THE AIRWORTHINESS OF THE ACFT PER APPLICABLE MAINTENANCE PUBLICATIONS.