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NAVSUPPACT NAPLES INST 3750.2C  
N3

24 JAN 2011

NAVSUPPACT NAPLES INSTRUCTION 3750.2C

From: Commanding Officer, U.S. Naval Support Activity, Naples,  
Italy

Subj: PRE-MISHAP PLAN

Ref: (a) OPNAVINST 3750.6 (Series)  
(b) OPNAVINST 3100.6 (Series)  
(c) CINCUSNAVEUR 3750.2 (Series)  
(d) Airport Manual for the Naples International Airport,  
Vol. 5, rev. 3, 31 May 2006  
(e) STANAG 3531 (Edition 6)  
(f) NAVAIR 00-80T-116-1/2/3 Technical Manuals  
(g) COMNAVAIRFORINST 4790.2 (Series)  
(h) NAVAIR 00-80R-14  
(i) BUMEDINST 5100.11 (Series)  
(j) NAVMEDCOMINST 6510.2 (Series)  
(k) NAVWEPS 00-80T-67  
(l) NAVMEDCOMINST 5360.1 (Series)  
(m) NAVMILPERSINST 1770.1 (Series)  
(n) MILPERSMAN  
(o) JAGINST 5800.7 (Series)  
(p) SECNAVINST 5720.44 (Series)  
(q) COMFAIRMEDINST 5720.5 (Series)  
(r) Directive and Procedures for Assisting Emergency  
Aircraft and for Aircraft Mishap Rescue Operations for  
International Airport of Naples Capodichino

Encl: (1) NAVSUPPACT NAPLES Pre-Mishap Plan

1. Purpose. This instruction provides a standardized guide for initial reporting, investigative procedures, and subsequent action required in the event of an aviation mishap involving aircraft and/or personnel under cognizance of the Commanding Officer, Naval Support Activity (NAVSUPPACT) Naples. It is designed for NAVSUPPACT Naples personnel to respond to aviation mishaps involving aircraft and/or personnel assigned to NAVSUPPACT Naples, tenant commands based at NAVSUPPACT Naples, and for military transient aircraft using NAVSUPPACT Naples.

2. Cancellation. NAVSUPPACT NAPLES INST 3750.2B

3. Scope. References (a) through (r) set forth the requirements, conditions, and general procedures to follow in the submission of reports and conduct of investigations in the event of an aircraft mishap. To ensure complete and accurate reporting and investigation during all phases of operations following an

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aircraft mishap, enclosure (1) is included as an integral portion of this instruction. Personnel not assigned to NAVSUPPACT Naples are cautioned to refer to the basic references of their pre-mishap plan if they are reporting a mishap from NAVSUPPACT Naples.

4. Action. The pre-mishap plan shall serve as a guide for initiation of reporting and investigative procedures if an aircraft mishap occurs. All NAVSUPPACT Naples Command Duty Officers (CDO), Operations Duty Officers (ODO), and Department Heads shall be familiar with the following actions:

a. General. Any person who has knowledge of an aircraft mishap involving injury to personnel or damage to property, shall report such facts immediately to the NAVSUPPACT Naples Command Duty Officer. Except as outlined in this instruction, personnel shall not divulge any mishap related information, either officially or unofficially, to any other party.

b. Specific. Nothing in this instruction shall preclude logical and warranted actions should such situations arise. In the event of an aviation mishap, the NAVSUPPACT Naples Command Duty Officer is responsible for the immediate implementation of enclosure (1), and retains responsibility until relieved by proper authority. Personnel assigned responsibilities herein shall be thoroughly familiar with this instruction and the requirements of their post-mishap duties. If a death or serious injury occurs, personnel shall not discuss the matter with sources outside the command. Individual names shall not be released, except to authorized Naval authorities, without the expressed permission of the Commanding Officer, NAVSUPPACT Naples.

c. Aviation Safety Officer (ASO). The NAVSUPPACT Naples ASO shall periodically brief Command Duty Officers (CDO) and Operations Duty Officers (ODO) on their responsibilities in the pre-mishap plan. The ASO shall ensure this instruction is current and reflects particular responsibilities assigned by seniors in command. The ASO shall conduct periodic briefings with members of the Aviation Mishap Board (AMB) to ensure utmost familiarity with pertinent safety publications and procedures. The ASO shall conduct and document quarterly drills to simulate execution of this plan to ensure familiarity by Watch Standers.

d. JAGMAN Investigation. Reference (o) provides guidelines to determine if a JAGMAN investigation of an aircraft mishap is necessary. If a JAGMAN investigation is required it must be conducted separately from the AMB investigation. No individual shall be assigned to both investigations. Both investigations

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shall have access to all real evidence but may not share witness statements and deliberations. The privileged character of the AMB investigation must be protected.

e. Concept of Privilege. Use of privileged information is critical to timely and complete investigation of aircraft mishaps. The protection of privileged information is essential to ensure complete and candid responses in witness statements and AMB deliberations. Commanding Officer NAVSUPPACT Naples shall ensure that all individuals appointed to an AMB are familiar with the use and restrictions of privileged information as specified in reference (a).

5. Policy.

a. Commander Naval Forces Europe (CNE). As designated controlling custodian, CNE will provide NAVSUPPACT Naples an assigned senior member to investigate all Class A flight related aircraft ground mishaps per reference (a).

b. Commander Naval Region Europe, Africa, Southwest Asia (CNREURAFSWA). As Immediate Superior in Command (ISIC), CNREURAFSWA does not maintain a permanent AMB. When circumstances dictate, CNREURAFSWA will appoint an AMB consisting of NAVSUPPACT Naples members augmented with staff personnel when such action contributes to the investigation or is directed by higher authority.

(1) If the Commanding Officer NAVSUPPACT NAPLES is involved in an aircraft mishap, the AMB senior member will be appointed by CNE (Class A) or CNREURAFSWA (Class B/C). The appointed member will be senior to the Commanding Officer and will work with the NAVSUPPACT NAPLES AMB to investigate and report the mishap. CNREURAFSWA will assume responsibility for the investigation as ISIC and will act as appointing authority for the AMB to investigate and report the mishap. The Commanding Officer NAVSUPPACT Naples, or designated replacement in the event of death or relief, will remain reporting custodian and retain endorsement authority.

(2) If the NAVSUPPACT Naples Executive Officer is involved in an aircraft mishap, a senior member will be appointed by CNE (Class A), or CNREURAFSWA (Class B/C) who will be senior to the Executive Officer and will work with the NAVSUPPACT Naples AMB to investigate and report the mishap. The Commanding Officer NAVSUPPACT Naples remains reporting custodian and retains endorsement authority.

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c. Commanding Officer NAVSUPPACT NAPLES. The Commanding Officer, as reporting custodian, shall appoint and maintain a permanent AMB. The AMB will conduct mishap investigations and prepare required reports per reference (a) unless relieved by higher authority. If a senior member is provided to the command by higher authority, the NAVSUPPACT Naples senior member shall remain on the AMB and provide necessary aid to the assigned senior member.

6. Changes. Proposed changes or updates to this instruction shall be forwarded to the NAVSUPPACT Naples ASO via phone at DSN: 626-6893.



R. B. RABUSE

Distribution:

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<https://www.cnic.navy.mil/Naples/Departments/Administration/Instructions/index.htm>

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**IF A POSSIBLE AVIATION  
MISHAP HAS JUST OCCURRED,  
TURN TO THE MISHAP INITIAL  
NOTIFICATION WORKSHEET  
LABELED 'START HERE' AND  
EXECUTE THE CHECKLIST  
PROVIDED.**

\*\*\*\*\*

## FORWARD

1. The material in this instruction is arranged for quick response during an aviation mishap. The material has been tailored from references (a) through (q) to fit the special requirements at NAVSUPACT NAPLES. It is meant to be used by the NAVSUPACT NAPLES Command Duty Officer, NAVSUPACT NAPLES Operations Duty Officer and other NAVSUPACT NAPLES personnel. When conflicts arise between this instruction and the listed references, the references will govern. Tenant commands, transient aircraft and visiting commands should use the more general formats in the listed references when reporting their mishap at NAVSUPACT NAPLES.

2. Although designed primarily as a response tool during a mishap, this instruction can also be used as a study guide. CDOs, ODOs, OODs, JOODs and other personnel shall be familiar with this instruction prior to assuming the watch.

3. In this instruction, the following terms mean:

"Government"	- U.S. Federal government
"Naval"	- both Navy and Marine Corps
"Shall"	- connotes a mandatory action
"Should"	- connotes standard policy and deviation is discouraged
"May"	- connotes optional action
"Need not"	- connotes optional action
"Will"	- indicates futurity and does not infer required action
"NSA"	- when abbreviated and standing alone, refers to NAVSUPACT Naples

4. Recommended changes to this instruction are welcome from any source. Submit all recommended changes to the attention of the Aviation Safety Officer (626-6893). No formal submission format is required.

# **NAVSUPPACT NAPLES PRE-MISHAP PLAN**

**IF A POSSIBLE AVIATION MISHAP HAS JUST OCCURRED, TURN TO THE MISHAP INITIAL NOTIFICATION WORKSHEET LABELED 'START HERE' AND EXECUTE THE STEPS PROVIDED.**

This plan is divided into five parts depending on subject matter: (1) Mishap Response and Notification; (2) Reports and Reporting Procedures; (3) Departmental Responsibilities; (4) Aviation Mishap Board (AMB) Guidelines; (5) Glossary. Individual tabs separate different checklists and/or responsibilities except for TAB 22 and TAB 23 which are combined in each tab.

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START HERE

MISHAP INITIAL NOTIFICATION  
WORKSHEET

## START HERE

### MISHAP INITIAL NOTIFICATION WORKSHEET

#### "YOU HAVE JUST BEEN NOTIFIED OF A POSSIBLE AVIATION MISHAP"

*IF A MILITARY AIRCRAFT WAS INVOLVED AT NSA NAPLES IN ANY WAY, OR A NAVAL AIRCRAFT ATTACHED TO NSA NAPLES (C-26) IS INVOLVED, INITIATE THE STEPS BELOW. IN ADDITION TO FLYING OR TAXIING AIRCRAFT, THIS INCLUDES PERSONAL INJURIES THAT OCCUR "ON" AN AIRCRAFT THAT IS PARKED OR NOT OPERATING (EXAMPLES: AIRMAN FALLS OFF LADDER, TOW TRACTOR RUNS INTO PARKED AIRCRAFT, ETC).*

- (1) FIRST, RELAX, EVERYTHING YOU WILL NEED IS HERE IN THIS BINDER.
- (2) IF YOU ARE THE JOOD, ACDO, BASE OPS OR ODO, ENSURE THE CDO IS NOTIFIED OF THE SITUATION AND TO REPORT TO THE QUARTERDECK AS SOON AS POSSIBLE.
- (3) REMOVE THE **DATA COLLECTION WORKSHEET** FROM TAB 1 AND THE **MISHAP LOG WORKSHEET** FROM TAB 2.
- (4) RECORD ALL AVAILABLE AND PERTINENT INFORMATION FROM THE NOTIFYING SOURCE ON THE **DATA COLLECTION WORKSHEET**.
- (5) CALL THE **COMMANDING OFFICER** DIRECTLY AND INFORM HIM.

#### WARNING

**REMEMBER – NAVSUPACT NAPLES PERSONNEL SHALL NOT DISCLOSE ANY INFORMATION CONCERNING THE MISHAP WITHOUT SPECIFIC APPROVAL FROM THE COMMANDING OFFICER EXCEPT TO THOSE INDIVIDUALS SPECIFICALLY ADDRESSED IN THIS PRE-MISHAP PLAN.**

THE ONLY CORRECT RESPONSE TO INCOMING CALLS CONCERNING THE MISHAP IS:

**"WE DO NOT HAVE ANY CURRENT INFORMATION AT THIS TIME, PLEASE CONTACT OUR PUBLIC AFFAIRS OFFICER AT 081-568-5907 OR 331-674-6097. THANK YOU."**

## START HERE

IF ANY CREWMEMBER'S OR PASSENGER'S NEXT OF KIN (NOK) CALL, STATE THE FOLLOWING:

**"WE ARE RESEARCHING REPORTS RIGHT NOW. HOWEVER, AT PRESENT, WE HAVE NO CONFIRMATION OF ANY PERSONNEL INJURIES. PLEASE GIVE ME A TELEPHONE NUMBER WHERE YOU CAN BE REACHED, AND WE WILL HAVE SOMEONE CONTACT YOU AS SOON AS POSSIBLE."**

(6) ENLIST THE HELP OF ALL AVAILABLE WATCH STANDERS AND/OR CLOSE MILITARY PERSONNEL TO ASSIST IN PERFORMING THE FOLLOWING DUTIES WHICH MAY ARISE:

- DUTY OFFICER: COORDINATES THE MISHAP PLAN OF ACTION.
- PHONE TALKER: ANSWERS THE PHONE AND INITIATES THE RECALL WHEN TASKED.
- LOG KEEPER: KEEPS A LOG OF ALL ACTIONS/ EVENTS.
- RUNNER: COLLECTS REQUIRED INFORMATION AND ASSISTS AS NEEDED.

(7) BEGIN A LOG USING THE **MISHAP LOG WORKSHEET** (SEE **TAB 2**) ANNOTATING ALL IMPORTANT INFORMATION.

(8) ATTEMPT TO **VERIFY** THE INITIAL REPORT (SEE **TAB 3**) AND THEN MOVE ON TO **TAB 4 – IMMEDIATE RECALL LIST**.

(9) WHEN CDO ARRIVES, GO TO **TAB 5** AND ENSURE STEPS 1 - 4 ARE COMPLETE.

# TAB 1

## DATA COLLECTION WORKSHEET

WHEN NOTIFIED OF A POSSIBLE AVIATION MISHAP, THE DUTY OFFICER SHALL RECORD ALL AVAILABLE AND PERTINENT INFO. DO NOT DELAY THIS CHECKLIST BY TRYING TO COMPLETE EVERY LINE. MOVE QUICKLY, BUT THOROUGHLY TO LINE 24.

INFO TAKEN BY: \_\_\_\_\_

1. Date: \_\_\_\_\_ Time of Notification: \_\_\_\_\_

2. Caller's name/rank: \_\_\_\_\_

3. Telephone number of person calling: \_\_\_\_\_

4. Caller's unit/address: \_\_\_\_\_

5. Where is caller at now? \_\_\_\_\_

6. Did caller witness the mishap? Yes / No

7. Do they know approximate time of mishap? \_\_\_\_\_

8. Describe the Aircraft (markings, numbers, color, type and number of engines, etc):

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

9. How many personnel are involved and what is their condition? \_\_\_\_\_

\_\_\_\_\_

10. List any civilian injuries: \_\_\_\_\_

\_\_\_\_\_

11. Was fire involved? Yes / No If Yes, is it still burning? Yes / No

12. Are there police/fire rescue on the scene? Yes / No Is there medical help on the scene? Yes / No

13. Has caller alerted rescue personnel? Yes / No Has Italian Search And Rescue (SAR) been alerted? Yes / No

14. Has the caller notified anybody else? \_\_\_\_\_

15. What is the extent of damage to the aircraft? \_\_\_\_\_

\_\_\_\_\_

16. What is the extent of damage to government and/or private property? \_\_\_\_\_

17. Location of wreckage: \_\_\_\_\_

18. Nearest crossroads/ landmarks: \_\_\_\_\_

19. Briefly describe the accident: \_\_\_\_\_

20. Any other witnesses? Yes / No

21. Name(s)/Address(es): \_\_\_\_\_

22. Weather at scene: \_\_\_\_\_

23. Any other pertinent information? \_\_\_\_\_

24. Tell the caller you are going to call them back to verify the call is not a hoax.

\*\*\*\*\*

**TURN TO TAB 3 – MISHAP VERIFICATION**

## TAB 2

### MISHAP LOG WORKSHEET

The CDO will keep a chronological log of events concerning any mishap. This log is necessary to ensure that all necessary information connected with a mishap is recorded as it is received. Record all pertinent actions/events as they occur such as telephone conversations, message releases, receipts, events and any unusual problems encountered.

TIME	ACTION/EVENT
0935	PHONE CALL FROM DISPATCH / FUEL TRUCK CRASH INTO NSA AIRPLANE
0940	CALLING TO INFORM CO. &
0942	CALLING TO INFORM XO.
0945	CALLING EOC
1010	COMPLETED CALL FOR EOC
1031	
0935	SEC. UNIT 1 EVACUATED AIR TERMINAL
0940	SEC. UNIT 1+2 SET PERIMETER
0943	MED + HAZMAT ON SCENE
0946	A/C EVACUATED
0946	FIRE IS OUT
0955	FIR 5 VICTIMS TRANSPORTED TO HOSPITAL
0959	AIR TERMINAL COFFEE SHOP REPORT OF SMELL OF FUEL AND SMOKE
1005	FIRE DEPT LADDER 1 ARRIVED TO INVESTIGATE AIR TERMINAL
1012	AIR TERMINAL DETERMINED FIRE SAFE
1017	ENVIRONMENTAL IN ROUTE
1015	EOC MANAGED AND READY
1019	SEC/COMD POST MOVED TO PARKING AREA
1020	TRAINING TIME OUT
1020	ENVIRONMENTAL ON SCENE
1026	INCIDENT BRICDR. REQUEST 5 ITALIAN AMBULANCE
1035	ASD SENT TO INVESTIGATE









## **TAB 3**

### **MISHAP VERIFICATION**

**DO NOT DELAY MORE THAN A FEW MINUTES ATTEMPTING TO CONFIRM ANY REPORT OF A MISHAP. ONCE THE MISHAP HAS BEEN VERIFIED GO IMMEDIATELY TO TAB 4.**

#### **- CONTINUE WITH THE FOLLOWING STEPS -**

(1) CONFIRM THE VALIDITY OF THE REPORT OF THE MISHAP BY CALLING THE INFORMANT BACK AT THE NUMBER PROVIDED. IF UNABLE TO VERIFY, ATTEMPT TO VERIFY LATER.

*If individual cannot be reached, continue with the pre-mishap plan and treat as an actual incident ensuring that the chain of command is aware that the individual was not able to be contacted after initial call.*

(2) IF APPLICABLE, ASK THE CALLER IF THEY CAN REMAIN AT PRESENT LOCATION TO DIRECT RESCUE AND FIRE FIGHTERS IF NOT ALREADY AT SCENE. ASK IF INDIVIDUAL CAN REMAIN A POINT OF CONTACT AT THE SCENE.

(3) CAUTION CALLER CONCERNING DANGERS AT CRASH SITE. (Fuels, batteries, hazardous fibers, gases, etc.)

(4) ASK CALLER TO IMMEDIATELY INFORM CDO IF ANY NEW INFORMATION IS OBTAINED.

#### **- ENSURE THE FOLLOWING ARE COMPLETED -**

(5) IF YOU ARE THE WOOD, ACDO, BASE OPS OR ODO, CALL THE CDO IMMEDIATELY.

(5) AGAIN, ENLIST THE HELP OF ALL AVAILABLE WATCH STANDERS AND/OR CLOSE MILITARY PERSONNEL TO ASSIST IN PERFORMING THE CHECKLISTS PROVIDED INCLUDING **TAB 2 - MISHAP LOG WORKSHEET.**

### **TURN TO TAB 4 – IMMEDIATE RECALL LIST**

## TAB 4

### IMMEDIATE RECALL LIST

THE CDO / ODO MUST ENSURE THAT THE FOLLOWING PERSONNEL ARE NOTIFIED AS SOON AS POSSIBLE FOLLOWING VERIFICATION OF AN AVIATION MISHAP.

WHEN THE PARTY ANSWERS, IDENTIFY YOURSELF AND STATE:

**"A MISHAP HAS OCCURRED INVOLVING AN NSA NAPLES AIRCRAFT." OR "A MISHAP HAS OCCURRED INVOLVING AN AIRCRAFT AT NSA NAPLES."**

GIVE ONLY SPECIFIC DETAILS OVER THE PHONE TO THE **KEY PERSONNEL** WHEN DIRECTED AND REQUEST IF THE EOC RECALL LIST SHOULD BE ACTIVATED. IF THE INDIVIDUAL IS UNAVAILABLE AND CANNOT BE IMMEDIATELY REACHED, LEAVE A MESSAGE TO CONTACT THE CDO AND CONTACT THE NEXT LISTED INDIVIDUAL.

**\*\* KEEP QUARTERDECK PHONE CLEAR \*\***

#### KEY PERSONNEL

<u>BILLET/NAME</u>	<u>PHONE</u>	<u>TIME NOTIFIED</u>
CAPT RABUSE COMMANDING OFFICER	(W) 626-6289 (H) 081-811-5746 (C) 335-842-6420	_____
CDR BARBEE EXECUTIVE OFFICER	(W) 626-5402 (H) 081-811-5174 (C) 335-729-5775	_____
CDR VAGEDES OPERATIONS OFFICER AMB MEMBER	(W) 626-5216 (H) 081-811-7340 (C) 335-825-7437	_____
LT FRANZ AVIATION SAFETY OFFICER AMB MEMBER	(W) 626-6893 (C) 338-736-2499	_____

ONCE A DECISION IS MADE TO ACTIVATE THE EOC, INITIATE THE EOC RECALL LIST BY NOTIFYING MR. ECKERT ON NEXT PAGE.

**\* HAVE ANOTHER WATCHSTANDER MAKE REMAINING PHONE CALLS \***

**CDO - TURN TO TAB 5 – CDO MISHAP ACTION CHECKLIST**

**TAB 4**

WATCHSTANDER - CONTINUE NOTIFYING THE FOLLOWING INDIVIDUALS UNLESS DIRECTED OTHERWISE AND STATE;

**"A MISHAP HAS OCCURRED INVOLVING AN NSA NAPLES AIRCRAFT," OR "A MISHAP HAS OCCURRED INVOLVING AN AIRCRAFT AT NSA NAPLES,**

DO NOT GIVE ADDITIONAL DETAILS. IF TOLD TO ACTIVATE THE EOC, ADDITIONALLY STATE:

**"YOU HAVE BEEN DIRECTED TO REPORT TO THE EOC AS SOON AS POSSIBLE."**

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

<b><u>BILLET/NAME</u></b>	<b><u>PHONE</u></b>	<b><u>TIME NOTIFIED</u></b>
DISPATCH	(W) 911	_____
EMO	(W) 626-5057	_____
EOC WATCH FLOOR	(C) 331-913-1749	_____
MR. HESMONDHALGH	(D) 335-581-1328	_____
FIRE CHIEF	(W) 626-5222	_____
	(H) 081-501-3521	_____
	(C) 335-581-1312	_____
LCDR RICE	(W) 629-6292	_____
FLIGHT SURGEON	(C) 335-621-2376	_____
AMB MEMBER	(C) 335-870-9031	_____
LCDR TUKES	(W) 626-5411	_____
SECURITY	(H) 081-811-5621	_____
	(C) 335-772-5618	_____
LCDR CUNNINGHAM	(W) 626-5553	_____
ASST OPERATIONS OFFICER	(H) 081-804-5603	_____
AMB MEMBER	(C) 348-465-6119	_____

<u>BILLET/NAME</u>	<u>PHONE</u>	<u>TIME NOTIFIED</u>
MRS. ALLOCA OPS ITALIAN LIASON	(W) 626-5483 / 6305 (C) 335-760-2247 (H) 34-257-6487	
MS. DE BLASIO ITALIAN PROTOCOL	(W) 626-5176 (H) 081-829-3677 (C) 335-122-2598	
LT ARNOTT PROTOCOL AMB MEMBER	(W) 626-4313 (C) 335-740-5239	
LT MCGEHEE AIR OPERATIONS OFFICER AMB MEMBER	(W) 626-6893	
CDR PELIKAN COMMAND CHAPLAIN	(W) 626-3539 (H) 345-225-0043 (C) 335-760-3332	
BASE DUTY CHAPLAIN	(W) 626-3539 (W) 626-3537 (C) 335-640-6613	
LCDR NEWBERRY STAFF JUDGE ADVOCATE	(W) 626-2889 (H) 345-465-1543 (C) 335-597-9684	
SAFETY	(W) 626-4790	
LT GILL PUBLIC AFFAIRS OFFICER	(W) 626-5856 / 5907 (C) 331-674-6097 (H) 081-504-6125	
LT ESLAO ADMIN OFFICER	(W) 626-5397 (C) 335-842-9985 (H) 0823-523-001/Rm.259	
MR. REIFF URS, DEFENSE MEINTENANCE AND LOGISTICS GROUP	(W) 626-5122 (H) 081-526-4320 (C) 340-697-1945	
CMC MURPHY COMMAND MASTER CHIEF	(W) 626-5396 (H) 081-811-7355 (C) 335-640-6791	

**TAB 4**

<u>BILLET/NAME</u>	<u>PHONE</u>	<u>TIME NOTIFIED</u>
DUTY YEOMAN	(C) 335-832-7651	_____
DUTY PHOTOGRAPHER	(W) 626-5907/5912 (C) 331-674-6097	_____
PUBLIC WORKS DUTY SEC	(W) 626-1139 / 4981 (C) 335-714-3464	_____

**TURN TO TAB 5 – CDO MISHAP ACTION CHECKLIST**

**TAB 5**

**CDO MISHAP ACTION CHECKLIST**

\* \* \* REMOVE THIS CHECKLIST AND PUT IT IN FRONT OF YOU \* \* \*

THIS CHECKLIST IS BUILT TO PROVIDE THE CDO ALL THE TOOLS AVAILABLE TO COMPLETE ANY AND ALL PROCEDURES REQUIRED IN THE UNLIKELY EVENT AN AVIATION MISHAP OCCURS. THE AVIATION SAFETY OFFICER (ASO) WILL PROVIDE AN INDIVIDUAL WHO IS EXPERIENCED IN AVIATION SAFETY MATTERS TO ASSIST THE CDO IN COMPLETING THE FOLLOWING STEPS REQUIRED BY 3750.6R, THE NAVAL AVIATION SAFETY PROGRAM. HOWEVER, DO NOT WAIT AFTER INITIALLY COMPLETING STEPS 1 - 4: CONTINUE WITH STEP 5 AND PROCEED EFFICIENTLY THROUGH THOSE STEPS REQUIRED AFTER REFERENCING EACH CORRESPONDING TAB. SOLICIT ALL HELP AVAILABLE.

- IF NOTIFIED OF AN AIRCRAFT MISHAP, EXECUTE THE FOLLOWING CHECKLIST -

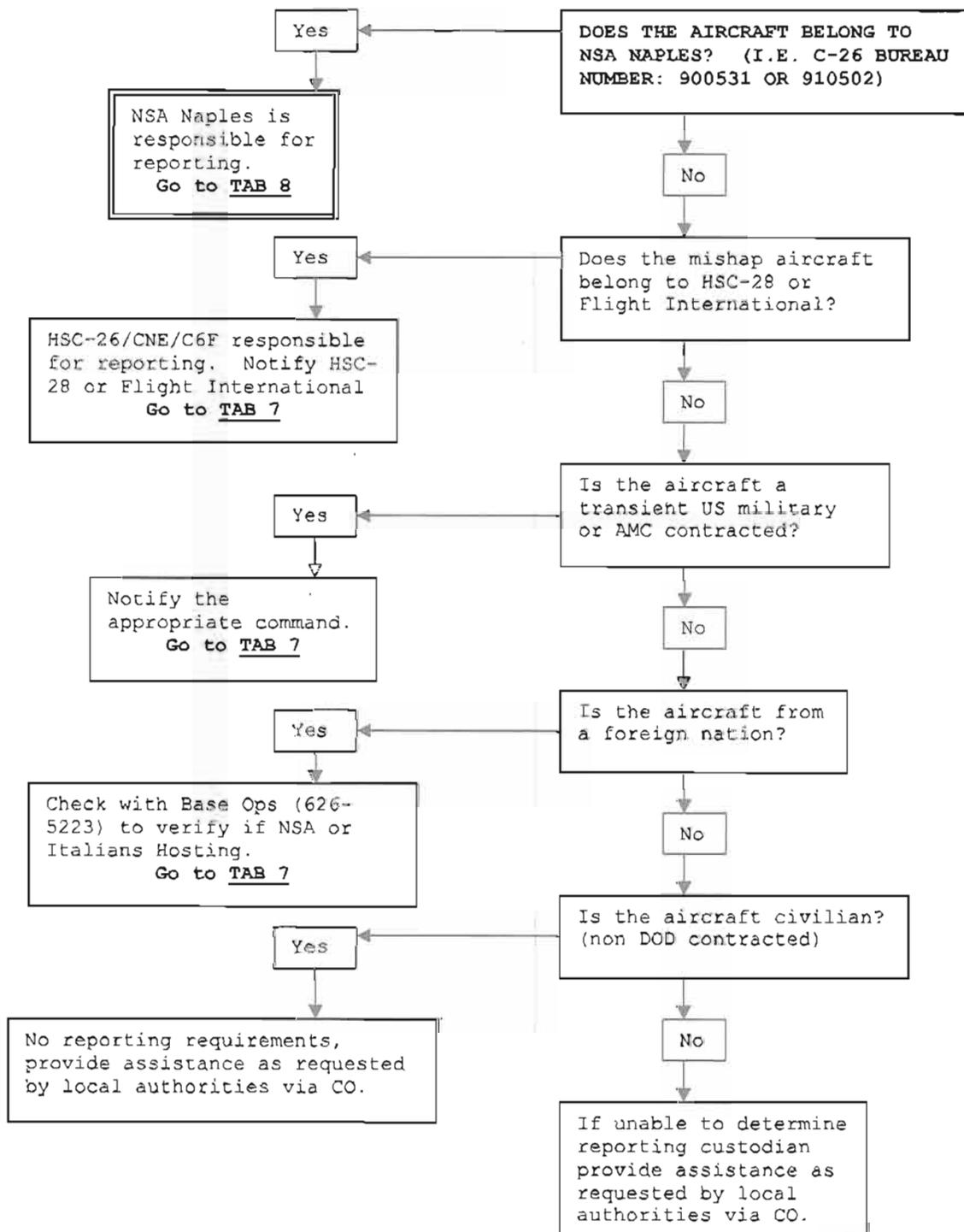
<u>STEP</u>	<u>DEADLINE</u>	<u>ACTION</u>	<u>TAB</u>	<u>TIME</u>
1	ASAP	COLLECT INITIAL MISHAP DETAILS	1	_____
2	CONT	BEGIN MISHAP LOG	2	_____
3	ASAP	VERIFY INITIAL MISHAP DETAILS	3	_____
4	ASAP	NOTIFY CO / INITIATE RECALL	4	_____
* * * * *				
** DO NOT RELEASE NAMES OF PERSONNEL INVOLVED UNLESS IDENTIFIED AS KEY PERSONNEL ON PAGE 1 OF TAB 4 **				
5	ASAP	DETERMINE AIRCRAFT REPORTING CUSTODIAN (Call ASO if unsure)	6	_____
6	ASAP	NOTIFY AIRCRAFT REPORTING CUSTODIAN	7	_____
7.	ASAP	INITIATE SAR (IF REQUIRED)	8	_____
8	ASAP	SECURE MISHAP SITE	9	_____
9	CONT	COLLECT DATA FOR REQUIRED REPORTS	10	_____

\* ONCE STEP 9 IS COMPLETED, CONTINUE TO TAB 11 - REQUIRED REPORTS CHECKLIST - UNLESS OTHERWISE DIRECTED \*

# TAB 06

## AIRCRAFT REPORTING CUSTODIAN

DETERMINE AIRCRAFT REPORTING CUSTODIAN BY REFERRING TO THE FOLLOWING FLOW CHART:



# TAB 7

## REPORTING CUSTODIAN RECALL LIST

\*INFORM CNE-6THFLT AIR LOG OPS DUTY OFFICER OF ACCIDENT AT 335-723-5521 OR 626-3150/3177\*

(ONLY CALL THE APPROPRIATE COMMAND)

<u>NAME</u>	<u>TYPE AIRCRAFT</u>	<u>PHONE</u>	<u>NOTIFIED</u>
HELO DET DUTY OFFICE	H-3/H-60	626-5285/6366 349-524-5193	_____
NAS SIGONELLA	C-26		_____
TACC/AMC	USAF C-5/17/141/CatB	312-779-0324	_____
86 <sup>th</sup> AIRLIFT WING COMMAND POST	USAF C-130	480-2121 0321-0320-0323	_____
BASE OPS/T-line	TRANSIENT AIRCRAFT	626-5223 /5235 / 5382	_____
NATO CHANNEL FLIGHT	NATO AIRCRAFT	081-721-5214 / 3217	_____
ITALIAN BASE OPERATIONS (BOC)	FOREIGN AIRCRAFT	081-705-5444/5388	_____
<u>Possible Navy Transient Aircraft</u>			
PATRON DUTY OFFICE	P-3	624-6797/2457	_____
VR JET DUTY OFFICE	C-9/20/40	624-6074 (FAX)	_____
VR PROP DUTY OFFICE	C-130	624-6074 (FAX)	_____

**CONTINUE TO TAB 8 FOR SAR  
IF SAR NOT REQUIRED TURN TO TAB 9**

## TAB 8

### SAR INITIATION

#### NOTIFICATION OF ITALIAN AUTHORITIES/SAR ASSETS

DID THE MISHAP OCCUR IN ITALY/ITALIAN WATERS? YES / NO

- IF NO, REQUEST CLEARANCE THROUGH ASO TO NOTIFY US DAO IN APPROPRIATE COUNTRY/COUNTRIES TO ASSIST WITH SAR EFFORTS. LIST OF US EMBASSY DAO PHONE NUMBERS CAN BE FOUND ON THE INTERNET WITH THE ELECTRONIC FOREIGN CLEARANCE GUIDE.
- IF YES, COMPLETE THE FOLLOWING:

**\* REQUEST INTERPRETING ASSISTANCE FROM MRS. ALLOCCA OR MRS. DE BLASIO IF NEEDED – PHONE NUMBERS BELOW\***

- A. NOTIFY ITALIAN BASE OPERATIONS CENTER (BOC) AT 081-705-5444/5388
- B. NOTIFY CNE/C6F NEPOCC REGIONAL SAR COORDINATOR (RSC) WATCH FLOOR AT 626-4551
- C. IF NECESSARY, NOTIFY ITALIAN MARITIME RESCUE COORDINATION CENTER (**SEA SAR**) AT 06-592-3569/4145 OR ITALIAN AIR FORCE AERIAL FORCES OPERATIONAL COMMAND CENNTRO OPERATIVO (**LAND SAR**) AT 0532-825738/673 OR 0532-828334/327.  
(SHOULD BE HANDLED BY BOC)

*THE FOLLOWING INFO SHOULD HELP IN GIVING ALL PERTINENT INFORMATION TO THE AUTHORITY:*

#### READ THE FOLLOWING:

THIS IS THE NSA NAPLES COMMAND DUTY OFFICER. A C-26 TWIN ENGINE TURBOPROP AIRCRAFT HAS BEEN MISSING SINCE \_\_\_\_\_.  
THE LAST KNOWN POSITION (OR AREA OF OPERATION) WAS \_\_\_\_\_.

THE TYPE AIRCRAFT IS A METROLINER AND THERE ARE \_\_\_\_\_ SOULS ON BOARD. THE AIRCRAFT'S CALL SIGN IS \_\_\_\_\_. MY TELEPHONE NUMBER FOR RECALL VERIFICATION IS \_\_\_\_\_.

- NOTE: 1. USE APPROPRIATE INFO FOR AIRCRAFT INVOLVED.  
2. IF ITALIAN INTERPRETER IS NEEDED NOTIFY MRS. ALLOCA (C) 335-760-2247, (W) 626-6305 OR MS. DE BLASIO (C) 335-1222-5980, (W) 626-5716/4313 FOR ASSISTANCE.

**TURN TO TAB 9 – MISHAP SITE SECURITY**

## TAB 9

### **MISHAP SITE SECURITY**

AFTER INITIALLY CALLING 911, AND DISPATCH IMPLEMENTS AIRCRAFT MISHAP MATRIX, FIRE, MEDICAL AND SECURITY WILL ARRIVE ON SCENE NSA NAPLES TO ASSIST AND PERFORM THEIR DESCRIBED DUTIES.

IF MISHAP OCCURS OFF BASE BUT IN NAPLES AND SURROUNDING AREAS OF NAPLES, COORDINATION BETWEEN CO AND LOCAL GOVERNMENT OFFICIALS WILL BE DONE TO ALLOW FOR US NAVY RESPONSE.

IF MISHAP OCCURS OUTSIDE LOCAL AREA, COORDINATION BETWEEN THOSE HOST NATIONS AND NSA NAPLES WILL BE INITIATED THROUGH ASO.

**IF APPLICABLE, COORDINATE WITH THE FIRE CHIEF (626-5222) AND SECURITY OFFICER (DSN 626-5411) TO ENSURE THE FOLLOWING ARE ADHERED AND ARE BEING CONDUCTED:**

- A. FIRE DEPARTMENT / CRASH CREW RESPONSE.
- B. PRESERVATION OF MISHAP SITE.
- C. TRANSPORTATION TO THE MISHAP SITE FOR AMB MEMBERS AND SECURITY PERSONNEL.
- D. ASSIGNMENT OF SECURITY PERSONNEL AT MISHAP SITE.
- E. SPECIAL INSTRUCTIONS FOR NAVY PERSONNEL AT MISHAP SITE.
- F. REFER TO **TABS 9A – 9G** FOR PRECISE DETAILS PERTAINING TO VARIOUS PHASES OF MISHAP SECURITY.
- G. GUIDANCE FOR RELEASE OF INFORMATION AT THE MISHAP SITE

## 9A

### **FIRE DEPARTMENT/CRASH CREW PROCEDURES**

*THE FIRE DEPARTMENT/CRASH CREW IS A PART OF THE CRASH PHONE NETWORK AND WILL NORMALLY BE THE FIRST TO ARRIVE AT THE MISHAP SITE IF ON NSA NAPLES. RAMP CRASH CREW ARE THE MOST QUALIFIED TO APPROACH A DAMAGED AIRCRAFT, FIGHT RELATED FIRES, EXTRACT ENDANGERED AIRCREW AND BRING THE CRISIS UNDER CONTROL.*

THE FIRE CHIEF WILL HAVE A THOROUGH KNOWLEDGE OF HIS/HER DUTIES AS WELL AS THE FIREFIGHTERS AS OUTLINED IN **TAB 22V** AND **REFERENCE H**.

ENSURE THE INSTALLATION FIRE CHIEF IS APPRISED OF THE SITUATION AND THAT THE RESPONDING ASSISTANT FIRE CHIEF, ONCE ON SCENE NSA NAPLES, BECOMES THE INCIDENT COMMANDER. ALL OTHER DEPARTMENTS AND PERSONNEL ARRIVING AT THE MISHAP SHALL PERFORM THEIR MISHAP RESPONSE DUTIES UNDER THE DIRECTION OF THE INCIDENT COMMANDER. THIS SPECIFICALLY INCLUDES THE MEDICAL DEPARTMENT, THE SECURITY DEPARTMENT, THE ENVIRONMENTAL DEPARTMENT AND ANY OTHER PERSON REGARDLESS OF RANK OR POSITION. THE INCIDENT COMMANDER'S AUTHORITY AT THE CRASH SCENE IS FINAL UNTIL THE FIRE IS UNDER CONTROL AND SECURITY OR THE SENIOR AMB BECOMES INCIDENT COMMANDER.

## 9B

### **PRESERVING THE MISHAP SITE**

AN AVIATION MISHAP AND THE RESULTING WRECKAGE PRESENTS A UNIQUE SECURITY PROBLEM. SOUVENIR SEEKERS AND SPECTATORS CAN BE EXPECTED TO GATHER RAPIDLY. IN ADDITION TO EXPOSING THEMSELVES TO THE MANY HAZARDS (CADS, FUEL, SHARP METAL EDGES, COMPOSITE FRAGMENTS, ETC.) ASSOCIATED WITH AIRCRAFT WRECKAGE, SUCH PERSONS FREQUENTLY DISTURB THE WRECKAGE, THEREBY COMPLICATING THE EFFORTS OF THE AVIATION MISHAP BOARD.

**IF WRECKAGE IS NOT LOCAL, PRESERVATION AND SECURITY OF THE MISHAP SITE WILL BE CONDUCTED ON THE US DAO LEVEL WITH COORDINATION THROUGH THE ASO AND HIGHER.**

IF WRECKAGE IS LOCAL, NAVSUPACT NAPLES SECURITY PERSONNEL WILL BE REQUIRED TO STAND GUARD. NORMALLY SIX GUARDS WILL BE REQUIRED, HOWEVER, SIZE OF GUARD FORCE WILL DEPEND ON SIZE OF MISHAP SITE AND THE SECURITY OFFICER WILL BE RESPONSIBLE FOR SUPPLYING ENOUGH SECURITY PERSONNEL TO THE MISHAP SITE TO ENSURE APPROPRIATE SECURITY. THE GUARD DETAIL SHOULD INCLUDE AT LEAST ONE CPO, ESPECIALLY IN THE FIRST FEW HOURS. THE SECURITY DEPARTMENT WILL HANDLE THEIR OWN WATCH RELIEF REQUIREMENTS.

## 9C

### **TRANSPORTATION TO MISHAP SITE**

1. TRANSPORTATION TO THE MISHAP SITE SHOULD BE BY THE MOST EXPEDITIOUS METHOD. UTILIZE OPERATIONS T-LINE AND DISASTER PREP VEHICLES AS NEEDED TO MOVE NECESSARY PERSONNEL TO CRASH SITE.
2. ENSURE ASO IS INFORMED OF TRANSPORTATION PARTICULARS AND HAS MISHAP KIT.
3. DO NOT USE PRIVATELY OWNED VEHICLES UNLESS ALL OTHER AVAILABLE RESOURCES HAVE BEEN EXHAUSTED. DRIVING PRIVATELY OWNED VEHICLES ONTO THE MISHAP SITE MIGHT ENCOURAGE BYSTANDERS TO FOLLOW.
4. ENSURE T-LINE CPO (626-6883) ASSIGNS DUTY DRIVERS AS NEEDED TO MEET TRANSPORTATION REQUIREMENTS.

## 9D

### SECURITY PERSONNEL AT MISHAP SITE

1. ASSIGNMENT OF SECURITY PERSONNEL AT MISHAP SITE WILL BE COORDINATED WITH BASE SECURITY.
2. ALL SECURITY PERSONNEL SHALL BE ANNOTATED ON **TAB 9E**.
3. ENSURE THE SECURITY GUARD DETAIL IS GIVEN MULTIPLE COPIES OF **TAB 9F - MISHAP SITE SECURITY BRIEFING GUIDE** AND **TAB 9G - GUIDANCE FOR RELEASE OF INFORMATION AT THE MISHAP SITE** - AND FULLY UNDERSTAND THESE GUIDELINES.
4. DIRECT SECURITY CPO IN CHARGE OF SECURITY DETAIL TO REPORT TO THE ON SCENE COMMANDER AT CRASH SITE.



**MISHAP SITE SECURITY BRIEFING GUIDE**

THE FOLLOWING PAGE EXPLAINS IN DETAIL THE INSTRUCTIONS AND MARCHING ORDERS FOR ALL SECURITY PERSONNEL DESIGNATED AS MISHAP SITE SECURITY GUARDS.

ENSURE ALL SECURITY PERSONNEL HAVE READ AND UNDERSTAND THESE INSTRUCTIONS.

## **INSTRUCTIONS FOR SECURITY GUARDS OF AIRCRAFT WRECKAGE**

YOU ARE ASSIGNED TO GUARD THE SCENE OF AN AVIATION MISHAP AND WILL BE GOVERNED BY THE GENERAL ORDERS OF THE SENTRY AND ALL SPECIAL INSTRUCTIONS ISSUED BY HIGHER AUTHORITY. YOUR PRIMARY MISSION IS TO SAFEGUARD LIVES, PRESERVE WRECKAGE, AND PREVENT FURTHER DAMAGE TO PROPERTY.

A. ALLOW ONLY AUTHORIZED PERSONNEL IN THE CRASH AREA. RESCUE, FIRE DEPARTMENT AND MEDICAL PERSONNEL ARE AUTHORIZED, AS WELL AS THE AIRCRAFT MISHAP BOARD MEMBERS. ALL OTHERS SHOULD BE REFERRED TO THE SENIOR AMB MEMBER PRESENT. AN ACCESS LIST WILL BE PROVIDED TO THE SECURITY DETAIL.

B. CONTROL TRAFFIC TO THE AREA IF DIRECTED AND KEEP A LANE CLEAR FOR EMERGENCY VEHICLES.

C. IF NEWS MEDIA REPRESENTATIVES AND PHOTOGRAPHERS ARRIVE ON THE SCENE, REFER THEM TO THE NAVSUPACT NAPLES PAO, SENIOR AMB MEMBER OR SENIOR OFFICER PRESENT FOR BRIEFING. WHILE PHOTOGRAPHS TAKEN FROM 40 FEET OR MORE AWAY FROM THE SCENE ARE ACCEPTABLE, ATTEMPT TO IDENTIFY ANYONE TAKING CLOSE-UP PHOTOGRAPHS AND REPORT THOSE ACTIONS TO THE SENIOR OFFICER PRESENT.

D. CLASSIFIED MATERIAL SHOULD BE COVERED IMMEDIATELY IF ABLE. IF CLASSIFIED MATERIAL OR EQUIPMENT HAS BEEN PHOTOGRAPHED, IMMEDIATELY NOTIFY THE SENIOR MILITARY PERSON PRESENT.

E. **SMOKING IS NOT PERMITTED** AT THE MISHAP SITE.

F. YOU ARE NOT AUTHORIZED TO GIVE INFORMATION TO ANYONE CONCERNING THE MISHAP. REFER QUESTIONS TO THE NAVSUPACT NAPLES PAO OR CDO.

G. DO NOT HANDLE OR MOVE WRECKAGE. WRECKAGE LOCATION AND POSITION PROVIDES VALUABLE INFORMATION TO MISHAP INVESTIGATORS.

H. ATTEMPT TO PREVENT ONLOOKERS FROM TOUCHING PIECES OF WRECKAGE. **DO NOT** USE FORCE TO DISSUADE SOUVENIR HUNTERS, UNLESS SPECIFICALLY DIRECTED, BUT IDENTIFY ANYONE CARRYING AWAY OBJECTS AND ASK HELP FROM CIVIL AUTHORITIES PRESENT TO RECOVER STOLEN ARTICLES.

I. NO VIOLENCE SHALL BE USED IN THE PERFORMANCE OF YOUR DUTIES. DO NOT PERFORM LAW ENFORCEMENT FUNCTIONS UNLESS MISHAP OCCURS ON NSA NAPLES AND ARE REQUIRED.

J. DO NOT DISCUSS ANY ASPECT OF THE MISHAP, ESPECIALLY SPECULATION OF CAUSES AND INJURIES. **MEDIA INQUIRIES CONCERNING THE MISHAP WILL BE REFERRED TO NAVSUPACT NAPLES PAO (626-5907).**

K. BE AWARE OF POSSIBLE HAZARDS SUCH AS TIRES, FIRE BOTTLES, COMPOSITE MATERIALS, ETC. SAFE GUIDANCE IS TO STAY AWAY FROM ALL WRECKAGE NOT IN ACCORDANCE WITH YOUR DUTIES.

## GUIDANCE FOR RELEASE OF INFORMATION AT THE MISHAP SITE

**A MISHAP SCENE WILL INEVITABLY ATTRACT MEDIA ATTENTION. COMPLY WITH THE FOLLOWING GUIDANCE WHEN APPROACHED BY MEDIA AND/OR ONLOOKERS AT THE MISHAP SCENE:**

- THE NAVSUPPACT NAPLES PAO IS THE ONLY PERSON AUTHORIZED TO RELEASE NEWS CONCERNING AN AVIATION MISHAP. IN THE ABSENCE OF THE PAO ANOTHER PERSON FROM THE STAFF WILL BE AUTHORIZED. IN THE CASE OF A MISHAP AWAY FROM THE AREA, THE US EMBASSY DAO IN THE COUNTRY OF THE MISHAP WILL HANDLE ALL RELEASES. IF A REPORTER QUESTIONS SENTRIES, BOARD MEMBERS, OR ANYONE IN THE INVESTIGATION PARTY, THE REPORTER IS TO BE REFERRED TO THE PUBLIC AFFAIRS OFFICER.
- THE PUBLIC AFFAIRS OFFICER MAY NOT BE ON THE SCENE UNTIL SOMETIME AFTER THE INVESTIGATION PARTY HAS ARRIVED. MILITARY PERSONNEL ARRIVING BEFORE THE PAO MUST BE COURTEOUS IN THEIR DEALINGS WITH MEDIA REPRESENTATIVES. IT IS PROPER FOR THE SENIOR INDIVIDUAL PRESENT, IN THE ABSENCE OF PUBLIC AFFAIRS PERSONNEL, TO STATE THE FOLLOWING:  
  

**"THE NAVY IS ANXIOUS TO DETERMINE THE CAUSE OF THE MISHAP. A TEAM HAS BEEN FORMED TO INVESTIGATE THE MISHAP. FURTHER INFORMATION RELATING TO THE MISHAP WILL BE AVAILABLE TO THE PRESS THROUGH THE NAVSUPPACT PUBLIC AFFAIRS OFFICER."**
- IT IS NOT PROPER TO SPECULATE ON THE CAUSE OF THE MISHAP PRIOR TO THE COMPLETION OF THE INVESTIGATION.

### PRESS RELATIONS

- MAKE EVERY EFFORT TO DISCOURAGE PHOTOGRAPHERS FROM TAKING PHOTOGRAPHS OF DECEASED OR INJURED PERSONNEL OR OTHER PHOTOGRAPHS IN POOR TASTE. THE AMB SENIOR MEMBER AND THE PUBLIC AFFAIRS OFFICER MUST BE ADVISED IMMEDIATELY IF ANY SUCH PHOTOGRAPHS HAVE BEEN TAKEN. THE SENIOR MEMBER MUST THEN INITIATE COMMUNICATION WITH THE PHOTOGRAPHER'S EMPLOYER IN AN EFFORT TO DISCOURAGE THE USE OF SUCH PHOTOGRAPHS.

- **DO NOT ATTEMPT TO STOP NEWS PHOTOGRAPHERS FROM TAKING PICTURES UNLESS CLASSIFIED MATERIAL IS INVOLVED.** IN THIS CASE REQUEST PICTURES NOT BE TAKEN AND ANY EXPOSED FILM BE TURNED OVER TO THE PUBLIC AFFAIRS OFFICER FOR SECURITY REVIEW. IF THE PHOTOGRAPHER DOES NOT COMPLY WITH THIS REQUEST, INFORM HIM THE US EMBASSY MUST BE NOTIFIED OF HIS ACTIONS. OBTAIN THE PHOTOGRAPHERS ADDRESS AND HIS ORGANIZATION, AND GIVE THIS INFORMATION TO THE PAO AND SENIOR MEMBER. THE US EMBASSY SHALL BE NOTIFIED IF CLASSIFIED MATERIAL HAS BEEN PHOTOGRAPHED.
- **UNDER NO CIRCUMSTANCES SHALL MILITARY PERSONNEL USE ANY DEGREE OF FORCE TO PREVENT OR OTHERWISE INTERFERE WITH CIVILIAN PHOTOGRAPHERS.**
- DO NOT TELL THE REPORTER WHAT TO WRITE.
- MILITARY PERSONNEL IN THE AREA SHALL BE CAUTIONED AGAINST MAKING STATEMENTS, EXPRESSING OPINIONS OR GIVING OUT INFORMATION CONCERNING THE MISHAP.
- THE STATEMENT "**THE MISHAP INVESTIGATION HAS JUST BEGUN AND IT IS IMPOSSIBLE TO MAKE STATEMENTS**" IS A TRUTHFUL STATEMENT AND FULLY UNDERSTOOD BY REPORTERS.
- ADVISE REPORTERS THE NAVSUPACT PAO WILL HAVE STATEMENTS TO RELEASE AS SOON AS INFORMATION BECOMES AVAILABLE.
- DO NOT QUOTE REGULATIONS AS A MEANS OF NOT DISSEMINATING INFORMATION AS THIS PROMOTES ILL FEELINGS. THE REPORTER WOULD HAVE A MUCH BETTER STORY FROM A NEWS STANDPOINT IF HE WERE RESTRAINED OR TREATED ABRUPTLY BY THE MILITARY THAN HE WOULD HAVE FROM THE AVIATION MISHAP ALONE.

## TAB 10

### **DATA COLLECTION AND REPORTING PROCEDURES**

#### COMPLETE THESE ACTIONS, IF APPLICABLE:

1. ENSURE A FLIGHT SURGEON EXAMINES THE FLIGHT CREW INVOLVED.
2. CALL NAVSUPACT NAPLES BASE OPERATIONS (626-5223) AND HAVE THEM FORWARD A COPY OF THE FLIGHT PLAN TO THE AMB / EOC IF FLIGHT CALL SIGN IS KNOWN.
3. CALL SEMBACH WEATHER (49-630-26706145) AND HAVE THEM FORWARD A COPY OF THE WEATHER BRIEF TO THE AMB / EOC IF FLIGHT CALL SIGN IS KNOWN.
4. CONSULT THE LIST OF REQUIRED REPORTS - **TAB 11** - AND INFORM THE ASO OF ACTIONS TAKEN AS THEY ARE PERFORMED. IF THE ASO IS NOT IMMEDIATELY AVAILABLE, ENSURE THE COMMANDING OFFICER OR SENIOR OFFICER PRESENT IS BRIEFED ON THE TIME REQUIREMENTS OF SPECIFIC REPORTS NEEDED.
5. AS VARIOUS DEPARTMENTS CARRY OUT RESPONSIBILITIES DICTATED BY THIS INSTRUCTION, THEY MAY LEAVE INFORMATION WITH THE CDO/ODO. RECORD THIS INFORMATION IN LEGIBLE FORM USING **TAB 2** AND MAINTAIN FOR ASO.

**IF THE CDO/ODO IS NOT RELIEVED OF THE RESPONSIBILITY TO SUBMIT INITIAL REPORTS AS LISTED IN TAB 11 BY APPROPRIATE PERSONNEL, THE CDO/ODO SHALL SUBMIT THEM.**

**\* GO TO TAB 5 AND CHECK YOUR WORK; FOLLOW THROUGH AS NECESSARY. \***

**TAB 11**

**REQUIRED REPORTS CHECKLIST  
(CHRONOLOGICAL ORDER)**

\*\*\* REMOVE THIS CHECKLIST AND PUT IT IN FRONT OF YOU \*\*\*

IF REPORT IS NOT REQUIRED, FILL IN TIME WITH N/R

<b><u>DEADLINE</u></b>	<b><u>REPORT / ACTION</u></b>	<b><u>RESPONSIBILITY</u></b>	<b><u>TAB</u></b>	<b><u>TIME</u></b>
CONT	MAINTAIN TELEPHONE SECURITY	ALL	12	_____
ASAP	DETERMINE MISHAP CATEGORY AND SEVERITY	ASO / CDO	13A-C	_____
***** ** DO NOT RELEASE NAMES OF PERSONNEL INVOLVED ** *****				
ASAP	DETERMINE OPREP-3	CDO / ASO	14A-B	_____
5 MIN	SEND OPREP-3 COMNAVEUR PHONE REPORT ( <b>DO NOT DELAY</b> )	CDO / ASO	14C	_____
15 MIN	SEND OPREP-3 COMNAVREGEUR PHONE REPORT ( <b>DO NOT DELAY</b> )	CDO / ASO	14D	_____
4 HRS	SEND OPREP-3 COMNAV AIRLANT PHONE REPORT ( <b>DO NOT DELAY</b> )	CDO / ASO	14E	_____
4 HRS	CO SEND COMNAV AIRLANT CHIEF OF STAFF PHONE REPORT	CO	14F	_____
20 MIN	DRAFT AND SEND OPREP-3 PINNACLE OR NAVY BLUE REPORT	CDO / ASO	14G-H	_____
20 MIN	DRAFT AND SEND UNIT SITREP	CDO	15	_____
60 MIN	NAVAL SAFETY CENTER PHONE CALL	ASO / CDO	16	_____

## REQUIRED REPORTS CHECKLIST (CONT)

<u>DEADLINE</u>	<u>REPORT / ACTION</u>	<u>RESPONSIBILITY</u>	<u>TAB</u>	<u>TIME</u>
<b>4 HRS</b>	INITIAL MDR (CLASS A OR B)	ASO / CDO	<b>17</b>	_____
<b>24 HRS</b>	INITIAL MDR (CLASS C)	ASO / AMB	<b>17</b>	_____
<b>24 HRS</b>	FIRST AMENDED MDR (CLASS A OR B)	ASO / AMB	<b>17</b>	_____
<b>24 HRS</b>	DUTY FORECASTER'S REPORT	ASO / CDO	<b>18</b>	_____
<b>4HRS</b>	SEND BUPERS NOK NOTIFICATION PHONE REPORT	ADMIN O	<b>19A</b>	_____
<b>4HRS</b>	SEND BUPERS NOK NOTIFICATION MESSAGE REPORT	ADMIN O	<b>19B</b>	_____
<b>4HRS</b>	SEND BUPERS CASUALTY MESSAGE REPORT	ADMIN O	<b>19C</b>	_____
<b>48 HRS</b>	DRAFT AND SEND CO LETTER FATALITY TO NOK	CO / ADMIN O	<b>NMP MAN</b>	_____
<b>24 HRS</b>	HAZREP (SEVERE HAZARD)	ASO / AMB	<b>20</b>	_____
<b>30 DAYS</b>	HAZREP (ROUTINE HAZARD)	ASO / AMB	<b>20</b>	_____
<b>7 DAYS</b>	BASH REPORT TO WESS-1	ASO / AMB	<b>21</b>	_____
<b>30 DAYS</b>	SAFETY INVESTIGATION REPORT (SIR)	AMB	<b>3750.6R</b>	_____
<b>7 DAYS AFTER SIR</b>	FIRST SIR ENDORSEMENT	CO	<b>3750.6R</b>	_____
<b>20 DAYS</b>	JAGMAN INVESTIGATION (CLASS A OR B)	CO / LEGAL	<b>JAG MAN</b>	_____

## TAB 12

### TELEPHONE SECURITY MEASURES

*ENSURE ALL DUTY OFFICERS ARE AWARE OF THESE TELEPHONE SECURITY MEASURES IF A MISHAP OCCURS:*

#### WARNING

**REMEMBER – NAVSUPACT NAPLES PERSONNEL SHALL NOT DISCLOSE ANY INFORMATION CONCERNING THE MISHAP WITHOUT SPECIFIC APPROVAL FROM THE COMMANDING OFFICER EXCEPT TO THOSE INDIVIDUALS SPECIFICALLY ADDRESSED IN THIS PRE-MISHAP PLAN.**

THE ONLY CORRECT RESPONSE TO INCOMING CALLS CONCERNING THE MISHAP IS:

**"WE DO NOT HAVE ANY CURRENT INFORMATION AT THIS TIME, PLEASE CONTACT OUR PUBLIC AFFAIRS OFFICER AT 081-568-5856. THANK YOU."**

IF ANY CREWMEMBER'S OR PASSENGER'S NEXT OF KIN (NOK) CALLS, STATE THE FOLLOWING:

**"WE ARE RESEARCHING REPORTS RIGHT NOW. HOWEVER, AT PRESENT, WE HAVE NO CONFIRMATION OF ANY PERSONNEL INJURIES. PLEASE GIVE ME A TELEPHONE NUMBER WHERE YOU CAN BE REACHED, AND WE WILL HAVE SOMEONE CONTACT YOU AS SOON AS POSSIBLE."**

## TAB 13

### MISHAP CATEGORY AND SEVERITY

- (1) DETERMINE MISHAP CATEGORY AND SEVERITY UTILIZING 13A AND 13B. (FOLLOWING PAGES)
- (2) USE 13C FOR REFERENCE AND TO DEFINE KEY TERMS USED TO DETERMINE MISHAP CATEGORY AND SEVERITY.
- (3) IF NAVAL AIRCRAFT WERE NOT INVOLVED, MISHAP IS NOT REPORTABLE UNDER OPNAVINST 3750.6 (SERIES).

## 13A

### MISHAP CATEGORIZATION

- (1) DETERMINE MISHAP CATEGORY BY USING THE CHART ON THE NEXT PAGE.
- (2) IF YOU HAVE A FLIGHT MISHAP (FM), FLIGHT RELATED MISHAP (FRM) OR AN AIRCRAFT GROUND MISHAP (AGM) CLASSIFICATION, CONTINUE WITH TAB 13B.
- (3) IF NAVAL AIRCRAFT WERE NOT INVOLVED, MISHAP IS NOT REPORTABLE UNDER OPNAVINST 3750.6 (SERIES).

FOR EXAMPLE: AN INDIVIDUAL IS FATALLY OR SEVERELY INJURED IN AN OFF-DUTY MISHAP OR AN INDIVIDUAL IS FATALLY INJURED WHILE WORKING IN HIS/HER SHOP. THESE INCIDENTS DO NOT INVOLVE AIRCRAFT.

## 13B

### MISHAP SEVERITY CLASSIFICATION

- (1) DETERMINE MISHAP SEVERITY CLASSIFICATION BY USING THE CHART ON THE NEXT PAGE.
- (2) IF SEVERITY CLASSIFICATION IS CLASS "A" OR "B," YOU MUST SUBMIT AN OPREP-3 REPORT WITH SEVERAL TIME CRITICAL TASKS TO COMPLETE. CONTINUE WITH **TAB 14**.
- (3) IF THERE IS SOME CONFUSION AS TO WHETHER THE MISHAP IS CLASS "C" OR "B," SEND THE OPREP-3 AND THE ASO CAN DOWNGRADE THE CLASSIFICATION LATER.
- (4) IF SEVERITY CLASSIFICATION IS CLASS "C" (LESS THAN 200,000 DOLLARS DAMAGE AND/OR NO PERMANENT DISABILITY) THERE IS NOT AN OPREP-3 REPORTING REQUIREMENT. THE FIRST REPORT DEADLINE IS 24 HOURS FROM THE MISHAP OCCURRENCE.
- (5) IF CLASS "C," **CO MAY** DESIRE TO SEND A UNIT SITREP. IF UNIT SITREP IS TO BE SENT, GO TO **TAB 15**.
- (6) IF SEVERITY IS LESS THAN CLASS "C" CRITERIA, THE ASO MIGHT NEED TO GENERATE A HAZREP, GO TO **TAB 20**.

## 13C

### MISHAP AND INJURY DEFINITIONS

THIS TAB IS A GUIDE TO ASSIST YOU WITH DEFINITIONS USED IN TABS 13A AND 13B

FROM 3750.6R, NAVAL AVIATION SAFETY PROGRAM:

#### 1. Naval Aircraft Mishap Defined

a. A naval aircraft mishap is an unplanned event or series of events, directly involving naval aircraft or UAVs which result in any of the following:

(1) Damage in the amount of **\$20,000 or more** to naval aircraft or UAVs, other aircraft (DOD or non-DOD), or property (DOD or non-DOD). Property damage includes costs to repair or replace facilities, equipment or material.

(2) An injury defined in paragraph 4.

(3) Damage incurred as a result of salvage efforts **do not** count as mishap costs on that aircraft or UAV; however, other damage such as corrosion or fire that happen while the aircraft is awaiting salvage must be included.

b. Naval aircraft mishap classifications include:

(1) Three mishap categories, **Flight Mishap (FM)**, **Flight Related Mishap (FRM)**, and **Aircraft Ground Mishap (AGM)**, defined in paragraph 10.

(2) Three classes of mishap severity, (**A, B, and C**) defined in paragraph 10 and applicable to each of the mishap categories described above.

#### 2. Exceptions to the Naval Aircraft Mishap Definition

The following occurrences are **not** considered naval aircraft mishaps and **are not reportable as mishaps** by this instruction.

a. Intentional or expected damage to DOD equipment, property, aircraft, or UAVs, incurred during authorized testing or combat training. Unexpected and unintentional damage to equipment, property, aircraft, or UAVs under these circumstances is reportable.

b. Intentional, controlled jettison, or release during flight, of canopies, cargo, doors, drag chutes, hatches, life rafts, auxiliary fuel tanks, missiles, target drones, rockets, conventional munitions and externally carried equipment not essential to flight, when there is no

injury, no reportable damage (\$20,000) to the aircraft or other property and in the case of missiles, drones or munitions, the reason for jettison is not due to a malfunction or the launch or release system. A good test of this exception is to question the intent of the aircrew. You have a reportable incident if the object was accidentally jettisoned or dropped.

c. Malfunction or failure of parts due to normal wear provided: (1) the malfunction or failure is the only damage, and (2) the sole action is to replace or repair the part. This exception **does not apply** if the cost for damage resulting from the failure of one part exceeds \$20,000 to another component. For example: when the failure of a jet turbine inflicts more than \$20,000 worth of damage to the aircraft fuselage, a blown tire causes over \$20,000 damage to the wheelwell or aircraft structure, or a blown tire FODs an engine you have a reportable incident. Internal material failure of an engine in which the damage is confined to the engine itself is not reportable as a mishap. Incidents involving damage more than internally indicated engine FOD, or involving injury require both an SIR and an engine FOD incident report.

d. Foreign Object Damage (FOD) to aircraft engines, air-breathing missiles, or drone engines when not caused by aircrew or maintenance personnel action or bird strike. The intent is to avoid safety reports on engine failures and FOD incidents for which there is no known cause and no significant damage to other aircraft components. However, when the engine is damaged by human error (for instance, a tool left in the intake or material failure of another aircraft part such as a tire failure), a Hazard Report or SIR is the first step in raising awareness and beginning corrective actions. When other components or structures of the aircraft are damaged the \$20,000 rule applies.

e. Occupational illness is any abnormal physical condition or disorder, other than one resulting from an injury, caused by repeated exposure (of more than one day's duration) to environmental factors associated with the work environment.

f. An injury sustained during a planned aircraft egress (such as parachute jumping or rappelling) if the aircraft or aircrew actions did not contribute to the injury. Send a Hazard Report.

g. Property damage as a result of vandalism, riots, civil disorders, sabotage or felonious acts such as arson.

### 3. Intent for Flight Defined

The following criteria apply to DOD aircraft and UAVs involved in aircraft mishaps. Intent for flight is a prerequisite for the classification of a naval aviation mishap as a FM or FRM.

a. Intent for flight exists when the aircraft or UAV's brakes are released or takeoff power is applied to begin an authorized flight. For catapult takeoffs, flight begins at first motion of the catapult after pilot has signaled readiness for launch.

b. Intent for flight continues until:

(1) The aircraft or UAV taxis clear of the runway or landing area.

(2) Helicopter or vertical takeoff and landing (VTOL) flight ends when the aircraft has alighted at the termination of the flight and the landing gear supports the aircraft weight. Touch-and-go or stop-and-go landings are not terminations of flight.

(3) UAV flights end in the net or when captured by another recovery system.

#### 4. Injury Defined

a. A reportable injury is any bodily harm such as a cut, fracture, burns, or poisoning received while involved with naval aircraft or UAVs, so long as these injuries – updated until the final endorsement message has been sent – result from a single or one day exposure to an external force, toxic substance or physical agent, and result in a:

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

(2) Permanent total disability.

(3) Permanent partial disability.

(4) Five or more lost workdays (not including day of injury).

b. Consider only these injuries in determining the severity classification of a naval aviation mishap:

(1) All injuries to active duty, on or off-duty, DOD military personnel (including reservists).

(2) All injuries to on-duty DOD civilian personnel, including foreign nationals attached to DOD.

(3) Fatal injuries to anyone.

#### 5. DOD Personnel/Non-DOD Personnel Defined

These definitions apply when determining mishap severity. While non-DOD personnel injuries are reported, they shall **not** be used to determine mishap severity, except that **any fatality will result in a Class A mishap.**

a. DOD Personnel

(1) Civilian On-Duty. General Schedule and Wage Grade employees (including National Guard and Reserve Technicians, unless in military duty status), non-appropriated fund employees (excluding part-time military), Corps of Engineers Civil Works employees, youth/student assistance program employees, foreign nationals employed by DOD components, and military exchange employees.

(2) Military. All U.S. military personnel on active duty, U.S. Military Reserve or National Guard personnel on active duty or in drill status, service academy cadets, Reserve Officer Training Corps cadets when engaged in directed training activities, foreign national military personnel assigned to DOD components.

b. Non-DOD Personnel. Off-duty DOD civilian personnel, persons employed by other Federal agencies, and other civilians and foreign nationals not employed by DOD.

6. **Duty Status Defined**

These definitions are for mishap reporting purposes only and have no relation to compensability or line of duty determination.

a. On-duty. When DOD personnel are:

(1) Physically present at any location to perform their officially assigned work. This includes those activities incident to normal work activities which occur on DOD installations, such as lunch or coffee breaks and all activities aboard vessels.

(2) Being transported by DOD or commercial conveyance to perform officially assigned work. This includes reimbursable travel in private motor vehicles for temporary duty performed, but not for routine travel to and from work.

(3) Participating in compulsory sports or physical training activities.

b. Off-duty. All other times not defined in paragraph 6.

7. **Lost Workday Defined**

Lost workdays are those workdays (consecutive or not) on which DOD personnel would have worked but could not work because of injury. Excluded are the day of injury and days personnel did not work even though able to work.

## 8. Injury Classification

Injury classifications (defined below) are: fatal injury, permanent total disability, permanent partial disability, lost workday, first aid injury, no injury, lost at sea, missing or unknown.

a. **Fatal Injury.** An injury which results in death from a mishap or complications arising therefrom, regardless of the time between the mishap and the death.

b. **Permanent Total Disability.** Any injury which, in the opinion of competent medical authority, permanently incapacitates someone to the extent they cannot pursue gainful employment. In addition, the amputation of, or the loss of use, of both hands, or both feet; or loss of, or blindness in, both eyes, or a combination of any of these injuries as a result of a single mishap constitutes a permanent total disability.

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

- (1) Teeth.
- (2) The four smaller toes.
- (3) Distal phalanx of any finger.
- (4) Distal two phalanges of the little finger.
- (5) Repairable hernia.
- (6) Hair, skin, nails, or any subcutaneous tissue.

d. **Lost Workday Injury.** An injury which does not result in death, permanent total disability or permanent partial disability, but results in **1 or more** lost work days not including the day of injury. Lost workday injuries are further divided into **major** lost workday injury (5 or more lost workdays) and **minor** lost workday injury (more than 1 but less than 5 lost workdays.) Only a major lost workday injury requires a report; however if a mishap report is submitted as a result of \$20,000 or more aircraft damage, then include all injury classifications.

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

f. **No Injury.**

g. **Lost At Sea.**

h. **Missing or Unknown.**

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

#### 9. Naval Aircraft Mishap Categories

a. **Flight Mishap (FM).** Those mishaps which result in **\$20,000 or more** damage to a DOD aircraft or UAV or, the loss of a DOD aircraft or UAV - when **intent for flight** for DOD aircraft or UAV existed at the time of the mishap. Other property damage, injury or death is irrelevant to this classification.

b. **Flight Related Mishap (FRM).** Those mishaps which result in **less than \$20,000** damage to a DOD aircraft or UAV - when **intent for flight** existed at the time of the mishap, and additionally **\$20,000 or more total DOD and non-DOD damage** or **reportable** injury or death occurred.

c. **Aircraft Ground Mishap (AGM).** Those mishaps in which the intent for flight **did not exist** but a DOD aircraft or UAV was **lost**, or **more than \$20,000 damage** was sustained by a DOD aircraft or UAV, or DOD or non-DOD property was damaged in the amount of **\$20,000 or more**, or a **reportable injury** occurred.

#### 10. Naval Aircraft Mishap Severity Classes

The following mishap severity classes, based on personnel injury and property damage, apply to all three categories of mishaps listed above.

a. **Class A Severity.** A mishap in which the total cost of damage to property or aircraft or UAVs exceeds **\$1,000,000**, or a naval aircraft is destroyed or missing, or any fatality or permanent total disability results from the direct involvement of naval aircraft or UAV. Loss of a UAV is not a Class A unless the cost is \$1,000,000 or greater.

b. **Class B Severity.** A mishap in which the total cost of damage to property or aircraft or UAVs is more than **\$200,000** but less than **\$1,000,000** or a permanent partial disability or the hospitalization of three or more personnel results.

c. **Class C Severity.** A mishap in which the total cost of damage to property or aircraft or UAVs is **\$20,000** but less than **\$200,000** or an injury requiring five or more lost workdays results.

d. Any occurrence in which the total cost of property or aircraft or UAV damage is less than **\$20,000**, and there are no reportable injuries is not an aviation mishap. Report these events as hazards.

## TAB 14

### OPREP-3 REPORTING

- (1) DETERMINE WHETHER YOU NEED TO SUBMIT AN OPREP-3 PINNACLE (14A) OR AN OPREP-3 NAVY BLUE (14B).
- (2) IF YOU ARE NOT SURE WHICH TYPE OF OPREP-3 REPORT TO SUBMIT, SEND A PINNACLE.
- (3) FOLLOW FORMATS FOR TELEPHONE CALLS PROVIDED IN 14C, 14D AND 14E. IF EITHER A PINNACLE OR A NAVY BLUE IS REQUIRED, ALL 3 COMMANDS WILL BE NOTIFIED. THE CO WILL NOTIFY COMNAVAIRLANT CHIEF OF STAFF UTILIZING 14F.
- (4) FOLLOW FORMATS FOR OPREP-3 MESSAGES FOUND IN 14G AND 14H. BOTH A TELEPHONE REPORT AND A MESSAGE ARE NEEDED IF EITHER A PINNACLE OR NAVY BLUE IS REQUIRED.
- (5) IF NEITHER OPREP-3'S ARE REQUIRED, A UNIT SITREP MAY BE DESIRED BY THE COMMANDING OFFICER TO PROVIDE HIGHER AUTHORITIES NOTIFICATION OF THE INCIDENT. FOLLOW FORMAT FOUND IN **TAB 15**.

14A

**OPREP-3 PINNACLE DETERMINATION  
(FLASH PRECEDENCE)  
(NATIONAL LEVEL INTEREST)**

1. TO DETERMINE IF AN OPREP-3 IS REQUIRED AND THE TYPE OF OPREP-3 VOICE REPORT/MESSAGE TO SEND, THE ODO/CDO WILL USE THE FOLLOWING CHECKLIST.

**CIRCLE THE TYPE OF INCIDENT MOST CLOSELY RESEMBLING THE MISHAP:**

- A. AIRCRAFT MISHAP WITH CIVILIAN CASUALTIES.
- B. CRASH AT A CIVILIAN AIRFIELD OR ON PRIVATE PROPERTY.
- C. CRASH ON FOREIGN SOIL.
- D. MISSING AIRCRAFT PRESUMED CRASHED.
- E. NUMEROUS CASUALTIES.
- F. ON GOVERNMENT PROPERTY WHERE NATIONAL INTEREST IS INDICATED.
- G. MID-AIR CRASH WITH CIVILIAN AIRCRAFT.
- H. LIVE ORDNANCE DROPPED OUTSIDE TARGET AREA.
- I. INERT ORDNANCE THAT MAY HAVE CAUSED PRIVATE PROPERTY DAMAGE.
- J. OTHER MISHAPS WHICH IN YOUR OPINION WARRANT AN OPREP-3. IF IN DOUBT, CALL THE AVIATION SAFETY OFFICER, EXECUTIVE OFFICER OR THE COMMANDING OFFICER. DO NOT UNDERESTIMATE THE SITUATION.

If one of the categories above fits the situation, an OPREP-3 PINNACLE is required.

\* GO TO TABS 14C/D/E/F/G/H/ \*

**\*\*\* IF THE MISHAP DOES NOT FIT THE \*\*\*  
CRITERIA PROCEED TO TAB 14B**

# 14B

## **OPREP-3 NAVY BLUE DETERMINATION (IMMEDIATE PRECEDENCE) (HIGH NAVY INTEREST)**

1. TO DETERMINE IF AN OPREP-3 IS REQUIRED AND THE TYPE OF OPREP-3 VOICE REPORT/MESSAGE TO SEND, THE ODO/CDO WILL USE THE FOLLOWING CHECKLIST.

### **CIRCLE THE TYPE OF INCIDENT MOST CLOSELY RESEMBLING THE MISHAP:**

- A. AIRCRAFT MISHAP ON GOVERNMENT PROPERTY WHERE NATIONAL INTEREST IS NOT INDICATED.
- B. AIRCRAFT MISHAP OCCURRED AT SEA.
- C. MID-AIR COLLISION BETWEEN NAVY AIRCRAFT WITH NO RESULTING CRASH.
- D. DEATH OF, CRITICAL INJURY TO, OR MISSING COMMANDING OFFICER OR FLAG OFFICER.
- E. OTHER MISHAPS WHICH IN YOUR OPINION WARRANT AN OPREP-3. IF IN DOUBT, CALL THE AVIATION SAFETY OFFICER, EXECUTIVE OFFICER OR THE COMMANDING OFFICER. DO NOT UNDERESTIMATE THE SITUATION.

If one of the categories above fits the situation, an  
**OPREP-3 NAVY BLUE**  
is required.

\* GO TO TABS 14C/D/E/F/G/H \*

**IF NOT A CLASS A, B OR C AND NO OPREP IS REQUIRED AWAIT FURTHER INSTRUCTIONS FROM ASO**

OPREP-3 TELEPHONE REPORT

"COMNAVEUR"

(THIS REPORT MUST BE MADE WITHIN 5 MINUTES OF MISHAP NOTIFICATION)

THE DUTY OFFICER WILL READ THIS TO COMNAVEUR IN THE FOLLOWING FORMAT:

"COMNAVEUR THIS IS NSA NAPLES. OPREP-3 PINNACLE / OPREP-3 NAVY BLUE (circle as appropriate), OVER"

COMNAVEUR WILL RESPOND:

"NSA NAPLES THIS IS COMNAVEUR. SEND OPREP-3 PINNACLE / OPREP-3 NAVY BLUE (circle as appropriate), OVER"

THE DUTY OFFICER WILL RESPOND:

"COMNAVEUR THIS IS NSA NAPLES"

"FLASH / IMMEDIATE" (select precedence, as appropriate)

"UNCLASSIFIED/CONFIDENTIAL/SECRET/TOP SECRET" (select classification)

"OPREP-3 PINNACLE or NAVY BLUE" (select message flagword, as appropriate)

\*\*\*\*\*

"LINE 1 SERIAL: Not applicable"

"LINE 2 INCIDENT" (insert brief description of the mishap):

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

"LINE 3 NARRATIVE" (insert details of incident):

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

A. Time (ZULU DTG of incident): \_\_\_\_\_

B. Location: \_\_\_\_\_

C.  
Narrative: \_\_\_\_\_  
\_\_\_\_\_  
D.  
Loss/Damage: \_\_\_\_\_  
\_\_\_\_\_  
E. CO's Estimate (if  
available): \_\_\_\_\_  
F.  
Remarks: \_\_\_\_\_  
\_\_\_\_\_

"LINE 4 TIME" (Hour/minute/zone of voice report transmission,  
2202Z): \_\_\_\_\_

"LINE 5 AUTHENTICATION" (if necessary, generally not  
applicable): \_\_\_\_\_

"OPREP Message Report to follow. OVER"

CALL THE COMMANDING OFFICER AND INFORM HIM OF THE CONTENTS.  
IF UNABLE TO REACH THE CO DO NOT DELAY THIS REPORT.  
\* MAKE THE CALL USING THE PHONE NUMBERS BELOW! \*

The voice report must be made to either COMNAVEUR, the Navy Command Center (NCC) or to the National Military Command Center (NMCC).

**COMNAVEUR NEPOCC**

DSN: 626-4551  
Commercial: 0039-081-568-4551

If the COMNAVEUR Command Center cannot be reached, transmit the voice telephone report to the Navy Command Center. Change all "COMNAVEUR" to read "NAVY COMMAND CENTER."

**NAVY COMMAND CENTER**

DSN: 312-225-0231 / 312-223-2006  
Commercial: 99-001-703-695-0231

If neither COMNAVEUR nor NCC can be reached, contact the NMCC. Change all "COMNAVEUR" to read "NATIONAL MILITARY COMMAND CENTER."

**NATIONAL MILITARY  
COMMAND CENTER**

DSN: 312-227-6340/1/2/3  
Commercial: 99-001-703-697-6340/1/2/3

14D

OPREP-3 TELEPHONE REPORT

"COMNAVREGEUR"

(THIS REPORT MUST BE MADE WITHIN 15 MINUTES OF MISHAP NOTIFICATION)

This is the same data as TAB 14C. It's just going to a different Commander.

THE DUTY OFFICER WILL READ THIS TO COMNAVREGEUR IN THE FOLLOWING FORMAT:

"COMNAVREGEUR THIS IS NAVSUPPACT NAPLES. OPREP-3 PINNACLE / OPREP-3 NAVY BLUE (circle as appropriate), OVER"

COMNAVREGEUR WILL RESPOND:

"NAVSUPPACT NAPLES THIS IS COMNAVREGEUR. SEND OPREP-3 PINNACLE / OPREP-3 NAVY BLUE (circle as appropriate), OVER"

THE DUTY OFFICER WILL RESPOND:

"COMNAVREGEUR THIS IS NAVSUPPACT NAPLES"

"FLASH / IMMEDIATE" (select precedence, as appropriate)

"UNCLASSIFIED/CONFIDENTIAL/SECRET/TOP SECRET" (select classification)

"OPREP-3 PINNACLE or NAVY BLUE" (select message flagword, as appropriate)

\*\*\*\*\*  
\*\*\*\*\*

"LINE 1 SERIAL: Not applicable"

"LINE 2 INCIDENT" (insert brief description of the mishap):

---

---

---



"LINE 3 NARRATIVE" (insert details of incident):

\_\_\_\_\_

A. Time (ZULU DTG of incident): \_\_\_\_\_

B. Location: \_\_\_\_\_  
\_\_\_\_\_

C. Narrative: \_\_\_\_\_  
\_\_\_\_\_

D. Loss/Damage: \_\_\_\_\_  
\_\_\_\_\_

E. CO's Estimate (if available): \_\_\_\_\_

F. Remarks: \_\_\_\_\_  
\_\_\_\_\_

"LINE 4 TIME" (Hour/minute/zone of voice report transmission, 2202Z): \_\_\_\_\_

"LINE 5 AUTHENTICATION" (if necessary, generally not applicable): \_\_\_\_\_

"OPREP Message Report to follow. OVER"

CALL THE COMMANDING OFFICER AND INFORM HIM OF THE CONTENTS.  
IF UNABLE TO REACH THE CO DO NOT DELAY THIS REPORT.  
\* MAKE THE CALL USING THE PHONE NUMBER BELOW! \*

**14E**

**OPREP-3 TELEPHONE REPORT**

**"COMNAVAIRLANT"**

(THIS REPORT MUST BE MADE WITHIN 4 HOURS OF MISHAP NOTIFICATION FOR CLASS "A" AND "B"  
MISHAPS ONLY)

<p><b><u>COMNAVAIRLANT</u></b></p> <p>DSN: 312-564-4259/2928 Commercial: 757-444-4259/2928</p>
--

1. Reporting Custodian: (Whose aircraft is it?)  
NSA NAPLES OR \_\_\_\_\_
2. Aircraft Type and BUNO: \_\_\_\_\_
3. Mishap Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Brief Narrative: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Damage (If known): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Injuries or Fatalities (If known, DO NOT GIVE NAMES): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Points of Contact: Commercial: 39-081-568-XXXX  
DSN: 314-626-XXXX  
  
NAVSUPPACT NAPLES CDO (cell 39-335-640-6597) x5547  
NAVSUPPACT NAPLES QUARTERDECK x5547  
NAVSUPPACT NAPLES ASO (Cell 39-340-578-3078) x6893  
AMB SENIOR MEMBER, NAVSUPPACTNAPLES XO x5401

**14F**

**COMMANDING OFFICER'S  
COMNAVAIRLANT CHIEF OF STAFF TELEPHONE REPORT**

**(THIS REPORT MUST BE MADE WITHIN 4 HOURS FOR CLASS "A" & "B" ONLY)**

COMNAVAIRLANT Chief of Staff

DSN: 312-564-7451

Commercial: 757-444-7451

1. **Commanding Officers** of units experiencing either a **Class "A"** or **Class "B"** mishap shall call the COMNAVAIRLANT Chief of Staff **within four hours** following the mishap to report the details, circumstances and suspected causal factors.
2. The following information **shall** be included in the report:
  - a. Suspected casual factors of the mishap and action initiated/contemplated.
  - b. Amplifying information of mishap circumstances which have not been previously provided in either the initial OPREP-3 message or the telephone report.

# 14G

## OPREP-3 PINNACLE MESSAGE FORMAT

THE INITIAL OPREP-3 MESSAGE IS DUE WITHIN  
TWENTY MINUTES AFTER NOTIFICATION OF THE MISHAP.  
DO NOT DELAY THIS REPORT TO GAIN FURTHER INFORMATION.

USE THE FOLLOWING NOTES TO FILL OUT THE APPROPRIATE OPREP-3  
MESSAGE. AFTER FILLING IN LINE ITEMS A THROUGH I GO TO NEXT PAGE  
FOR PINNACLE FORMAT. USE THIS FORMAT WHEN FILLING OUT "OPREP-3  
PINNACLE" FOUND ON MISHAP DISK LOCATED IN PRE-MISHAP BINDER.

### NOTES:

- a. Enter serial number of the mishap. (e.g., 001, 002, etc.)
- b. Enter month (JAN, FEB, etc.)
- c. Enter date/time of call to CINCUSNAVEUR. (e.g., 250700Z)
- d. Enter Command receiving the initial voice report.  
CINCUSNAVEUR  
NCC (Navy Command Center)  
NMCC (National Military Command Center)
- e. Enter date-time (date, hour, minute, time zone) when mishap occurred. (e.g., 151700Z)
- f. Enter LAT/LONG of mishap or plain language place name.
- g. Enter Plain language subject of OPREP-3.  
(e.g., C-26 Midair)
- h. Enter narrative information expanding on the subject topic.
- i. Enter any inputs received from the Commanding Officer. If  
unable  
to get an input do not let this delay the report.



## 14H

### OPREP-3 NAVY BLUE MESSAGE FORMAT

THE INITIAL OPREP-3 MESSAGE IS DUE WITHIN  
TWENTY MINUTES AFTER NOTIFICATION OF THE MISHAP.  
DO NOT DELAY THIS REPORT TO GAIN FURTHER INFORMATION.

USE THE FOLLOWING NOTES TO FILL OUT THE APPROPRIATE OPREP-3  
MESSAGE. AFTER FILLING IN LINE ITEMS A THROUGH I GO TO NEXT PAGE  
FOR BLUE NAVY FORMAT. USE THIS FORMAT WHEN FILLING OUT "OPREP-3  
BLUE NAVY" FOUND ON MISHAP DISK LOCATED IN PRE-MISHAP BINDER.

#### NOTES:

- a. Enter serial number of the mishap. (e.g., 001, 002, etc.)
- b. Enter month (JAN, FEB, etc.)
- c. Enter date/time of call to CINCUSNAVEUR. (e.g., 250700Z)
- d. Enter Command receiving the initial voice report.  
CINCUSNAVEUR  
NCC (Navy Command Center)  
NMCC (National Military Command Center)
- e. Enter date-time (date, hour, minute, time zone) when mishap occurred. (e.g., 151700Z)
- f. Enter LAT/LONG of mishap or plain language place name.
- g. Enter Plain language subject of OPREP-3.  
(e.g., C-26 Midair)
- h. Enter narrative information expanding on the subject topic.
- i. Enter any inputs received from the Commanding Officer. If  
unable  
to get an input do not let this delay the report.



## TAB 15

### UNIT SITREP REPORT

- (1) THE UNIT SITREP IS USED BY COs TO TELL APPROPRIATE OPERATIONAL COMMANDERS ABOUT ANY INCIDENT NOT MEETING OPREP-3 REPORTING CRITERIA.
- (2) IF THE CO DESIRES TO SEND A UNIT SITREP, REFER TO THE MESSAGE FORMAT LOCATED IN THE CDO MESSAGE BINDER.
- (3) UNIT SITREP MESSAGES ARE DUE WITHIN 20 MINUTES – NO VOICE REPORT IS REQUIRED. MESSAGE PRECEDENCE AND CLASSIFICATION IS AS APPROPRIATE.
- (4) A UNIT SITREP WILL CONTAIN THE FOLLOWING INFORMATION:
  - A. STATUS OF SITUATIONS/EVENTS NOT REQUIRING AN OPREP-3.
  - B. PROGRESS OF SPECIAL OPERATIONS/EVENTS.
  - C. INFORMATION CONCERNING SPECIFIC EVENTS / OPERATIONS.
  - D. TYPE OF EVENT BEING REPORTED.
  - E. BRIEF ACCOUNT OF EVENT (WHO, WHAT, WHERE, WHEN, WHY, ACTION TAKEN).
  - F. **DO NOT RELEASE SENSITIVE OR PERSONAL INFORMATION.** USE GENERAL IDENTIFICATION OF INDIVIDUALS (I.E. PO1 OR 20 YR OLD E-3, ETC.).
- (5) FOR RMKS, INCLUDE CO's ASSESSMENT OF THE SITUATION, IMPACT OF THE INCIDENT ON THE UNIT, UNIT'S ABILITY TO CONDUCT OPERATIONS AND ANTICIPATED PRESS INTEREST. THE FINAL MESSAGE REPORT FOR THE INCIDENT WILL INCLUDE "MISHAP REPORT TO FOLLOW, SUBMITTED OR NOT REQUIRED."

**TAB 16**

**NAVAL SAFETY CENTER VOICE REPORT**

**FOR CLASS "A" MISHAPS ONLY**

**\*\* DUE WITHIN 60 MINUTES \*\***

- (1) FOLLOW THE FORMAT ON THE NEXT PAGE.
- (2) DO NOT DELAY CALL IF DETAILS ARE NOT AVAILABLE.
- (3) DO NOT RELEASE NAMES OF PERSONNEL INVOLVED OVER THE TELEPHONE.

**NAVAL SAFETY CENTER TELEPHONE REPORT**

**FOR ALL CLASS A MISHAPS**

(1) DUE WITHIN **60 MINUTES** OF THE MISHAP BUT DO NOT INTERFERE WITH INITIAL OPREP-3 MESSAGE.

(2) CALL: **NAVAL SAFETY CENTER**

AUTOVON: **312-564-3520 EXT. 1**

COMMERCIAL: **(757) 444-3520 EXT. 1**

*CRASH LINE ANSWERING MACHINE: 2929*

*FAX: 7049*

(3) INCLUDE THE FOLLOWING INFORMATION:

A. REPORTING CUSTODIAN: NAVSUPACT NAPLES

B. AIRCRAFT TYPE: C-26D

C. AIRCRAFT BUONO: \_\_\_\_\_

D. MISHAP LOCATION: \_\_\_\_\_

E. TIME OF MISHAP (LOCAL & ZULU): \_\_\_\_\_

F. BRIEF NARRATIVE:

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

G. DAMAGE/INJURIES/FATALITIES: \_\_\_\_\_

H. POINT OF CONTACT: \_\_\_\_\_

I. POC TELEPHONE NUMBER: \_\_\_\_\_

(4) **IF NO ONE ANSWERS THE 3520 NUMBER**, CALL THE ANSWERING MACHINE AT **2929** AND LEAVE A MESSAGE WITH ALL THE ABOVE INFO. THE DUTY OFFICER WILL CALL YOU BACK.

(5) ADDITIONAL TELEPHONE CALLS WITH UPDATED INFORMATION ARE ENCOURAGED INCLUDING REQUESTS FOR INVESTIGATIVE ASSISTANCE.

## TAB 17

### MISHAP DATA REPORT

*FOR CLASS "A" AND "B" MISHAPS, THIS REPORT IS DUE WITHIN 4 HOURS.*

*FOR FIRST-AMENDED REPORTS AND FOR CLASS "C" MISHAPS, THIS REPORT IS DUE WITHIN 24 HOURS.*

IF POSSIBLE, HAVE THE AVIATION SAFETY OFFICER OR PILOT DRAFT AND SEND THIS MESSAGE.

- (1) A PRE-FORMATTED TEMPLATE IS SHOWN ON THE NEXT PAGES FOLLOWED BY AMPLIFYING INFORMATION FOR DATA ENTRY. USE THESE FOR PREPARATION OF THE INITIAL MDR. REFER TO **OPNAVINST 3750.6, CHAPTER 5** FOR COMPLETE INSTRUCTIONS AND REQUIRED ADDRESSEES.
- (2) USE THE DISK IN THE FRONT OF THIS BINDER FOR SUBMITTING THE MDR. REFER TO THE PRE-FORMATTED TEMPLATE TO FILL IN AVAILABLE DATA. NOTES IN <BLUE> NEED TO BE DELETED FROM THE FINAL MESSAGE. ITEMS IN **BOLD TYPE** MUST BE REPEATED VERBATIM.
- (3) THE INITIAL MISHAP REPORT AND 1<sup>ST</sup> AMENDED REPORT SHALL BE SENT VIA **PRIORITY** PRECEDENCE FOR CLASS "A" AND "B" MISHAPS. ALL OTHER REPORTS SHALL BE SENT VIA **ROUTINE** PRECEDENCE. EVERY EFFORT SHOULD BE MADE TO KEEP MISHAP REPORTS UNCLASSIFIED.
- (4) MISHAP DATA REPORTS ARE EXEMPT FROM MINIMIZE.
- (5) **NON-PRIVILEGED STATUS.** MISHAP DATA REPORTS ARE "GENERAL USE" REPORTS. THEY ARE NOT "LIMITED USE" REPORTS. MISHAP DATA REPORTS SHALL NOT CONTAIN PRIVILEGED INFORMATION (E.G., INFORMATION FROM STATEMENTS MADE TO AN AMB, ANALYSIS, CONCLUSIONS OR RECOMMENDATIONS OF AN AMB OR KNOWN, PROBABLE OR POSSIBLE MISHAP CAUSE FACTORS).

# MISHAP DATA REPORT (MDR) PRE-FORMATTED 3750.6R MDR MSG

***POSSIBLE ADDRESSES:***

P XXXXXXX MON YY

FM NAVSUPACT NAPLES IT  
TO CNO WASHINGTON DC//N78F//  
CMC WASHINGTON DC//A/SD//  
COMNAVSAFECEN NORFOLK VA//00/10/11/FILE//  
COLLECTIVE ADDRESS DESIGNATOR

**Always**  
**Always**  
**Always**  
**CAD**

OTHER COMMANDS IN ENDORSING CHAIN  
OF COMMAND TO FIRST FLAG LEVEL  
INFO  
CINCLANTFLT, CINCPACFLT, OR CINCUSNAVEUR

(if not contained in CAD)

**Public** interest expected

COMMANDING OFFICER OF NAVAL OR MARINE  
CORPS AIRFIELD, SHIP, OR FACILITY

**Personnel/equipment** or  
facilities involved

COMMAND OF AIRCREW INVOLVED

**Command** is not the reporting custodian  
of the aircraft involved

LSO SCHOOL NAS OCEANA VA//JJJ//

**Carrier landing** mishaps

HELSPUPRON EIGHT  
HELSPUPRON THREE

**Helicopter shipboard**  
Mishap involving LSE

ARMED FORCES INSTITUTE OF PATHOLOGY  
WASHINGTON DC//CME-0//  
HELSPUPRON THREE

**Fatality**

Mishap involves a **SAR**

COMNAVAIRWARCENWPNDIV CHINA LAKE CA//JJJ//  
NAVAIRWARCENACDIV PATUXENT RIVER MD//JJJ//  
ALL AEROMEDICAL ACTIVITIES  
BUMED WASHINGTON DC//23/23A/231//  
NAVOPMEDINST DET NAVAEROMEDINST PENSACOLA FL

**Aeromed** matters or  
**aviation life support**  
**systems** involved.

HQ AFSC KIRTLAND AFB NM//SEF//  
CDRUSASC FT RUCKER AL//PESC-Z//  
COMDT COGARD WASHINGTON DC//G-KSE//

**Common aircraft/engine**

(See appendix H) or any  
aircraft, personnel, or facilities of (as  
appropriate) that service involved

NAVY JAG WASHINGTON DC//JJJ//

**Non-DOD aircraft, personnel, property**  
are involved

OTHER INFORMATION OR ACTION ADDRESSEES

Directed by controlling custodian or  
considered appropriate by originator

BT

UNCLAS FOUO //N03750// THIS IS AN INITIAL GENERAL USE NAVAL AVIATION MISHAP DATA REPORT reporting custodian(s), mishap classification, mishap serial number(s), date of occurrence, model(s)/series aircraft, buno(s)/REPORT SYMBOL OPNAV 3750-20 MSGID/GENADMIN/squadron/message serial number / month // SUBJ/AVIATION MDR/-// REF/A/DOC/OPNAVINST/3750.6R/-// REF/B/DOC/JAGINST/5800.7C/-// REF/C/(Other references as appropriate)// NARR/REF A IS THE NAVAL AVIATION SAFETY PROGRAM. REF B IS THE NAVY JAG MANUAL// POC/(name of primary point of contact to answer inquiries about the report)/(Rank)/(Code/Billet)/(Location)/TEL: phone number or "DEPLOYED" /E-MAIL: E-Mail address// RMKS/1. SUMMARY. Brief factual statement to describe mishap.

2. DATA.

A. REPORTING ACTIVITY.

- (1) short title
- (2) UIC
- (4) parent squadron
- (4) parent squadron's UIC.

B. AIRCRAFT OR UAV.

- (1) model/series
- (2) bureau number
- (3) modex and side number
- (4) reporting custodian
- (5) UIC
- (6) OFP and software version, if applicable to this acft/uav
- (7) Flight Control System and software version, if applicable to this acft/uav
- (8) Engine type/model/series
- (9) Engine serial number

(10) GPWS:

-state if installed/if installed, state if system is/was operative

e.g.: - INSTALLED/OPERATIVE

COLLISION AVOIDANCE SYSTEM:

-state if installed/if installed, state if system is/was operative

e.g.: - INSTALLED/OPERATIVE

PREDICTIVE MATERIAL FAILURE WARNING SYSTEM:

-state if installed/if installed, state if system is/was operative

e.g.: - NOT INSTALLED

SURVIVABLE FLIGHT INFORMATION COLLECTION SYSTEM:

-state if installed/if installed, state if system is/was operative

e.g.: - INSTALLED/NOT OPERATIVE

NAVIGATION SYSTEM INTEGRATED GPS:

-state if installed/if installed, state if system is/was operative

e.g.: - NOT INSTALLED

(11) If acft is in a composite squadron, provide parent squadron/reporting custodian

(12) UIC of parent command/custodian identified in (11)

C. INVOLVED EQUIPMENT.

- (1) model
- (2) make
- (3) part number
- (4) equipment code
- (5) configuration
- (6) work unit code (wuc)
- (7) remarks for clarity.

D. ENVIRONMENT.

- (1) DATE: Date
- (2) TIME: Local time
- (3) ZONE: Local time zone
- (4) CONDN: DAY or NIGHT
- (5) LOCN: Geographic location – state name of geographic area, body of water, nearest town or city, or a significant landmark. DO NOT provide a vessel name.
- (A) LATD: XXXXXX N/S (DDMMSS N/S format; fill leftmost digits with zeros as appropriate and rightmost digits with X's if required due to an imprecise location.)
- (B) LONG: XXXXXXXX E/W (DDMMSS E/W format; fill leftmost digits with zeros as appropriate and rightmost digits with X's if required due to an imprecise location.)
- (C) STATE: state, province, or appropriate political subdivision
- (D) COUNTRY: Self-explanatory
- (E) FACILITY: state name of ship/shore facility. If a ship, state name followed by a slash and the ship class and hull number. E.g., USS STENNIS/CVN-74
- (F) NAVAID: ICAO identifier of nearest named airfield, NAVAID or ship.
- (G) BRG: magnetic bearing from NAVAID
- (H) DIST: distance from NAVAID
- (I) AIRSPACE: Select from: CLASS A, CLASS B, CLASS C, CLASS D, CLASS E, CLASS G, VICTOR AIRWAY, JET ROUTE, IR, VR, ALERT AREA, MOA, WARNING AREA, RESTRICTED AREA, CARRIER CONTROL AREA, CARRIER CONTROL ZONE, N/A, ON DECK, UNKNOWN.
- (J) ELEVATION OF MISHAP SITE: mean sea level
- (K) MISHAP/EMERGENCY ALTITUDE: State altitudes as appropriate for mishaps occurring above the surface, or altitude of initial emergency onset.
- (6) WX AS BRIEFED. *Provides forecasted weather and briefing data*
- (A) BRIEFED BY: Select one: FORECASTER; BRIEFER; PILOT; OTHER; (Describe); UNKNOWN; NOT APPLICABLE. (Applies only when a briefing was not available and for events for which no wx brf was expected or required.)
- (B) BRIEFING UTILIZATION: Select one: USED; NOT USED; NOT AVAILABLE; UNKNOWN; NOT APPLICABLE. (not applicable only applies to events for which a weather briefing would not normally be required.)
- (C) AIR TEMP: in degrees Fahrenheit.
- (D) RELATIVE HUMIDITY: forecast percentage of relative humidity.
- (E) DEWPOINT: in degrees Fahrenheit.
- (F) WATER TEMP: in degrees Fahrenheit, or state "NA".
- (G) WIND DIRECTION: in degrees; if light and variable, state "Q".
- (H) WIND VELOCITY: in knots; if light and variable, state "Q".
- (I) WIND GUSTS: velocity or "NONE FORECAST"
- (J) CEILING: in hundreds of feet AGL, first cloud layer classified as broken or overcast. If none is forecast state "NONE FORECAST".
- (K) SKY CONDITION: in weather sequence format, forecast altitude/type of cloud layers. E.g.: 20 BKN 50 OVC 350 SCT
- (L) HORIZON: forecast horizon from one from the following: VISIBLE; OBSCURED; PARTIALLY OBSCURED; UNKNOWN.
- (M) VISIBILITY: in statute miles. If CAVU or unrestricted, state "99".
- (N) OBSTRUCTIONS TO VISION: select from the following all that apply: DUST; FOG; ICE FOG; GROUND FOG; HAZE; SMOKE; PRECIPITATION; BLOWING DUST; BLOWING SAND; BLOWING SPRAY; BLOWING SNOW; CLOUDS; OTHER; (specify).
- (O) ALTIMETER SETTING: forecast altimeter setting in inches of mercury for the time and location of the mishap or nearest official weather facility.

- (P) ICING: forecast icing conditions or state "NONE FORECAST".
- (Q) PRECIPITATION: forecast/briefed precipitation: select all that apply from the following: DRIZZLE; LIGHT RAIN; HEAVY RAIN; HAIL; SLEET; LIGHT SNOW; HEAVY SNOW; FREEZING RAIN; FREEZING DRIZZLE; OTHER: (specify).
- (R) EXTREME WX: forecast/briefed extreme weather conditions select all that apply from the following: TURBULENCE (IMC); CLEAR AIR TURBULENCE; GUSTY WINDS; TORNADO/WATERSPOUT; WIND SHEAR; HURRICANE/TYPHOON; THUNDERSTORM; SEVERE THUNDERSTORM; LIGHTNING; OTHER: (specify).
- (S) BRIEFING ACCURACY: select one of the following: SUBSTANTIALLY CORRECT; CONSIDERABLY BETTER THAN FORECAST; CONSIDERABLY WORSE THAN FORECAST; UNKNOWN; NOT APPLICABLE.

(7) WX - PREVAILING.

- (A) AIR TEMP: in degrees Fahrenheit.
- (B) RELATIVE HUMIDITY: Percentage of relative humidity.
- (C) DEWPOINT: in degrees Fahrenheit.
- (D) WATER TEMP: in degrees Fahrenheit, or state "NA".
- (E) WIND DIRECTION: in degrees; if light and variable, state "Q".
- (F) WIND VELOCITY: in knots; if light and variable state "Q".
- (G) WIND GUSTS: velocity of gusts or "NONE PRESENT", as appropriate.
- (H) CEILING: in hundreds of feet AGL, first cloud layer classified as broken or overcast. If none exists, state "NONE PRESENT".
- (I) SKY CONDITION: altitude and type of all cloud layers.
- (J) HORIZON: Select one: VISIBLE; PARTIALLY OBSCURED; OBSCURED; UNKNOWN.
- (K) VISIBILITY: in statute miles. If CAVU or unrestricted, state "99".
- (L) OBSTRUCTIONS TO VISION: Select all that apply: DUST; FOG; ICE FOG; GROUND FOG; HAZE; SMOKE; PRECIPITATION; BLOWING DUST; BLOWING SAND; BLOWING SPRAY; BLOWING SNOW; CLOUDS; OTHER: (specify).
- (M) ALTIMETER SETTING: barometric pressure in inches of mercury
- (N) ICING: Provide any icing conditions present or state "NONE PRESENT".
- (O) PRECIPITATION: select all that apply from the following: DRIZZLE; LIGHT RAIN; HEAVY RAIN; HAIL; SLEET; LIGHT SNOW; HEAVY SNOW; FREEZING RAIN; FREEZING DRIZZLE; OTHER: (specify).
- (P) EXTREME WX: Describe by selecting all that apply from the following: TURBULENCE (IMC); CLEAR AIR TURBULENCE; GUSTY WINDS; TORNADO/WATERSPOUT; WIND SHEAR; HURRICANE/TYPHOON; THUNDERSTORM; SEVERE THUNDERSTORM; LIGHTNING; OTHER: (specify).
- (Q) RUNWAY CONDITION: Describe the condition by selecting from the following all that apply: NOT APPLICABLE (implies event not in the runway environment); DRY; WET; SLUSH; LOOSE SNOW; PACKED SNOW; ICE; PATCHY; SANDED; OILY; UNPREPARED; OTHER: (specify); UNKNOWN.
- (R) METEOROLOGICAL COMMENTS: Briefly describe any additional environmental/meteorological information deemed pertinent to the mishap.

E. SAFETY PROGRAMS.

- (1) Date Commanding Officer attended Aviation Command Safety Course
- (2) Date Aviation Safety Officer (ASO) attended Aviation Safety Officers Course; if the CO or ASO have not attended either course, insert HAS NOT ATTENDED.
- (3) Date of last NAVSAFECEN safety survey.

3. CIRCUMSTANCES.

- A. ORIGIN. name of the departure ship or airfield; else lat/long to the nearest minute.
- B. MISSION.
- C. TOTAL MISSION REQUIREMENT CODE. USN OPNAVINST 3710.7R codes or USMC T & R Codes.

- D. TYPE OF FLIGHT PLAN. State VFR, IFR, DVFR, etc., and (if known) if the pilot was or was not in instrument meteorological conditions at the time of mishap.
- E. DESTINATION. next intended point of landing same manner as 3A above.
- F. AIRCRAFT OR UAV EVOLUTION. activity in which the aircraft was involved, i.e., catapult launch, climb, cruise, 30-degree dive, flight deck respot, maintenance, etc.
4. MISHAP CLASSIFICATION. State that information upon which mishap classification is based. See paragraphs 312 and 313.
5. DAMAGE AND COSTS. Itemize the aircraft or UAV, equipment, property damage, and costs.
- A. AIRCRAFT OR UAV. If an aircraft or UAV was destroyed, so state. If not, describe all aircraft or UAV damage and list cost. Itemize costs, including hours to repair. If more than one aircraft or UAV was damaged, list model, bureau number, hours to repair, and cost each separately.
- B. DOD PROPERTY DAMAGE. Per major item, describe all DOD property damage and list cost. Describe property damage, and itemize costs, including hours to repair.
- C. NON-DOD PROPERTY DAMAGE. Describe all non-DOD property damage itemizing cost.
6. PERSONNEL INFORMATION, INJURIES, AND COSTS.
- A. SOULS ON BOARD. total for each aircraft involved.
- B. CREW. Total number of crewmembers aboard each mishap aircraft or UAV. Crew duty assigned. Who was at the controls at the time of the mishap, rank/rate. NEC/designator/MOS, service, parent organization, duty status, injury classification, describe the most significant injuries, days hospitalized and additional days away from work, describe the body part injury and diagnosis, give International Classification of Disease (ICD) code, X-Ray results and pre-existing diseases/defects that contributed to the mishap. State whether male or female. State if NVDs were being used. For the pilot, copilot and NFOs, state total flight hours, hours in model, and flight hours last 30, 60 and 90 days.
- C. TOTAL NUMBER OF PASSENGERS. Total number of passengers in each aircraft.
- (1) INJURED PASSENGERS. Total number of injured passengers: give rank/rate, NEC/designator/MOS, service, specify DOD or non-DOD, parent organization, duty status, injury, describe the most significant injuries, days hospitalized and additional days away from work.
- (2) UNINJURED PASSENGERS. Total number of uninjured passengers in each aircraft.
- D. INJURED NONOCCUPANTS. Total number of injured nonoccupants, then list all injured nonoccupants. State the NEC/designator/MOS, service, specify if DOD or non-DOD, duty status, civilian or military, injury, describe the most significant injuries, days hospitalized, and additional days away from work.
- E. AEROMEDICAL ANALYSIS (will or will not) BE SENT. If not, state why.
7. MISHAP INVESTIGATION.
- FOR controlling custodian: REQUEST.....
- Requests for assistance. State the nature of help needed, when and where, and the source of the aid, if known. Requests for help from activities subordinate to the controlling custodian should be similarly addressed. Be sure the activity from whom you are requesting aid is an action addressee on the message.
  - Requests for relief from investigative and reporting responsibilities.
  - Requests for extensions of SIR deadlines.
  - Requests for salvage of submerged wreckage.
  - Location of wreckage, if different from mishap location.
  - Information on progress of the mishap investigation.
  - FAA notification required/date/time notified.
  - Flight Data Recorder: recovered/activity where sent/date/which traceable means used.
  - PLAT Tape obtained /activity where sent/date/which traceable means used.
  - Tower Tapes or recordings of air control transmissions obtained/date.
  - Status of all previously requested EIs.
  - Justification for upgrading, downgrading or category changes.
8. JAG MANUAL INVESTIGATION. THIS MISHAP (DOES/DOES NOT) MEET THE REQUIREMENTS IN REF B FOR A JAG MANUAL INVESTIGATION. If appropriate, include INVESTIGATION BEGUN, DATE, BY (convening authority).

9. AVIATION MISHAP BOARD.

- SENIOR MEMBER: Rank, name, and command. List DSN, commercial, cell phone and fax numbers for the senior member or the member designated as point of contact to answer telephone inquiries in the POC line above the RMKS line. If embarked, so state and provide an INMARSAT phone number.

- AIRCRAFT OPERATIONS: Rank, name, and command

- AIRCRAFT MAINTENANCE: Rank, name, and command

- AVIATION SAFETY: Rank, name, and command

- FLIGHT SURGEON: Rank, name, and command.

= continue with other board members... //

BT

XXXX

NNNN

**MDR MESSAGE SAMPLE TEMPLATE**  
**AMPLIFYING INFORMATION OF MESSAGE CONTENT**  
**OPNAVINST 3750.6(SERIES), CHAPTER 5, PARAGRAPH 514**

**GENERAL:**

- A. Repeat all material double underlined verbatim in the text of the report.
- B. Use "NA" for any information required by the format which is obviously inappropriate (such as altitude for a ground mishap).
- C. Use "TBA, TBD, or UNK" for any information that is unavailable when the message is released.
- D. Use the term "ESTIMATED" when appropriate.
- E. Submit amended reports whenever new or corrected information become available. Include paragraph 1 as initially reported plus only those other paragraphs that have changed. Precede and follow all new or corrected material in the text by the symbol XXX.
- F. Always refer to Navy Tactical Publication (NTP) 3, Telecommunications Users Manual, for the latest message format. Exercise care and follow all US Message Text Format (USMTF) rules.

\* \* \* \* \*

- 1. SUMMARY. In two lines or less, succinctly summarize the content of the report and provide a terse description of the mishap, such as collision with water; gear up landing; midair collision; etc. Do not disclose cause factors.
- 2. DATA. List the following information.
  - A. REPORTING ACTIVITY. Self-explanatory.
  - B. AIRCRAFT. List all aircraft involved in the mishap, (1) model/series (e.g., RF-4B), (2) bureau number, (3) modex and side number, (4) reporting custodian. If the reported mishap involves engine Foreign Object Damage (FOD), include the following: (5) engine type/model/series, (6) engine serial number.
  - C. EQUIPMENT. List all equipment, not parts of the aircraft, involved in the mishap by (1) model, (2) make, (3) part number, (4) equipment code (as applicable).
  - D. ENVIRONMENT. For the mishap, list as follows (1) date, (2) local time, (3) local time zone, (4) day or night, (5) mishap location. Report latitude and longitude to the nearest minute, except mishaps occurring within five NM of an airfield. For those mishaps, report latitude/longitude to the nearest second. For all mishaps report the state/country/geographic area and nearest city/town/significant landmark, as appropriate (Norfolk, VA; Rota Spain; Eastern Med; etc.). If the mishap occurred aboard a ship or airfield, give the name of the ship or airfield and the location on the ship or airfield (visiting aircraft ramp, Runway 27L, hangar bay, etc.). If the mishap did not occur aboard a ship or airfield, give magnetic bearing and distance from the nearest named airfield, air navigation facility (NAVAID), or town, or give the magnetic bearing and distance from departure ship or scheduled recovery ship, (6) altitude of mishap above mean sea level, (7) weather at location at time of the mishap including flight deck/runway wind. If surface weather, list in sequence report format. If airborne, give in-flight visibility and all of the following which apply: distinct or obscured horizon, overcast, undercast, between layers, clear of clouds, in clouds, in and out of clouds.

3. CIRCUMSTANCES. List the following information as applicable.
  - A. ORIGIN. Provide the name of the departure ship or airfield.
  - B. MISSION. State aircraft mission in plain language.
  - C. FLIGHT PURPOSE CODE. Use codes listed in OPNAVINST 3710.7M.
  - D. TYPE OF FLIGHT PLAN. State VFR, IFR, DVFR, etc., and, if known, whether the pilot was in instrument meteorological conditions at the time of mishap.
  - E. DESTINATION. List next intended point of landing in the same manner as 3.A. above.
  - F. AIRCRAFT EVOLUTION. Describe that activity in which the aircraft was involved, i.e., takeoff, climb, cruise, 10-degree dive, flight deck respot, maintenance, etc.
4. MISHAP CATEGORY. State that information upon which mishap category is based.
5. DAMAGE AND COSTS. Itemize the aircraft, equipment, property damage, and costs as follows:
  - A. AIRCRAFT. If an aircraft was destroyed, so state. If not, describe all aircraft damage and list cost. Itemize costs, including hours to repair (refer to OPNAVINST 3750.6, Chapter 3). If more than one aircraft was damaged, list model, bureau number, hours to repair and cost each separately.
  - B. DOD PROPERTY DAMAGE. Per major item, describe all DOD property damage and list cost. Describe property damage and itemize costs including hours to repair (refer to Chapter 4).
  - C. NON-DOD PROPERTY DAMAGE. Describe all non-DOD property damage and itemize costs (refer to Chapter 4).
6. PERSONNEL INFORMATION AND INJURIES. Provide all information below whether or not injuries are involved. State whether an aeromedical analysis will be sent. See subparagraph 717 d(3).
  - A. SOULS ON BOARD. List total for each aircraft involved.
  - B. CREW. State the total number of crewmembers aboard each mishap aircraft. Then, for each crewmember, list: crew duty at the time of the mishap (specify pilot at controls), rank/rate, (do not list names or social security numbers in messages), NEC/designator/MOS, service, parent organization, duty status (refer to OPNAVINST 3750.6, Chapter 3), injury (refer to OPNAVINST 3750.6, Chapter 3), describe the most significant injuries, days hospitalized and additional days away from work. State if NVGs were being used. For the pilot and copilot, give total flight hours and hours in model. Designate who was at the controls.
  - C. TOTAL NUMBER OF PASSENGERS. List total number of passengers in each mishap aircraft.
    - (1) INJURED PASSENGERS. State the total number of injured passengers: give rank/rate, NEC/designator/MOS, service, specify DOD or non-DOD (refer to OPNAVINST 3750.6, Chapter 3), parent organization, duty status, injury, describe the most significant injuries, days hospitalized and additional days away from work.
    - (2) UNINJURED PASSENGERS. Enter the total number of uninjured passengers in each mishap aircraft.
  - D. INJURED NONOCCUPANTS. Enter the total number of injured nonoccupants, then list all injured nonoccupants: give NEC/designator/MOS, service, specify if DOD or non-DOD, duty status, civilian or military, injury, describe the most significant injuries, days hospitalized, and additional days away from work.

E. AEROMEDICAL ANALYSIS. If will not be sent, must state reason why.

7. MISHAP INVESTIGATION. Include the following, if applicable:

- Requests for assistance. State the nature of assistance needed, when and where it is needed and the source of that assistance, if known. If requesting assistance from controlling custodian or from an activity external to that command, preface the request with the phrase FOR (CONTROLLING CUSTODIAN). Preface requests for assistance from activities subordinate to the controlling custodian in a similar fashion and ensure that the activity is an action addressee on the message. See Chapter 6 for information on requesting assistance.

- Requests for relief from investigative and reporting responsibilities. Provide complete justification in detail. Preface the request with the phrase FOR (CONTROLLING CUSTODIAN). See OPNAVINST 3750.6, Chapter 6 for information on requesting relief from investigative and reporting responsibilities.

- Requests for extensions of MIR deadlines. Provide complete justification in detail. Preface the request with the phrase FOR (CONTROLLING CUSTODIAN). See OPNAVINST 3750.6, Chapter 7 for information on requesting extensions of SIR deadlines.

- Information on progress of the mishap investigation. See OPNAVINST 3750.6, Chapter 5, paragraph 508.

- Location of aircraft/wreckage if different from mishap location.

- FAA notification required/date/time notified.

- PLAT Tape obtained/activity where forwarded/date/which traceable means used. See OPNAVINST 3750.6, Chapter 7, para 717.

- Tower Tapes or recordings of air traffic control transmissions obtained/date.

- Status of all previously requested EIs.

8. JAG MANUAL INVESTIGATION. Always include the phrase: THIS MISHAP (DOES/DOES NOT) MEET THE REQUIREMENTS IN REF B FOR A JAG MANUAL INVESTIGATION. If appropriate, include the phrase: INVESTIGATION INITIATED (DATE) BY: (CONVENING AUTHORITY).

All class Alpha and Bravo meet the requirement for a JAG Investigation. Class Charlie Mishap will be at the discretion of the Commanding Officer and/or Senior Member of Mishap Board.

JAGINST 5800.7 (SERIES) STATES: WHEN AN AIRCRAFT MISHAP RESULTS IN DEATH OR SERIOUS INJURY, EXTENSIVE DAMAGE TO GOVERNMENT PROPERTY, OR THE POSSIBILITY OF A CLAIM EXISTS, BY OR AGAINST THE GOVERNMENT, A JAGMAN FACT-FINDING BODY SHALL BE ORDERED TO DETERMINE THE CAUSE AND RESPONSIBILITY FOR THE MISHAP, NATURE AND EXTENT OF ANY INJURIES, DESCRIPTION OF ALL DAMAGE TO PROPERTY, AND ANY ATTENDANT CIRCUMSTANCES. THESE JAGMAN INVESTIGATIONS ARE IN ADDITION TO AND SEPARATE FROM THE AIRCRAFT ACCIDENT SAFETY INVESTIGATIONS...

9. AVIATION MISHAP BOARD. List the rank, name, and parent organization of the members of the AMB. List the membership as it was appointed in compliance with paragraph 206b or, if appropriate, list the membership as changed to comply with paragraph 206c. List all members, regardless of the degree of their participation in the mishap investigation. Enter (SENIOR MEMBER) following that officer's name. Include autovon and commercial telephone numbers for the senior member if it is anticipated that he/she will be available to answer telephone inquiries about the mishap. If embarked, so state.

- SENIOR MEMBER:

- AIRCRAFT OPERATIONS:

- AIRCRAFT MAINTENANCE:

- AVIATION SAFETY:

- FLIGHT SURGEON:

## TAB 18

### DUTY FORECASTER'S REPORT

CONTACT THE DUTY FORECASTER AT 21<sup>ST</sup> OPERATIONAL WEATHER SEMBACH (0049-630-2676145 / DSN: 496-6145) AND OBTAIN THE WEATHER OBSERVATION AT THE TIME OF THE MISHAP FOR THE **MISHAP SITE**. THIS OBSERVATION WILL CONSIST OF CLOUD LAYERS, VISIBILITY, TEMPERATURE, DEW POINT, WINDS, ALTIMETER SETTING, AND WEATHER WARNINGS.

#### WEATHER OBSERVATION

CLOUD COVER AND TYPE: \_\_\_\_\_

VISIBILITY: \_\_\_\_\_ VMC/IMC (CIRCLE ONE)

OBSTRUCTIONS TO VISION: \_\_\_\_\_

TEMP: \_\_\_\_\_ DEW POINT: \_\_\_\_\_ WATER TEMP: \_\_\_\_\_

WINDS: SURFACE \_\_\_\_\_ IN-FLIGHT \_\_\_\_\_

ALTIMETER SETTING: \_\_\_\_\_ ICING: \_\_\_\_\_

RELATIVE HUMIDITY: \_\_\_\_\_ PRECIPITATION: \_\_\_\_\_

RUNWAY CONDITION: \_\_\_\_\_

SIGMET'S OR WW'S IN EFFECT: \_\_\_\_\_

EXTREME WX: \_\_\_\_\_

METEOROLOGICAL COMMENTS: \_\_\_\_\_

\_\_\_\_\_

IF THE MISHAP SITE IS OUT OF THE LOCAL AREA, THE FORM ON THE NEXT PAGE CAN BE SENT BY FAX TO SEMBACH WEATHER. (FAX NUMBER: 0049-630-2676184 / DSN: 496 6184) ONCE FILLED OUT THE FORM WILL BE RETURNED TO NSA NAPLES OPERATIONS.

From: Commanding Officer, NAVSUPPACT NAPLES  
To: Commanding Officer, 21ST OPERATIONAL WEATHER SQUADRON  
Subj: DUTY FORECASTER'S REPORT

1. NAVSUPPACT NAPLES had an aviation mishap and requests the duty forecaster's report for the date, time, place, and altitude of the aircraft noted below.

Aircraft Call Sign: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place: \_\_\_\_\_ Altitude: \_\_\_\_\_

2. Request the following information be filled in and returned to the NAVSUPPACT NAPLES Operations Department as soon as possible. (Fax number: 0039-081-568-5405 / DSN: 626-5405)

Cloud Cover and Type: \_\_\_\_\_

Visibility: \_\_\_\_\_ VMC/IMC (Circle one)

Obstructions to vision: \_\_\_\_\_

Temp: \_\_\_\_\_ Dew Point: \_\_\_\_\_ Water Temp: \_\_\_\_\_

Winds: Surface \_\_\_\_\_ In-flight \_\_\_\_\_

Altimeter Setting: \_\_\_\_\_ Icing: \_\_\_\_\_

Relative Humidity: \_\_\_\_\_ Precipitation: \_\_\_\_\_

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

SIGMET's or WW's in effect: \_\_\_\_\_

Extreme WX: \_\_\_\_\_

Meteorological Comments: \_\_\_\_\_

3. If a Flight Weather Brief (Form 1801) was prepared, please provide a copy with this form.

**TAB 19**

**PERSONNEL NEXT OF KIN (NOK) REPORTING  
REQUIREMENTS**

*USE THESE REPORTS FOR ALL MISHAPS OR  
INCIDENTS INVOLVING A DEATH OR SERIOUS INJURY.*

- (1) IN THE EVENT OF A MISHAP INVOLVING A DEATH OR SERIOUS INJURY, THE FOLLOWING PERSONNEL WILL COORDINATE AND, AS SOON AS POSSIBLE, PROCEED TO THE NEXT OF KIN'S RESIDENCE (IF LOCAL) TO PROVIDE NOTIFICATION: COMMANDING OFFICER, CACO, CHAPLAIN (WHO MAY BE CACO TRAINED), CLOSE FRIEND OR CONTEMPORARY SQUADRON MATE, MEDICAL OFFICER (IF AVAILABLE OR REQUIRED), OTHER AVAILABLE PERSONS SPECIFIED IN THE PERSONAL DATA FILE. ONE PERSON FROM THE ABOVE GROUP WILL CONTACT THE DUTY OFFICER AFTER THE NOK NOTIFICATION HAS BEEN ACCOMPLISHED.
  
- (2) IF THE NOK IS NOT IN THE LOCAL AREA, USE MILPERSMAN NOTIFICATION PROCEDURES, **TAB 19A**.
  
- (3) BUPERS REPORTING REQUIREMENTS ARE ON **TABS 19B AND 19C**.

**REPORTING PROCEDURES INVOLVING DEATH OF A SERVICE MEMBER  
MILPERSMAN 1770-010**

- SUBMIT PERSONNEL CASUALTY REPORT BY IMMEDIATE PRECEDENCE MESSAGE WITHIN FOUR HOURS.
  
- ONCE NOTIFICATION OF THE PRIMARY NEXT OF KIN HAS BEEN MADE, THE COMMANDING OFFICER MUST EITHER PERSONALLY TELEPHONE OR VISIT THE PRIMARY NEXT OF KIN.

<b>4 HRS</b>	<b>MSG TO BUPERS</b>	_____
	<b>MESSAGE TO NEXT OF KIN</b>	_____
	<b>"OTHERS" NOTIFIED (NAVPERS 1070/602)</b>	_____
<b>48 HRS</b>	<b>CO'S LETTER TO NEXT OF KIN</b>	_____
	<b>DEATH GRATUITY PAY</b>	_____

**TAB 19A**

**BUPERS NOK NOTIFICATION PHONE REPORT**

(1) A TELEPHONE REPORT TO THE CHNAVPERS CASUALTY SECTION WILL BE MADE WITHIN FOUR HOURS. A FOLLOW-UP MESSAGE DOCUMENTING PRIMARY NEXT OF KIN (PNOK)/SECONDARY NEXT OF KIN (SNOK) PERSONNEL NOTIFICATION WILL BE TRANSMITTED, NORMALLY WITHIN 4 HOURS.

(2) CONFIRMATION OF PNOK/SNOK NOTIFICATION:

A. CALL CHNAVPERS CASUALTY AFFAIRS OFFICE (PERS 62):

**COMM 901-874-2501 OR 901-874-9396 (ANSWERING MACHINE)**

**TOLL FREE (800) 368-3202 (CASUALTY ASSISTANCE BRANCH, PERS-621)**

B. IDENTIFY CASE BY PROVIDING THE FULL NAME OF THE CASUALTY AND ORGANIZATION.

C. CONFIRM OFFICIAL NOTIFICATION OF PNOK/SNOK WAS ACCOMPLISHED.

D. PROVIDE NAME OF INDIVIDUAL PERFORMING NOTIFICATION (NORMALLY COMMANDING OFFICER)

E. PROVIDE NAME OF CACO, IF ASSIGNED: \_\_\_\_\_

F. RECORD THE NAME OF THE INDIVIDUAL RECEIVING THE CALL IN CHNAVPERS:

\_\_\_\_\_

**\*\* BUPERS CASUALTY PHONE REPORT COMPLETED (TIME/INT) \_\_\_\_\_/\_\_\_\_\_ \*\***

**TAB 19B**

**BUPERS NOK NOTIFICATION MESSAGE REPORT**

**FOR ALL MISHAPS INVOLVING FATALITY OR SERIOUS INJURY, USE SAMPLE  
FORMAT BELOW AS A GUIDE FOR MESSAGE REPORT.**

NOK notification confirmation message dtg: \_\_\_\_\_

P \_\_\_\_\_ Z (DTG)

FROM NAVSUPPACT NAPLES  
TO CHNAVPERS WASHINGTON DC

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

INFO COMHELSEACOMBATWINGLANT NORFOLK VA

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

UNCLAS/09073/01770//

MSGID/GENADMIN/NAVSUPPACT NAPLES//

SUBJ/CONFIRMATION OF NOK NOTIFICATION//

RMKS/1. PNOK (NAME)/SNOK (NAME) WERE OFFICIALLY NOTIFIED ON

\_\_\_\_\_ CONCERNING DEATH/MISSING STATUS/SERIOUS INJURY OF  
(DATE/TIME) (CHOOSE ONE)

\_\_\_\_\_ ASSIGNED TO NAVSUPPACT NAPLES. (FULL NAME  
OF CASUALTY)

\_\_\_\_\_ PERFORMED THE NOTIFICATION IN PERSON.  
(NAME/RANK)

CACO ASSIGNED IS \_\_\_\_\_ WHO CAN BE REACHED AT \_\_\_\_\_. POC  
(NAME/RANK) (CONTACT #)

THIS COMMAND, \_\_\_\_\_  
(SAFETY OFFICER)

## TAB 19C

### BUPERS CASUALTY MESSAGE REPORT

**FOR ALL MISHAPS INVOLVING FATALITY OR SERIOUS INJURY USE  
FOLLOWING SAMPLE FORMATS.**

#### CASUALTY REPORT (FATALITY)

- FOR FATALITY, USE THE FOLLOWING REPORT.
- **DUE NO LATER THAN 4 HOURS AFTER MISHAP!**
- THE AREA COORDINATOR (COMNAVBASE) IN WHICH THE PNOK/SNOK RESIDES HAS THE RESPONSIBILITY TO PROVIDE PERSONAL NOTIFICATION TO PNOK/SNOK OR IN CASES WHERE THE UNIT IS DEPLOYED OR THE PNOK/SNOK RESIDES OUTSIDE THE LOCAL AREA. THE EXPEDITIOUS TRANSMISSION OF THE MESSAGE WILL FACILITATE THIS PROCESS. THE MESSAGE WILL BE SENT VIA "PRIORITY" PRECEDENCE, IN THE FOLLOWING FORMAT:

P  
FM NAVSUPPACT NAPLES  
TO CHNAVPERS WASHINGTON DC//663//  
MEDDEN AFFAIRS GREAT LAKES IL//02//  
\_\_\_\_\_ (CACP Coordinator where PNOK resides)  
\_\_\_\_\_ (CACP Coordinator where SNOK resides)

INFO SECNAV WASHINGTON DC//00//  
CNO WASHINGTON DC//00//  
COMLANTFLT NORFOLK VA//N00/N02M//  
DFAS-CLEVELAND CENTER CLEVELAND OH//632//  
COMNAVAIRLANT NORFOLK VA//N00//  
COMNAVBASE NORFOLK VA//N00//  
COMINWARCOM CORPUS CHRISTI TX//00//  
CHINFO WASHINGTON DC//OASD/PA//  
FHTNC NORFOLK VA//00//  
NAVY JAG ALEXANDRIA VA//33//  
COMNAVSAFECEN NORFOLK VA//00/02/14//  
AMCROSS WASHINGTON DC//EC//  
ARMED FORCES INSTITUTE OF PATHOLOGY WASHINGTON DC//CME-0//  
DIRNAVCRIMINVSERV WASHINGTON DC//00//  
BT  
UNCLAS //N01770//  
SUBJ/PERSONNEL CASUALTY REPORT(DEATH), REPORT SYMBOL 1770-4//  
MSGID/GENADMIN/HELMINERON FOURTEEN//  
REF/A/DOC/MILPERSMAN 4210100//  
AMPN/REF A IS MILPERSMAN ARTICLE ON PERSONNEL CASUALTY REPORTS//  
RMKS

ALPHA. NAME OF CASUALTY: (GRADE, FULL NAME, BRANCH OF SERVICE, SSN, DESIGNATOR).

BRAVO. STATUS AND DUTY STATION.

CHARLIE. TYPE OF CASUALTY: (SPECIFY IF KILLED IN ACTION, KILLED DURING AIRCRAFT ACCIDENT, ETC.).

DELTA. DATE, LOCAL TIME, PLACE, CIRCUMSTANCES, AND CAUSE; (GIVE CONCISE INFORMATION TO ASSIST THE CACO IN PROVIDING NOTIFICATION TO NOK. IF AT SEA, STATE LAT/LONG INFORMATION TO ASSIST THE CACO IN AREA OF MISHAP LOCATION.

ECHO. LOCATION AND DISPOSITION OF REMAINS: (GIVE COMPLETE ADDRESS AND NAME OF MORTUARY OF FUNERAL ESTABLISHMENT WHERE REMAINS ARE LOCATED.)

FOXTROT. PRIMARY AND SECONDARY NOK: (GIVE FULL NAME, COMPLETE ADDRESS, AND RELATIONSHIP.)

GOLF. NOK NOTIFICATION:

1. HAS NOK BEEN NOTIFIED PERSONALLY (YES/NO)
2. HAS NOK BEEN OFFICIALLY NOTIFIED BY TELEGRAM? (YES/NO)

HOTEL. DATE OF CURRENT TOUR: (IF CASUALTY OCCURRED IN A HOSTILE ZONE OR AREA AUTHORIZED OVERSEAS PAY, ENTER DATE CURRENT TOUR STARTED.)

INDIA. RECORD OF EMERGENCY DATA: (SPECIFY DATE LATEST DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA.)

JULIET. BENEFICIARY

1. NAME, RELATIONSHIP, AND ADDRESS OF BENEFICIARY FOR DEATH GRATUITY.
2. WHETHER DEATH GRATUITY WILL BE PAID BY THE MEMBER'S COMMAND OR BY THE DISBURSING OFFICER AT THE HOMEPORT.
3. NAME, RELATIONSHIP, AND ADDRESS OF DESIGNATED BENEFICIARY FOR UNPAID PAY AND ALLOWANCES.

KILO. CASUALTY ASSISTANCE CALLS: (STATE NAVAL DISTRICT OF NAVAL AREA COMMANDER RESPONSIBLE FOR DESIGNATING THE ACTIVITY TO CARRY OUT THE CASUALTY ASSISTANCE CALLS PROGRAM.)

LIMA. RACE AND RELIGION.

MIKE. INSURANCE: (POLICIES IN FORCE OTHER THAN SGLI.)

NOVEMBER. PAY

1. PAY GRADE
2. MONTHLY RATE OF BASIC PAY AND SPECIAL, INCENTIVE, OR PROFICIENCY PAY.
3. TOTAL SERVICE, IN DAYS, MONTHS, YEARS, FOR PAY PURPOSES.
4. NUMBER OF DAYS OF UNUSED ACCRUED LEAVE.
5. LOCATION OF PAY RECORD AND ACTION TAKEN TO FORWARD PAY RECORD TO NAVY FINANCE CENTER.

OSCAR. SERVICEMEN'S GROUP LIFE INSURANCE: (ADVISE IF MEMBER HAD SGLI COVERAGE AND IF WRITTEN BENEFICIARY DESIGNATION IS ON FILE.)

PAPA. ASSIGNMENT OF JAG MANUAL INVESTIGATION REPORT: (STATE SPECIFIC COMMAND ASSIGNED OR REQUESTED TO PREPARE THE REPORT, AND PROVIDE THE AUTOVON NUMBER, IF KNOWN.)

QUEBEC. PERSONAL EFFECTS: NAME, ADDRESS, AND RELATIONSHIP OF PERSON(S) TO WHOM IT IS ANTICIPATED THAT PERSONAL EFFECTS WILL BE SHIPPED.

BT

**DO NOT DELAY REPORT IF ALL INFORMATION IS NOT AVAILABLE.**



**CATEGORY:** Intent for flight existed: Yes / No  
(i.e. Take-off power applied) (circle one)

**DATA:** Buno: \_\_\_\_\_ Modex: \_\_\_\_\_

**Origin:** \_\_\_\_\_  
From what field did the leg of the hazard originate?

**Mission:** MSN: \_\_\_\_\_ PFC: \_\_\_\_\_  
(FAM, Low Level, X-Country, FCF, etc) (Flight Purpose Code)

**Flight Plan Type:** VFR / IFR  
(circle one)

**Destination:** \_\_\_\_\_  
(The next point of landing)

**Evolution:**

- a. Phase: \_\_\_\_\_ (Parked turn-up, taxi, T/O. climb, etc.)
- b. Heading: \_\_\_\_\_ o Mag (3 digit format)
- c. Airspeed: \_\_\_\_\_ KIAS
- d. Altitude: \_\_\_\_\_ 'AGL; \_\_\_\_\_ 'MSL
- e. Terrain El. \_\_\_\_\_ 'MSL
- f. Route: \_\_\_\_\_

(Describe route of flight and general intentions)

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

**Personnel:**

- a. Number of souls on board: \_\_\_\_\_
- b. Crew info:

(1) ADMIN

Crew Position	Rank	Desig.	Service	Squadron (Other than HM-14)	On/Off Duty	Pilot at Controls Y/N
Pilot						
Co-Pilot						
Crewchief						
Crew						
Crew						
Crew						
Crew						

(2) TO BE COMPLETED BY OPS. DEPT.		
<b>Crew</b>	<b>TTL Hours</b>	<b>TTL C-26 Hours</b>
<b>Pilot</b>		
<b>Co-Pilot</b>		

<b>Crew</b>	<b>AHAC</b>	<b>HAC</b>	<b>H2P</b>	<b>PQM</b>	<b>NI/ANI</b>
<b>Pilot</b>					
<b>Co-Pilot</b>					

c. Passengers: NA / One (Circle one) List injuries if app.

---

**Lighting: List on, off or any other lighting configuration of any other aircraft pertinent to the hazard, or NA.**

- a. Landing Light \_\_\_\_\_
- b. Strobe Light \_\_\_\_\_
- c. Other Lighting \_\_\_\_\_

**Equipment: List the information for the failed item, or NA**

- a. Model \_\_\_\_\_
- b. Make \_\_\_\_\_
- c. P/N \_\_\_\_\_
- d. Equip Code \_\_\_\_\_
- e. Config \_\_\_\_\_
- f. WUC \_\_\_\_\_
- g. Damage \_\_\_\_\_
- h. Remarks \_\_\_\_\_

**Other Personnel Involved:** NA if not app.

---

**Environment:**

- a. Time \_\_\_\_\_
- b. Local Time \_\_\_\_\_
- c. Time Zone \_\_\_\_\_
- d. Day/Night \_\_\_\_\_
- e. Geo Location \_\_\_\_\_
  - (1) Latitude \_\_\_\_\_
  - (2) Longitude \_\_\_\_\_
  - (3) State/Prov. \_\_\_\_\_
  - (4) Country \_\_\_\_\_
  - (5) Facility \_\_\_\_\_

(6) Navaid \_\_\_\_\_; BRG \_\_\_\_\_; Dist \_\_\_\_\_  
(7) Type airspace or "on deck" \_\_\_\_\_

**Forecasted WX: As briefed**

- a. Briefed by: Forecaster/Briefer/Pilot/UNK/NA (circle one)  
Other: \_\_\_\_\_
- b. Utilization: Used/Not Used/Not Avail/UNK/NA (circle one)
- c. Air Temp \_\_\_\_\_ F
- d. Rel Humidity \_\_\_\_\_ %
- e. Dewpoint \_\_\_\_\_ F
- f. Water Point \_\_\_\_\_ F or NA
- g. Winds \_\_\_\_\_ Mag; \_\_\_\_\_ KTS
- h. Wind Gusts \_\_\_\_\_ KTS (or NA)
- i. Ceiling \_\_\_\_\_ 'AGL
- j. Sky Condition \_\_\_\_\_
- k. Horizon Visible/Obscured/Part Obscured/UNK/NA (circle one)
- l. Visibility \_\_\_\_\_ SM (cavu="99")
- M. OBSTRUCTIONS TO VIS: DUST/FOG/ICE FOG/GROUND  
FOG/HAZE/SMOKE//PRECIP/BLOWING DUST/BLOWING SAND/BLOWING  
SPRAY/BLOWING SNOW/CLOUDS/OTHER (SPECIFY) (CIRCLE ALL THAT APPLY)
- n. Altimeter Setting \_\_\_\_\_ "Hg
- o. Icing \_\_\_\_\_ (or "None forecast")
- p. Precip Drizzle/Light Rain//Heavy Rain/Hail/Sleet/Light Snow/Heavy  
Snow/Freezing Rain/Freezing Drizzle/Other (specify)  
(circle all that apply)
- Q. EXTREME WX TURBULENCE (IMC)/CAT/GUSTY  
WINDS/TORNADO/WATERSPOUT/WIND  
SHEAR/HURRICANE/TYPHONE/THUNDERSTORM/SEVERE THUNDERSTORM/  
Other (specify) (circle all that apply)
- r. Briefing Accuracy Substantially correct/Considerably better than  
forecast/Considerably worse than forecast/ UNK/NA  
(circle one)

**Prevailing WX: Actual encountered**

- a. Air Temp \_\_\_\_\_ F
- b. Rel Humidity \_\_\_\_\_ %
- c. Dewpoint \_\_\_\_\_ F
- d. Water Point \_\_\_\_\_ F or NA
- e. Winds \_\_\_\_\_ Mag; \_\_\_\_\_ KTS
- f. Wind Gusts \_\_\_\_\_ KTS (or NA)
- g. Ceiling \_\_\_\_\_ 'AGL
- h. Sky Condition \_\_\_\_\_
- i. Horizon Visible/Obscured/Part Obscured/UNK/NA (circle one)
- j. Visibility \_\_\_\_\_ SM (cavu="99")
- K. OBSTRUCTIONS TO VIS: DUST/FOG/ICE FOG/GROUND  
FOG/HAZE/SMOKE//PRECIP/BLOWING DUST/BLOWING SAND/BLOWING  
SPRAY/BLOWING SNOW/CLOUDS/OTHER (SPECIFY) (CIRCLE ALL THAT APPLY)

- l. Altimeter Setting \_\_\_\_\_"Hg  
m. Icing \_\_\_\_\_ (or "None forecast")  
n. Precip Drizzle/Light Rain//Heavy Rain/Hail/Sleet/Light  
Snow/Heavy Snow/Freezing Rain/Freezing Drizzle/Other  
(specify) (circle all that apply)  
o. EXTREME WX TURBULENCE (IMC) / CAT / GUSTY WINDS / TORNADO /  
WATERSPOUT / WIND SHEAR/HURRICANE / TYPHONE / THUNDERSTORM / SEVERE  
THUNDERSTORM/ **OTHER (SPECIFY) (CIRCLE ALL THAT APPLY)**  
p. Runway Condition: Dry/Wet/Slush/Loose Snow/Packed  
Snow/Ice/Patchy/Sanded/Oily/Unprepared/UNK/N  
A/Other (specify) (circle all that apply)  
q. Meteorological comments: (any additional environmental/meteorological  
information deemed pertinent to the hazard) (or NA)
-



# TAB 21

## BIRD / ANIMAL STRIKE HAZARD (BASH) REPORT

FILL OUT IF ANY DAMAGE TO AIRCRAFT OCCURRED DUE TO BIRD STRIKE

MCAF AIRCRAFT MISHAP REPORT		
NOTIFY SAFETY NLT 24 HOURS		
Exercise/Operation Code Name	1. Date, Local Time and Time Zone, Dawn, Day, Dusk, or Night	2. Location of Mishap (Boeing and Distance from Nearest Military Installation or Latitude and Longitude)
3. Aircraft Model, Identification Number (Mission Design, Series, and Serial Number)	4. Command, Possessing Organization (Chain of Command of Unit Possessing Aircraft and Crew if Different Than Aircraft)	
5. Personnel Involved (Include Name (Last, First, MI), Rank, SSN, Age, Crew Position, and Phone Number)		
6. Injuries (List Name (Last, First, MI), Age, SSN)		
7. Narrative (A Concise, Chronological Description of the Facts and Circumstances Leading to Occurrence, Actions Taken, and Results. Describe any Injuries, Damage to Aircraft, or Property Damage)		
8. Weather (At Time of Occurrence, Temperature and Meteorological Conditions)		
9. Take Off Time and Duration of Flight	10. Altitude at Time of Occurrence (If Below 10,000 Show MSL/AGL)	
11. Gross Weight and Fuel on Board for Take Off/Landing Mishaps	12. Life Support Equipment Used	
13. Other Messages Sent on This Mishap	Aircraft Commander Signature	
<b>PRIVACY ACT STATEMENT</b>		
AUTHORITY: 10 USC 8012 and 44 USC 3101		
PRINCIPAL PURPOSE: To provide comprehensive metrics data for multi-variable mishap analysis.		
ROUTINE USES: Information is used only for mishap prevention and is considered limited-use. Information may be disclosed to safety personnel at various organizational levels. All privacy act information is deleted prior to any further release.		
DISCLOSURE IS VOLUNTARY: Failure to provide the information degrades the ability to effectively manage the Mishap Prevention Program, but does not preclude the individual from filing the report to prevent mishap investigation.		

PLEASE RETURN TO LT FRANZ ASO IN NSA OPERATIONS

# BIRD / ANIMAL STRIKE HAZARD REPORT

## General Information

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_ Time Zone \_\_\_\_\_  
e.g. 01/31/2002 (Local) e.g. 2359  
Ambient Lighting \_\_\_\_\_ Hit or Near Miss *Hit Near Miss*  
Conditions \_\_\_\_\_  
Was there 'intent for flight' *Yes No* Accountable Service NAVY  
at the time of the incident? Reporting Org. NAVY  
Unit Serial Number \_\_\_\_\_ NSA NAPLES ITALY  
Aircraft Bureau Number \_\_\_\_\_ Aircraft Model C-26

## Location Information

Where the Flight Originated? *Ashore Embarked* Did Incident Occur in the *Yes No*  
Continental US (CONUS)?  
Location of Bird or Animal Strike  *Airfield (or immediate vicinity/control zone)*  
(Where the incident occurred)  *Shore Location (region or general location)*  
 *Embarked*  
 *Body of Water (ocean, gulf, sea, etc.)*  
 *Unknown*

## Airfield Information

State \_\_\_\_\_ Country \_\_\_\_\_  
Occurred on Runway *Yes No* Runway in Use \_\_\_\_\_ Distance Marker \_\_\_\_\_  
Airfield\* \_\_\_\_\_ Airspace Designation \_\_\_\_\_  
\* (Note, if not at an airfield, you must enter Lat/Long or NAVAID Name/Bearing/Range)  
Latitude / Longitude \_\_\_\_\_  
NAVAID Name \_\_\_\_\_ NAVAID Bearing \_\_\_\_\_ NAVAID Range \_\_\_\_\_  
Description of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Flight Conditions at Time of Incident

Phase of Flight  *Taxi*  
 *Takeoff*  
 *Touch and Go*  
 *Landing*  
 *Transit*



## TAB 22

### NSA NAPLES DEPARTMENTAL MISHAP DUTIES

THIS TAB DEFINES DEPARTMENTAL RESPONSIBILITIES AT NAVSUPPACT NAPLES. IT CONSISTS OF TABS 22A THRU 22V. IN SOME CASES THERE ARE NO PERSONNEL CURRENTLY ASSIGNED TO THE DUTIES AND RESPONSIBILITIES OUTLINED BELOW. IT IS UP TO THE DISCRETION OF THE SENIOR MEMBER OF THE AMB TO ASSIGN CERTAIN INDIVIDUALS WITH THOSE DUTIES IF IT IS DEEMED REQUIRED.

COMMANDING OFFICER'S PROCEDURAL GUIDE .....	22A
AVIATION SAFETY OFFICER .....	22B
OPERATIONS OFFICER .....	22C
ORGANIZATIONAL MAINTENANCE DEPARTMENT OFFICER/ OSCLO OFFICER .....	22D
ADMINISTRATIVE OFFICER .....	22E
PUBLIC AFFAIRS OFFICER .....	22F
SECURITY OFFICER AND SECURITY DEPARTMENT .....	22G
AIMD OFFICER .....	22H
NATOPS/PILOT TRAINING OFFICER .....	22I
OPERATIONS MISHAP REPORT DATA FORM .....	22J
FLIGHT SCHEDULES OFFICER .....	22K
AVIATION EQUIPMENT OFFICER .....	22L
SPECIAL SECURITY OFFICER .....	22M
CMS CUSTODIAN .....	22N
FLIGHT SURGEON .....	22O
LEGAL OFFICER .....	22P
PHOTO LAB PHOTOGRAPHER .....	22Q
EXPLOSIVE ORDNANCE OFFICER .....	22R
ENVIRONMENTAL/NAVOSH/INDUSTRIAL HYGIENIST .....	22S
PUBLIC WORKS OFFICER .....	22T
CHAPLAIN .....	22U
FIRE DEPARTMENT/CRASH CREW .....	22V

## 22A

### COMMANDING OFFICER'S PROCEDURAL GUIDE

1. The CO is responsible for supervision of the initial mishap response. This tab assists with those responsibilities. Personnel assigned responsibility of completing required reports shall ensure the CO is immediately notified as requirements are fulfilled.

2. Consideration should be given to organizing a team to assist in notification of next of kin (NOK), preferably to consist of:

- a. CO
- b. Chaplain
- c. Medical Officer
- d. A close friend
- e. Spouse of another aircrew member (if feasible)
- f. Specific personnel requested by the personal data file
- g. CACO

3. The List of Required Reports (TAB 11) shows required actions. Responsibilities which require CO cognizance or action are:

<u>ACTION</u>	<u>TIME/DATE COMPLETED</u>
a. COMNAVEUR OPREP-3 Telephone Report (5 minutes)	_____
b. COMNAVREGEUR OPREP-3 Telephone Report (15 minutes)	_____
c. OPREP-3 Message Report (20 minutes)	_____
d. Notify NOK (ASAP) (NMP 4210140)	_____
e. Assign CACO (ASAP) (NAVPERS 15607A)	_____
f. Casualty Reports (ASAP) (NMP 4210100)	_____
g. NAVSAFECEN Telephone Report (1 hour)	_____
h. CNAL Telephone Report (4 hours)	_____
i. CNAL Chief of Staff Telephone Report (4 hours)	_____

- j. Mishap Data Report  
(4 hours, Initial Class A and B) \_\_\_\_\_
- k. Mishap Data Report  
(24 hours, Initial Class C and First Amendment) \_\_\_\_\_
- l. Aircraft Status Change Report  
(next morning) OPNAV 5442.2G \_\_\_\_\_
- m. CO Letter to Next of Kin (48 hours) \_\_\_\_\_
- n. Mishap Data Report  
(as necessary, Subsequent Amendments) \_\_\_\_\_
- o. CO Endorsement of SIR (7 days after SIR) \_\_\_\_\_
- p. Safety Investigation Report (30 calendar days) \_\_\_\_\_
- q. JAG Investigation (as available) \_\_\_\_\_

4. Casualty Check List

NMP MANUAL

DATE/TIME REMARKS

- 4210140 CO's Personal Call \_\_\_\_\_
- 4210100 Personnel Casualty Report \_\_\_\_\_
- 4210140 First Message to NOK \_\_\_\_\_
- 4210140 Follow-up Message to NOK \_\_\_\_\_
- 5030240 (NAVPERS 1070/602) Others notified \_\_\_\_\_
- 4210220 CO's Letter to NOK \_\_\_\_\_
- 5030240 Death Gratuity Paid \_\_\_\_\_
- 4210130 Personal Effects \_\_\_\_\_

JAG MANUAL

DATE/TIME REMARKS

- Line-of-Duty Investigation commenced \_\_\_\_\_
- JAG Investigation (as available) \_\_\_\_\_

b. The Operations Officer shall compile and submit the following information to the Aircraft Mishap Board:

- (1) Weather records.
- (2) Clearance records.
- (3) Air Traffic Control records.
- (4) Tower transcripts.
- (5) Ground Control Intercept Station records.
- (6) Refueling and Servicing records.
- (7) Lift requests.
- (8) Flight advisories.
- (9) Navigation logs.
- (10) Weight and Balance records.
- (11) Flight Schedule.
- (12) Passenger Manifest.

All the above documents shall be unaltered. The original or original carbon copy shall be submitted in lieu of a Xerox copy if available.

c. When the AMB Senior Member has assumed custody of the wreckage and the mishap scene per reference (a), the Operations Officer shall not interfere with the mishap investigation. Normally, the wreckage should not be moved for 24 hours. Reference (a) grants only the Commanding Officer authority to move the wreckage against the AMB Senior Member's wishes.

d. The Operations Officer shall assist the AMB Senior Member in locating adequate shelter to move the wreckage for investigation.

## 22B

### AVIATION SAFETY OFFICER

1. The ASO serves as an AMB member and is responsible for hazard reporting. If an aircraft mishap occurs, the ASO shall:

a. Make the telephone report to the Naval Safety Center and draft the MDR.

b. Ensure ODO/CDO has control of operations at Base Operations.

c. Direct ODO/CDO to submit required reports within the four hour limit.

d. Proceed to the mishap scene and if senior member of the AMB, take charge of the investigation. If not senior, report to the senior member.

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

f. Ensure the PAO is on scene to assist news personnel and to control release of information regarding the mishap.

g. Ensure the Maintenance (Material) Task Team is provided with support for locating and tagging of debris.

h. Ensure the Public Works Officer has arranged for transportation and salvage equipment, as necessary.

i. Ensure eyewitnesses are issued a witness statement. Ask local and state police for aid in locating eyewitnesses.

j. Immediately establish rapport with local police and news personnel. Offer aid/cooperation and request the same from them. Establish liaison with the ASO of the host air station, if applicable.

k. Assist the commanding officer in convening the AMB and provide each member the necessary references and material.

2. On completion of the mishap investigation, assist the AMB Senior Member in preparation and submission of the Mishap Safety Investigation Report (SIR).

3. Ensure all copies of the SIR are properly routed and sent within required time limits.

22C

**OPERATIONS OFFICER**

1. Within **4 hours** of an aircraft mishap, the Operations Officer will provide the AMB Senior Member with the following information for all aircrew involved:

a. Pilot Experience (MP):

Total hours: \_\_\_\_\_ Last 90 days: \_\_\_\_\_  
In type: \_\_\_\_\_ Last 30 days: \_\_\_\_\_

General comment on pilot ability: \_\_\_\_\_

\*\*\*\*\*

b. Copilot Experience (MCP):

Total hours: \_\_\_\_\_ Last 90 days: \_\_\_\_\_  
In type: \_\_\_\_\_ Last 30 days: \_\_\_\_\_

General comment on pilot ability: \_\_\_\_\_

\*\*\*\*\*

c. Aircrew Member Experience (MAC):

Total hours: \_\_\_\_\_ Last 90 days: \_\_\_\_\_  
In type: \_\_\_\_\_ Last 30 days: \_\_\_\_\_

General comment on aircrew ability: \_\_\_\_\_

\*\*\*\*\*

2. Direct the Pilot Training Officer to complete the Operations Mishap Report Data Form (22J). Submit this information to the ASO within **five days** following the mishap.

3. Remove AMB members and others involved in the mishap investigation from flight duties as deemed necessary by the AMB Senior Member.

4. The Operations Officer shall impound pilot, copilot and aircrew member logbooks and NATOPS training jackets. No impending entries shall be made.

a. All aircraft logbooks, discrepancy logbooks and other documentation shall be impounded. The OSCLO or OMD Officer will be directed to gather the appropriate records and surrender them to the Operations Officer. No impending entries shall be made.

## 22D

### ORGANIZATIONAL MAINTENANCE DIVISION OFFICER/OSCL OFFICER

1. The OMDO/OSCL (On-Site Contract Liaison Officer) as a member of the AMB provides technical help as required including:
  - a. Provide various NAVSUPACT Naples maintenance instructions.
  - b. Provide an illustrated parts breakdown.
  - c. Provide aircraft yellow sheets.
  - d. Impound all logs and records of the involved aircraft without alteration and present to the AMB Senior Member.
  - e. Provide manpower as required by the AMB to effect a thorough investigation.
  - f. Provide materials, space and services, as required.
2. The OMDO/OSCL shall report to the AMB Senior Member and under the supervision of the AMB Senior Member, shall draw fuel samples if possible. Enough fuel shall be drawn for immediate analysis. A reserve sample shall be kept until the AMB Senior Member has completed the Mishap Safety Investigation Report and released the wreckage to the Reporting Custodian. The fuel analysis shall be forwarded to the AMB Senior Member.
  - a. If appropriate, the aircraft will be defueled. This fuel shall be isolated and not used until released by the AMB Senior Member. The fuel shall never be routinely disposed of as hazardous waste or used in burn pit drills until released by the AMB Senior Member.
  - b. If fuel contamination is suspected, the Fuel Services Officer shall locate the source of the fuel and notify the respective Fuel Services Officer for appropriate action.
3. The OMDO/OSCL ensures the following documents are completed and submitted to the AMB within **five working days** following the mishap:
  - a. Aircraft Data enclosures to the SIR.
  - b. Maintenance Discrepancy Record.
3. The Aircraft Maintenance Officer provides EOD with the location of explosive cartridges or devices on the mishap aircraft. With EOD, the OMDO/OSCL Maintenance Officer ensures all explosive cartridges or devices are rendered safe.
4. If the wreckage is submerged, coordinate with the Crash and Salvage Officer to determine the feasibility of salvage. COMNAVAIRLANT shall

make the ultimate decision to salvage and fund the salvage effort.

5. Help determine whether material failure or maintenance malpractice might be involved in the mishap.
6. Assist the Fire Department to determine any possible hazardous materials used in Aircraft construction. (e.g., Carbon Fiber)
7. Prepare requests for periodic Evaluation inspections as applicable.
8. Prepare any required Daily Aircraft Status Change Reports.
9. Prepare disassembly and Inspection Report requests.
10. Prepare Deficiency Reports.
11. Prepare Flight Safety Deficiency Reports and messages as necessary.
12. Prepare any other reports as required by ref (h).

## 22E

### ADMINISTRATIVE OFFICER

1. If required, the Administrative Officer initiates casualty reporting procedures prescribed by applicable directives and ensures completion of the following for the Commanding Officer:

- a. Casualty Report/Assign CACO
- b. Notification of NOK
- c. Injury Report
- d. JAG Investigation
- e. Commanding Officer's Letter to the NOK

2. The Administrative Officer provides:

a. Appropriate travel orders when the mishap occurs outside the local area.

b. Emergency data information for NOK notification for the Commanding Officer.

c. Impound and forward the personnel records to the AMB.

3. The Administrative Officer ensures compliance with administrative procedures of:

- a. Claims
- b. Release of information
- c. Use of reports
- d. Courts of Inquiry and Boards of Investigation
- e. Security classification

4. The Administrative Officer provides the following help to the AMB:

a. Provide secretarial assistance to the Aircraft Mishap Board. This typing clerk shall proof all AMB correspondence for grammatical correctness. The typing clerk shall proof the Mishap Safety Investigation Report for proper number of enclosure copies being sent to the required recipients. Chapter Seven of reference (a) gives specific enclosure forwarding guidelines. These guidelines are complex and should be studied thoroughly. Reference (a) requires only one complete Mishap Safety Investigation Report with all enclosures and two copies with all enclosures shall exist. The original is forwarded via chain of command. NAVSUPACT NAPLES retains the first copy. The second copy is forwarded to the Naval Safety Center. The Aircraft Mishap Board is assigned by COMNAVAIRLANT and is a separate administrative entity from the Naval Air Station. Thus, typing or other board related paperwork shall never be chopped through the Executive Officer or Commanding Officer. This is done to protect privileged information. The Commanding Officer will ultimately receive the completed Mishap Safety Investigation Report as forwarded to COMNAVAIRLANT.

b. The Administrative Officer shall not personally assist in preparing the Mishap Safety Investigation Report. However, the Administrative Officer may assist in preparing the Commanding Officer's endorsement to the Mishap Safety Investigation Report. This is done to protect privileged information. The Administrative Officer should understand the AMB has access to privileged information. The AMB's rules for gathering information are different from the rules of other investigations and are designed to protect individuals from possible legal action. Thus, their facts and conclusions may differ from other concurrent investigations. No attempt shall be made to reconcile these differences. It is illegal to share privileged information with investigators not working under the concept of privilege.

c. Maintain a separate file for all outgoing and incoming AMB related messages.

## 22F

### **PUBLIC AFFAIRS OFFICER (PAO)**

1. Regulations regarding release of information concerning aircraft mishaps to news media are governed by effective editions of SECNAVINST 5720.44, OPNAVINST 3040.5 series and NMP Manual Article. The PAO should become familiar with these information sources and maintain current copies. Generally, in the absence of qualified naval authority, the following may be revealed to answer inquiries by representatives of the local news media:
  - a. The fact a mishap has occurred.
  - b. The time it was reported or occurred.
  - c. Information about operations regarding rescue and salvage.
  - d. The fact a board of officers will be appointed to investigate the exact cause of the mishap.
2. Contact COMNAVREGEUR PAO with details of the mishap and request assistance as necessary. COMNAVREGEUR and CINCUSNAVEUR PAOs will be provided mishap details by the host base. Upon confirmation of notification of NOK, immediately inform the public affairs chain of command.
3. Ensure all information released to news media is cleared by the PAO for security purposes and is approved by the Commanding Officer. The host station PAO or a designated officer is the only person who can release mishap information to the news media.
4. The PAO should report as soon as possible to the mishap scene to carry out escort duties for news personnel and other duties as assigned by the AMB Senior Member.
5. If permission is requested to take news photographs of the wreckage, general area coverage may be allowed. Photographs from a distance of forty feet or more are generally considered acceptable. Close-up photography of deceased personnel or classified objects is not allowed. Ask news photographers for copies of all photos taken and provide them an address.
6. If photographers insist on taking close-up pictures of the scene and if classified material is exposed, the military authority at the scene shall:
  - a. Inform the photographer of the presence of classified material and request cooperation in its protection. Photographers shall be informed violations prohibiting photography of classified materials are violations of Federal Criminal Statutes (18 USC 795 and 797). If violations occur NIS should be notified immediately.

b. Refrain from using force if news media representatives refuse to cooperate in protection of classified material and request assistance from appropriate civil law enforcement officials. Request cooperation of superiors of offending news media representatives and inform them that either publication of classified information or refusal to return it to military authority constitutes a violation of federal statutes.

7. The PAO shall brief NAVSUPACT NAPLES members to refrain from comment to news media if a mishap occurs. Any remark by a naval service member may be categorized as an "official Navy source" and is considered "on the record."

8. The PAO shall immediately draft a message to Fleet Home Town News Center removing names of casualty personnel from the master roster and halting release of recent news stories involving those personnel.

9. If the PAO is not available, the Deputy Public Affairs Officer shall assume public affairs responsibilities.

10. The PAO shall utilize the form in this TAB for passing initial data to the COMNAVREGEUR PAO.

NOTE: All information concerning the mishap shall be cleared by the Senior Member of the AMB and PAO prior to release to cognizant PAOs.

11. Due to potential conflict of responsibility as a public news releaser, the PAO shall not interview any witnesses. The PAO shall never gather or review information obtained under the promise of privilege.

12. As many as ten concurrent investigations relating to the mishap may be in progress. Each investigation has its own objectives and its own set of rules for gathering evidence. Due to the concept of privilege, it is not unusual for different investigations to have different, if not contradictory conclusions. At stake, are issues of privacy, culpability, accountability and flight safety. There are legal and constitutional considerations about how information is obtained. The PAO should make no attempt to reconcile these differences. The PAO should consider the loss of credibility in releasing detailed information that may later prove contradictory.

13. The On-Scene-Commander may determine composite materials may be present with resultant composite fibers in the air. This is a dangerous situation. If so, the PAO should prepare a public statement urging the general public to avoid down wind areas. Do not release such a warning unless cleared by the Commanding Officer.

**AIRCRAFT MISHAP PUBLIC AFFAIRS RELEASE FORM**

Upon learning of an aircraft mishap, the NAVSUPACT NAPLES PAO will complete this form and provide it to the COMNAVREGEUR PAO.

**PART A. Report only known facts. Do not assume anything.**

- 1. Aircraft type: \_\_\_\_\_
- 2. Squadron: \_\_\_\_\_
- 3. Event (crashed, mid-air, dropped flare, etc.): \_\_\_\_\_

4. Where (location in layman's terms): \_\_\_\_\_

5. Time (approximate): \_\_\_\_\_

6. Fate of aircrew if known (ejected, safe on ground, rescued by): \_\_\_\_\_

7. Note whether NOK have been notified: \_\_\_\_\_

\*\*\*\*\*

**NOT FOR RELEASE TO PRESS**

Name of squadron representative reporting: \_\_\_\_\_

Time: \_\_\_\_\_

Name of PAO representative: \_\_\_\_\_

\*\*\*\*\*

**PART B. Information in this portion will be released only after notification and/or authorization of NOK and/or service member is confirmed and at the discretion of the PAO. Guidelines are IAW SECNAVINST 5720.44 and NMP Manual 1775-150.**

1. Name and rank of crewmember: \_\_\_\_\_ Age: \_\_\_\_\_

2. Duty station address: \_\_\_\_\_

3. Hometown: \_\_\_\_\_

6. Crewmember's injuries, if any: \_\_\_\_\_

**NOTE: Duplicate above information for each crew member involved.**

## 22G

### SECURITY OFFICER AND SECURITY DEPARTMENT

1. The Security Department is part of the 911 phone network. On notification, the Security Officer and appropriate security patrolmen shall respond immediately to the crash site. The mobile command post should be parked near the Fire Chief's truck to insure good cross department communications.

a. The Fire Chief is the immediate On-Scene-Commander. All efforts by the Security Department to protect the mishap scene shall be coordinated through and controlled by the Fire Chief.

b. Once the fire has been brought under control and the aircraft has been determined safe, the Fire Chief shall relinquish On-Scene-Commander duties to the Aircraft Mishap Board Senior Member. All efforts by the Security Department to protect the mishap scene shall then be coordinated through and controlled by the AMB Senior Member.

c. The Security Officer will assign an appropriate number of personnel to guard the crash scene. These personnel are under the control of the On-Scene-Commander and will assist in establishing control and security at the crash scene.

d. The Security Department shall set up a crash perimeter marked with poles and police tape boundary ribbon.

e. Until cleared by the AMB Senior Member, access inside the crash perimeter shall be strictly limited to:

- (1) Aircraft Mishap Board Senior Member
- (2) Aviation Safety Officer (AMB member)
- (3) Flight Surgeon (AMB member)
- (4) Maintenance Officer (AMB member)
- (5) NATOPS Officer (AMB member)
- (6) Military Photographer (approved by AMB)
- (7) Residual Fire Fighters (as required)
- (8) Residual Corpsmen (as required)
- (9) Any additional personnel authorized by AMB

f. It is critical the crash scene remain absolutely untouched until the AMB has inspected the site. Burn patterns, spill patterns, disturbed earth and seemingly useless junk can contain valuable mishap causal clues. Without exception, no person not listed will be allowed within the mishap perimeter. This includes JAG Investigation Officers, NAVOSH Investigators, Environmental Investigators, fellow Security Investigators and all other Investigators except the Aircraft Mishap Board and personnel authorized by the AMB Senior Member. The AMB Senior Member will allow all other investigators access to the mishap scene at an appropriate time. Security personnel will be firm, but tactful in dealing with senior personnel, local civilians and the press.

2. As part of the pre-mishap team, the Security Officer shall ensure the completion of:

- a. Assignment of initial security guards.
- b. Briefs for security personnel on the contents of TAB 9F.
- c. Written copies of the general orders for sentries and TAB 9F in waterproof containers for security details.
- d. Armbands or other suitable identifying insignia for issue to security details prior to transportation to the mishap scene.

## 22H

### AIMD OFFICER

(AIMD is located in Sigonella. If unavailable, Maintenance Officer will coordinate with NAMRL as much as possible.)

1. The AIMD Officer is responsible for organization and training of the Maintenance Task Team which is concerned with wreckage and facts derived from parts analysis. The AIMD Officer assigns and ensures training of enlisted Aircraft Mishap Investigation Team members.
2. At the mishap scene, the AIMD Officer organizes wreckage investigation and ensures wreckage pieces are tagged for identification. The AIMD Officer ensures photographs are taken of significant items and assists the Aviation Safety Officer preparing a chart of wreckage location.
3. On completion of assigned tasks at the mishap site, the AIMD Officer gives the AMB Senior Member recommendations regarding the removal of wreckage. The AIMD Officer coordinates with the Operations Officer in locating a suitable shelter for reconstruction of the aircraft layout, if required.
4. The AIMD Officer supervises layout of aircraft parts with direction from the AMB Senior Member and the Naval Safety Center representative.
5. The AIMD Officer periodically meets with the AMB Maintenance Investigator to analyze and discuss maintenance aspects of the mishap. On completion of maintenance analysis, the AIMD Officer presents a written report to the Senior Member of the board. Written reports should be presented not later than **five days** following the mishap. If a delay is expected, inform the Senior Member.
6. The Aviation Safety Officer assists with duties (1) through (6) and provides direct supervision of the enlisted investigation team.
7. If the AIMD Officer is not available, the Maintenance Officer will designate another to fill these duties.

## 22I

### NATOPS/PILOT TRAINING OFFICER

1. The appropriate aircraft NATOPS Officer or Flight Training Officer shall immediately gather logbooks, NATOPS jackets, and training jackets and surrender them to the Operations Officer for impounding. No impending entries or alterations shall be made.
2. The NATOPS Officer shall report to the AMB Senior Member for AMB duties.
3. The NATOPS Officer will complete the Operations Mishap Report Data Form **TAB 22J**.
4. If applicable, the NATOPS Officer shall:
  - a. Determine what maneuvers were involved at the time of the mishap.
  - b. Prepare copies of applicable sections from NATOPS manuals for the ASO or AMB Senior Member.
  - c. Determine emergency procedures employed and investigate their correct application.
  - d. Be prepared to discuss NATOPS and training issues and their application with the AMB.
  - e. Present a copy of the aircraft training PQS for each position on the aircraft to the AMB Senior Member.
  - f. Submit a written statement, if required.
5. The NATOPS Officer determines if NATOPS procedures were violated and reports them (in writing) to the AMB Senior Member.
6. If the board determines a NATOPS change is in order, the NATOPS Officer prepares the change per current instructions and ensures timely submission and follow-up.
7. The NATOPS Officer assists the AMB as directed. As a member of the Aeromedical Task Team, the NATOPS Officer may be required to assist the Flight Surgeon with administrative portions of the Medical Officer's investigation. When lack of a qualified Flight Surgeon necessitates assistance by a doctor of another discipline, the NATOPS Officer assists with those portions of the medical investigation requiring specialized aeronautical knowledge. As a member of the Operational Task Team the NATOPS Officer performs duties directed by the AMB Senior Member.

22J

**OPERATIONS MISHAP REPORT DATA FORM**

Complete for MP, MCP and MAC as soon as possible following an aircraft mishap:

<u>1. Resume of Flight Experience:</u>	<u>MP</u>	<u>MCP</u>	<u>MAC</u>
a. Name/rank/designator	_____		
b. Date designated	_____		
c. Age	_____		
d. Date entered USN	_____		
e. Date of initial NATOPS qualification	_____		
f. Date of latest NATOPS qualification	_____		
g. Formal training in aircraft, FRS dates and grades (if available)	_____		
h. Primary/collateral duties	_____		
i. Total pilot/aircrew hours	_____		
j. Hours last 30, 60, 90 days	_____		
k. Pilot/NAC hours in type (total and last 30, 60, 90 days)	_____		
l. Instrument hours last 30, 60, 90 days	_____		
m. Night hours last 30, 60, 90 days	_____		
n. Flight hours last 24 hours	_____		
o. Type instrument card/ expiration date	_____		

p. Other aircraft in which  
presently/previously  
qualified and total time  
in each \_\_\_\_\_

q. Trainer summary/emergency  
procedures trainer/inst  
trainer/other \_\_\_\_\_

r. Special qualifications \_\_\_\_\_

s. Other specialized  
aeronautical training or  
experience (e.g., Topgun,  
TPS, Safety School, LSO,  
flight instructor, private  
or commercial pilot, etc.) \_\_\_\_\_

u. Remarks \_\_\_\_\_

2. Survival Training (List dates)

a. Aviation physiology  
(pressure chamber) \_\_\_\_\_

b. Night vision \_\_\_\_\_

c. DWEST \_\_\_\_\_

d. Refresher swim qual \_\_\_\_\_

e. SERE \_\_\_\_\_

f. Other \_\_\_\_\_

## 22K

### **FLIGHT / SCHEDULES OFFICER**

1. The Flight Schedules Officer acquires the master flight schedule for the date of the mishap and makes 15 copies. The Flight Schedules Officer will stamp one as "Certified To Be A True Copy" and affix signature, rank and service. Present all copies to the ASO.
2. The Flight Schedules Officer or NATOPS Officer ensures log books for each crewmember are delivered to the AMB Senior Member for temporary custody.

## 22L

### AVIATION EQUIPMENT OFFICER

1. The Aviation Equipment Officer will be assigned from the AIMD department and goes to the mishap scene to assist in determining use and effectiveness of emergency egress and personal equipment. If egress equipment was used unsuccessfully, determine the reason for failure, if possible. The Aviation Equipment Officer assists the AMB to complete SIR Enclosure Form 05, Aviation Life Support Systems Data and SIR Enclosure Form 06, Escape Egress Data.
2. The Aviation Equipment Officer shall determine flight and survival equipment worn or carried by each crewmember and the extent of use of that equipment. The Aviation Equipment Officer shall discuss this subject with the AMB and submit written statements, if required.
3. The Aviation Equipment Officer shall recommend changes to improve survival equipment or training and submit a written report to the AMB Senior Member, if required.

## 22M

### **SPECIAL SECURITY OFFICER**

1. The Special Security Officer (SSO) shall be immediately notified of any mishap involving an aircraft carrying Special Intelligence (SI) material. The SSO shall designate a representative knowledgeable in SI security procedures and reporting requirements to coordinate safeguarding and control of SI materials at the mishap site. The on-scene representative will not interfere with efforts to minimize property damage, loss of life or injury.

2. The senior on-scene SI indoctrinated member shall maintain adequate security until the SSO representative arrives. The material will be under direct control of two SI-indoctrinated individuals until the material can be secured in an accredited Sensitive Compartmented Information Facility (SCIF). Help can be requested from any Navy, Marine Corps or Department of Defense organization or U.S. citizen. The nearest U.S. security control will be notified to provide armed guards, as necessary. If a SCIF is not readily available, the most thorough protective measures will be sought and two-person control of the material will continue.

3. If unauthorized disclosure of SI material to non-indoctrinated personnel, loss of material or inadequate protective measures are discovered the details shall be reported to the SSO representative. Names, ranks/rates, social security numbers and commands of all individuals on the scene shall also be provided.

## 22N

### CMS CUSTODIAN

1. An aircraft crash with COMSEC material aboard is considered a Group II security violation and must be reported as soon as possible by CMS 4K. To prevent compromise of CMS materials, the CMS Custodian shall be notified immediately. The officer in charge of the crash site should ensure the area is well guarded and protected from unauthorized personnel. The site shall be searched for COMSEC material adrift and if found, should be secured and taken into custody. The CMS Custodian will determine what CMS was aboard and what measures were taken to secure it. The initial message report to higher authority as directed by CMS 4K is the responsibility of the CMS Custodian.
2. The precedence of the initial message report shall be "IMMEDIATE" if either the current primary key or the primary key schedule becoming effective **within five days** is involved. If other CMS is involved, the precedence of the initial message report shall be "PRIORITY". Initial message reports of COMSEC material security violations are not subject to minimize. If all required information cannot be included in the initial message report state that an amplifying report will follow.

**FLIGHT SURGEON**

1. Investigation of naval aircraft mishaps requires all medical evidence of a mishap be effectively coordinated with other phases of the investigation. All aircraft mishap boards shall include a flight surgeon member. AMB duties shall take precedence over all other duties. The flight surgeon will participate in deliberation and field investigation of the AMB. Specialized talents shall be directed primarily toward uncovering medical physiological, social, behavioral and psychological factors reflected in aircrew actions and actions of other personnel which may be related to casual factors of the aircraft mishap. The AMB Senior Member shall ensure all board members participate in discussing medical and human factors of the mishap. Significant findings in the Mishap Safety Investigation Report and the Flight Surgeon Report (FSR) must be complementary and coordinated. Medical evidence may also be directed toward clarifying the sequence of events in such occurrences. The Flight Surgeon shall explain to the AMB any significant aeromedical factors in a manner clearly defining their importance to the investigation.

2. The first Flight Surgeon at the mishap scene, or the Flight Surgeon to whom mishap victims are brought, shall immediately perform examinations and laboratory procedures. Examinations should be as complete as conditions or circumstances permit with special emphasis on areas that may be pertinent to mishap causal factors. Examinations should be performed on all crewmembers and, if indicated, on passengers.

3. The Flight Surgeon should utilize the following pages as a reference in his investigation.

## FLIGHT SURGEON FUNCTIONS

1. Determine crew identification.
2. Determine location and condition of crew.
3. Complete arrangements for examination by a flight surgeon or other competent medical authority.
4. Ensure provisions for blood and urine samples for lab evaluation.
5. Ensure all survivors have been treated and evacuated.
6. Determine method of recovering remains.
7. Record/photograph positions and locations of remains as they are removed.
8. Determine necessary identification techniques for remains (consider the assistance of the Armed Forces Institute of Pathology).
9. Determine and compile a list of essential tissue and fluid specimens for collection.
10. Initiate autopsies (crewmembers first, if possible).
11. Forward specimens to laboratory.
12. Report the following to the AMB Senior Member:
  - a. Probable position of crewmembers relative to ground impact.
  - b. Indications of incapacitation prior to ground impact.
13. Provide final autopsy report(s) to the Senior Member after receipt of lab reports.
14. Consider:
  - a. Evidence of physical, physiological, psychological, pathological, psychosocial or pharmacological problems.
  - b. Marital and family status.
  - c. Personal background and 72 hour history.
  - d. Current medication.
15. Consider:
  - a. Evidence of pre-impact physical or emotional stress.
  - b. Evidence of pre-impact impairment from disease, injury or

abnormality.

c. Evidence of pre-impact impairment from alcohol (including hangover), drugs, carbon monoxide or other toxic substances.

d. Evidence of pre-impact exposure to explosion.

e. Description of injuries relative to position in aircraft.

16. Obtain required specimens from surviving crewmembers and compile list of required tests.

17. Compile findings for each individual involved under these headings:

a. Physiological.

b. Psychological.

c. Toxicological.

18. Compile human engineering findings under these headings:

a. Suitability of instrumentation.

b. Suitability of controls.

c. Suitability of crew seats and installations.

d. Suitability of life support systems.

e. Suitability of operating procedures.

19. Evaluate survival equipment:

a. Seat belts/harnesses.

b. Escape devices and egress systems.

c. Survival equipment.

d. Crash crew rescue and recovery procedures/effectiveness.

20. Locate and secure medical and dental records.

21. Determine flight clothing and flight gear used by each crewmember and evaluate effectiveness.

22. Mass casualties may require MEDEVAC to appropriate hospitals outside the local area. The Flight Surgeon shall have an updated plan for performing such a MEDEVAC.

23. The Flight Surgeon must carefully differentiate information gathered while performing normal duties and information gathered under the promise of privilege.

## 22P

### LEGAL OFFICER

1. The Legal Officer shall determine if a JAG investigation is required per reference (p). If so, a JAG Investigation Officer shall be assigned and listed in the Initial Mishap Data Report. The Initial Mishap Data Report is **due within four hours**.
2. The Legal Officer shall provide technical and clerical assistance to the JAG Investigation Officer. The typist for the JAGMAN investigation and the AMB Mishap Safety Investigation Report shall not be the same person. This protects privileged information.
3. The Legal Officer shall thoroughly understand the concept of privilege. The Legal Officer shall ensure the JAGMAN Investigation Officer understands the concept of privilege.
4. It is imperative the Aircraft Mishap Board investigation and the JAG investigation be conducted separately. The Legal Officer shall take exceptional efforts to ensure that no information is shared between these two investigations. JAGMAN investigations containing information gathered under the promise of privilege can be rendered invalid and non-legally binding. Conversely, any use of JAGMAN obtained evidence by the AMB can destroy the perception of impartiality for current and future safety investigations. No part of one report shall be appended to the other. This includes conclusions and recommendations. Further, no reviewing official shall attempt to reconcile one report with the other in an attempt to make them both correct.
5. The JAGMAN Investigation Officer shall never interfere with the AMB while they are conducting their investigation. The JAGMAN Investigation Officer may enter the crash site only after obtaining permission and under the supervision of the AMB Senior Member. This control at the crash site is granted to protect destroyable evidence and not to deny evidence to the JAGMAN Investigation Officer.
6. Any conflicts between the two investigations shall be reported to the Commanding Officer for direction on how to proceed.

**PHOTO LAB PHOTOGRAPHER**

1. Photographers shall report immediately to the crash site with copious film, if available, or digital equipment. It is important photographs be obtained as quickly as possible before valuable evidence is destroyed.
2. All photographers shall initially be under the authority of the AMB Senior Member. An initial survey with the AMB Senior Member should be anticipated. Later, the AMB Senior Member will allow photographers to take pictures or videos under the authority of the other Investigation Officers.
3. References (a) and (g) provide excellent discussions concerning mishap photography and techniques.
4. All photographs and/or videos taken under the direction of the Aircraft Mishap Board shall be released through the AMB Senior Member for a determination on privileged photography. The Photo Lab shall take great measures to ensure photographs and videos taken under the direction of the AMB Senior Member and the JAGMAN Investigation Officer are not mixed or delivered to the wrong investigator. A mixup can destroy the integrity of the AMB and the JAGMAN investigations.
5. The photographer shall never move a mishap part or stage a photograph for any investigator without the consent of the AMB Senior Member. Moving parts or altering debris can destroy evidence.

## 22R

### **EXPLOSIVE ORDNANCE DISPOSAL OFFICER**

1. The Explosive Ordnance Disposal (EOD) Officer shall be requested by the On-Scene-Commander when necessary. The EOD team is situated in Sigonella. The AMB senior member can utilize EOD trained personnel from the security department in the interim. Most Navy aircraft contain fire extinguisher squibs and gas accumulators. They may require EOD aid even if they are not carrying ordnance.
2. EOD shall advise the Fire Chief and the AMB Senior Member on the practicalities, dangers and strategies of safing damaged or potentially damaged ordnance.
3. EOD shall disarm, safe or dispose of all damaged ordnance, squibs or other explosive containers involved in the mishap.
4. After all damaged ordnance or other explosive containers have been safed or removed from the aircraft, they shall be segregated and impounded. They shall not be routinely destroyed unless they are unsafe or unstable and cannot be safely studied by various mishap investigators. Normally, they should be retained for study until the AMB has completed the Mishap Safety Investigation Report and released the aircraft wreckage to the Reporting Custodian.
5. The AMB Senior Member has custody of damaged ordnance or containers.
6. EOD shall also participate as SCUBA or mixed air divers during SAR and salvaging operations.
7. The EOD Officer shall evaluate water conditions and advise the AMB Senior Member on the dangers and practicalities of various underwater options. Such options may include hand held SONAR searches, underwater photography, underwater equipment recovery and underwater remains recovery.
8. The EOD Officer shall advise the AMB Senior Member of various out-of-area equipment such as SONAR sleds.

**ENVIRONMENTAL/NAVOSE/INDUSTRIAL HYGIENIST**

1. Environmental Coordinator Responsibilities

a. The Environmental Coordinator shall report to the AMB Senior Member. The Environmental Coordinator shall enter the mishap scene only with permission and under supervision of the AMB Senior Member. All directions from any mishap guard shall be obeyed.

b. Usually, it is not desirable for an immediate cleanup following a mishap. Many stains, debris and deformity patterns are critical as witness marks and are invaluable in determining the mishap cause. DO NOT DISTURB ANYTHING.

c. The Environmental Coordinator will not touch or move any mishap wreckage or alter any terrain or vegetation at the mishap scene without the permission of the AMB Senior Member. No attempt shall be made to clean up the mishap scene without the permission of the AMB Senior Member. After all evidence has been gathered, the AMB Senior Member will allow the Environmental Coordinator to supervise the cleanup.

d. The Environmental Coordinator shall advise the AMB Senior Member on potential environmental damage requiring immediate action. All matters involving endangered wildlife, protected animals or special interest by local agencies shall be brought to the attention of the AMB Senior Member, the NAS Sigonella Commanding Officer and the Public Affairs Officer. The Environmental Coordinator shall offer advice and strategies to the AMB Senior Member concerning post mishap environmental cleanup.

e. All aspects of mishap environmental damage shall be investigated. Examples include: oil or fuel spills, damage or destruction to animal or vegetation, and damage to pristine or environmentally fragile terrain.

f. The Environmental Coordinator normally supervises oil spills on or near land, while the Port Liaison Officer supervises oil spills occurring at sea.

g. All local questions concerning post mishap environmental matters should be referred to the Public Affairs Officer.

## 2. NAVOSH Responsibilities

a. Most items concerning a mishap investigation are performed by the Aircraft Mishap Board under the control of the Senior Member. No attempt should be made to enter the mishap scene without the permission of the AMB Senior Member.

b. NAVOSH shall assist the Fire Chief or the AMB Senior Member to identify and deal with hazardous materials involved in the mishap.

c. Salvaging and investigating aircraft mishaps can be dangerous. The unplanned nature of mishaps can present unusual and unsafe situations. NAVOSH shall advise the AMB Senior Member of safety techniques and equipment needed.

## 3. Industrial Hygienist Responsibilities

a. The Industrial Hygienist shall maintain a current list of hazardous materials. This list should explain the appropriate hazard and necessary first aid or medical treatment.

## 22T

### **PUBLIC WORKS OFFICER**

1. The Public Works Officer is the Crash and Salvage Officer. An aircraft mishap can present unusual problems in investigation and recovery. The Public Works Officer shall advise the AMB Senior Member of methods and equipment available to recover the wreckage as well as all expected costs associated with the removal.

2. COMNAVAILANT shall be formally notified by an Amended Mishap Data Report when extra equipment or help is needed. COMNAVAILANT will need to provide all required funding as initially estimated in order for the salvage process to begin and will also be required to fund any extraordinary recovery measures. Thus, the AMB Senior Member shall ensure COMNAVAILANT has approved the recovery effort prior to committing funds.

3. The Public Works Officer shall assist the Environmental Coordinator in required post mishap cleanup requirements.

4. The Public Works Officer shall make no recovery, salvage or cleanup effort without prior approval of the AMB Senior Member.

NEVER DISTURB ANY WRECKAGE OR ANY PART OF THE MISHAP SCENE.

## 22U

### CHAPLAIN

1. When notified of a mishap, the Chaplain should contact the Operations Duty Officer (ODO) or Command Duty Officer (CDO) and verify the victims' names and extent of injuries. The Chaplain will need this information to properly comfort the crewmember's family and friends. This instruction grants the ODO or CDO authority to release names to the Chaplain.
2. The Chaplain should never release the names of the victims prior to notification of the next-of-kin. Let the Public Affairs Officer make any press releases.
3. The Chaplain should work closely with the Casualty Assistance Calls Officer during the initial notification of the next-of-kin.
4. The Chaplain can expect telephone calls from aircrewmembers' friends seeking comfort and information. The Chaplain will require tact in comforting these friends without releasing names and details prior to notifying the next-of-kin.
5. The Chaplain should never speculate on the cause of the mishap.
6. The concept of privileged information should be carefully studied and understood by the Chaplain.
7. The Chaplain should perform follow up counseling as required.

## 22V

### **FIRE DEPARTMENT/CRASH CREW**

1. The Fire Department/Crash Crew is a part of the crash phone network. The Crash Crew will normally be the first to arrive at the mishap and is the most qualified to approach a damaged aircraft, fight related fires, extract endangered aircrew and bring the crisis under control. Whenever the Crash Crew first arrives at the crash scene, the Assistant Fire Chief shall become the On-Scene-Commander. All other departments and personnel arriving at the mishap shall perform their mishap response duties under the direction of the Assistant Fire Chief. This specifically includes the Medical Department, the Security Department, the Environmental Department and any other person regardless of rank or position. The Assistant Fire Chief's authority at the crash scene is final. This paragraph should be clearly understood by all personnel at the crash scene.
2. The Crash Crew shall respond as the specific mishap requires. Reference (H) is the fire fighter's general mishap response directives.
3. Every effort shall be made to save lives, minimize injuries and minimize property damage. The Assistant Fire Chief is responsible for the safety of both the aircrew and personnel responding to the mishap.
4. As much as possible, the Crash Crew shall avoid disturbing property already damaged or destroyed. Seemingly worthless wreckage, disturbed terrain, scratches, marks and totally ruined aircraft equipment can yield valuable clues to post mishap investigators.
5. Once the Assistant Fire Chief has declared the mishap scene safe, the AMB Senior Member shall become the On-Scene-Commander. The Assistant Fire Chief shall never allow any investigators other than those on the Aircraft Mishap Board to enter the mishap perimeter or examine the wreckage.

## **TAB 23**

### **ACCIDENT INVESTIGATION GUIDELINES**

This Tab contains instructions to facilitate investigation immediately following a major mishap. Detailed information is found in NAVAIR 00-80T-116-1/2/3. (Technical Manuals, Safety Investigation Techniques).

MISHAP SAFETY INVESTIGATION REPORTS (SIR) .....	23A
AMB SENIOR MEMBER GUIDE .....	23B
MISHAP INVESTIGATION GENERAL CHECKLIST .....	23C
MISHAP INVESTIGATION AMPLIFIED CHECKLIST .....	23D
AMB SPECIAL REQUIREMENT FORM .....	23E
INSTRUCTIONS FOR OBTAINING WITNESS STATEMENTS .....	23F
WITNESS STATEMENT FORM .....	23G
SUBMERGED WRECKAGE .....	23H
COMPOSITE MATERIAL AND COMPOSITE FIBER PROCEDURES .....	23I

## 23A

### MISHAP SAFETY INVESTIGATION REPORTS (SIR)

1. **PREPARATION OF THE SIR IS AN AMB RESPONSIBILITY.** THE SIR IS A GROUP EFFORT DIRECTED BY THE AMB SENIOR MEMBER. VARIOUS DEPARTMENTS HAVE RESPONSIBILITIES TO SUBMIT INFORMATION FOR INCLUSION INTO THE SIR. DETAILED INSTRUCTIONS FOR COMPOSITION AND SUBMISSION OF THE SIR ARE FOUND IN OPNAVINST 3750.6R. RESPONSIBILITIES OF VARIOUS NAVSUPACT NAPLES PERSONNEL ARE OUTLINED IN TABS 22A-W.

2. **DEADLINES.** THE SIR SHALL BE SUBMITTED WITHIN 30 CALENDAR DAYS FOLLOWING THE MISHAP. IN CASE OF A MISSING AIRCRAFT, THE SIR SHALL BE SUBMITTED WITHIN 30 CALENDAR DAYS AFTER THE COMPLETION OF THE ORGANIZED SEARCH. THE SIR SHOULD NOT BE SUBMITTED UNTIL THE INVESTIGATION IS COMPLETE. SHOULD IT BECOME EVIDENT THE INVESTIGATION WILL NOT BE COMPLETE WITHIN 30 DAYS, THE APPOINTING AUTHORITY SHALL REQUEST AN EXTENSION FROM THE CONTROLLING CUSTODIAN. REQUESTS SHALL DESCRIBE SPECIFIC REASONS FOR THE DELAY. EXPECT AN EXTENSION REQUEST TO BE GRANTED. HOWEVER, A MISHAP SAFETY INVESTIGATION REPORT AMENDMENT MESSAGE MAY BE REQUIRED WHEN REQUESTED BY HIGHER AUTHORITY.

3. **PRIVILEGED STATUS.** PRIVILEGED INFORMATION IS INFORMATION PROVIDED UNDER A PROMISE OF CONFIDENTIALITY FOR SAFETY PURPOSES ONLY. PART B OF AN SIR IS PRIVILEGED. SEE OPNAVINST 3750.6R FOR "SPECIAL HANDLING" REQUIREMENTS.

4. **SIR FORMAT.** CHAPTER 7 TO OPNAVINST 3750.6R CONTAINS SPECIFIC INSTRUCTIONS FOR SIR FORMAT. THIS INSTRUCTION SHALL BE CONSULTED PRIOR TO RELEASE OF ANY SIR.

## 23B

### **AMB SENIOR MEMBER**

1. As AMB Senior Member, you are responsible to the CO for prompt execution of investigative and reporting procedures relative to the mishap. Conduct the investigation according to your own plan. The following guidelines are derived from common, successful investigations:

a. To effectively apply your knowledge and experience to the investigation, obtain the Mishap Investigation Kit from the ASO and proceed directly to the crash scene.

b. Ensure your security team is immediately deployed under the Security Officer's direction. Evidence preservation is second only to personal safety during the initial investigation phase.

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

d. One of the most time consuming factors during the initial phases of an investigation is communications. Obtaining special equipment and providing current information to the CO and organizing large scale recovery operations wastes valuable time unless an effective communications network is established.

e. Usually, witnesses will be available for initial contact for no more than an hour. Delay in learning names and addresses of witnesses can add days of legwork to an investigation. Also, witnesses will adjust the story to what logic dictates should have been seen with each telling of a story. Immediately question as many witnesses as possible.

f. Ensure the CMS Custodian and Command Security Manager effect proper disposition of classified equipment from the wreckage.

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

a. When wreckage is moved prior to an AMB investigation, the officer ordering removal is responsible for having an accurate plot of wreckage distribution and a photographic record prepared before wreckage is moved.

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

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

d. OPNAV 3750.6R and NAVAIR 00-80T-116 provide additional information concerning wreckage recovery responsibilities.

3. The AMB Senior Member is responsible for all aspects of the investigation and shall be thoroughly familiar with the responsibilities of all personnel involved.

**MISHAP INVESTIGATION GENERAL CHECKLIST**

This list is not intended to replace the normal activities of an aircraft accident investigation. Each accident requires its own particular investigative approach, however, some elements of investigation are relevant to all accidents and should be recorded. This checklist contains items common to assist investigators organizing and conducting preliminary analysis of the accident at the mishap scene.

- 1. Angle of Impact: \_\_\_\_\_
- 2. Attitude at Time of Impact:
  - a. Nose (up or down) \_\_\_\_\_
  - b. Wings (level or right/left wing down) \_\_\_\_\_
  - c. Yaw (right/left), (inverted/normal) \_\_\_\_\_
- 3. Points of Initial Impact: \_\_\_\_\_
- 4. Type Wreckage Distribution:  
(spin/dive/spiral/low-level/mid-air disintegration) \_\_\_\_\_
- 5. Configuration of A/C:  
(clean/gear-up/gear-down/flaps-up/flaps-down) \_\_\_\_\_
- 6. Type Terrain:  
(swamp/marsh/water/desert/level-hard/  
level-cultivated /hilly/trees/other) \_\_\_\_\_
- 7. Condition of Terrain: (dry/moist/water covered) \_\_\_\_\_
- 8. Evidence of Fire: (in-flight/post-crash/none) \_\_\_\_\_
- 9. Evidence of Explosion: (in-flight/post-crash/none) \_\_\_\_\_
- 10. Weather at Scene:
  - a. Type Weather: \_\_\_\_\_
  - b. Ceiling: \_\_\_\_\_
  - c. Visibility: \_\_\_\_\_
  - d. Type Clouds: \_\_\_\_\_
  - e. Temperature: \_\_\_\_\_
  - f. Dew Point: \_\_\_\_\_

g. Wind: Knots \_\_\_\_\_ From \_\_\_\_\_ M/T

h. Casualties:

(1) Military: Fatal \_\_\_\_\_ Serious \_\_\_\_\_ Minor \_\_\_\_\_

(2) Civilian: Fatal \_\_\_\_\_ Serious \_\_\_\_\_ Minor \_\_\_\_\_

11. Aircrew Evacuation:

a. Pilot: (bailout) (normal deplane) (crashed in A/C) \_\_\_\_\_

b. Crew: (bailout) (normal deplane) (crashed in A/C) \_\_\_\_\_

12. 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 was attempted or accomplished. Were both main and aft emergency exits opened?

---

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

---

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

---

e. Make a brief sketch of the accident scene showing distances, tire marks, headings and location of separate aircraft parts.

13. Interview and record name, rank, unit of qualified witnesses and request written statements from:

a. Pilot and Copilot. \_\_\_\_\_

---

b. Other qualified pilots or NFOs who observed the accident.

---

c. Any witness who is capable of giving an intelligent account of the event.

---

d. Medical Officer or Corpsman in attendance of either crew or injured personnel.

---

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

---

**NOTE: Statements should be taken as soon as possible.**

14. Photographers: Have the Maintenance Officer Team direct photographers regarding required photographs. A photo log and proper labeling of each photo is required. The following photographs are essential:

a. Scenes of cockpit covering:

- (1) appropriate switches
- (2) handles
- (3) control units
- (4) safety equipment

b. General crash scene with close-ups covering:

- (1) position of landing gear
- (2) flaps
- (3) control surfaces

c. Scenes of the aircraft path along either the runway or ground, with emphasis on contact point and position of scattered parts.

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

**Note: Insert the prepared photo board from the Accident Investigation Kit in the foreground of each photo.**

15. Public Information Releases. Ensure the NASSIG PAO, with COMFAIRMED PAO, coordinates and controls release of all information about the mishap by current directives.

16. ODO/CDO shall refer ALL inquiries to the cognizant PAO.

17. Conduct For Contact Of Witnesses. When contacting witnesses or families who have either suffered injuries or property damage, extreme care must be taken not to inadvertently divulge information that could ultimately lead to additional legal claims. Tactful, diplomatic conversation must be used. Any information about the accident must be guarded as privileged information.

REMINDER CHECKLIST:

\_\_\_\_\_ Standard Photographs

\_\_\_\_\_ Samples of Fuel/Oil/Hydraulic Fluid/Alcohol

\_\_\_\_\_ Wreckage Diagram

\_\_\_\_\_ Humanitarian Aspects

\_\_\_\_\_ Security of Wreckage

\_\_\_\_\_ Witnesses Names/Address (Privacy Act Statement required)

## 23D

### MISHAP INVESTIGATION AMPLIFIED CHECKLIST

This list is not intended to cover every type of investigation. By careful attention to this list, a methodical investigation can be accomplished. The checklist is generic and may contain equipment not onboard types of aircraft at NAVSUPACT NAPLES.

#### 1. Crash Site

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

---

b. Damage to trees, vertical structures: \_\_\_\_\_

---

c. First ground impact: \_\_\_\_\_

---

d. Ground marks: \_\_\_\_\_

---

e. Distribution of wreckage: \_\_\_\_\_

---

f. Evidence of in-flight disintegration

(1) Distribution: \_\_\_\_\_

(2) Varied damage: \_\_\_\_\_

g. Evidence of in-flight fire

(1) Extreme temperature: \_\_\_\_\_

(2) Streaming: \_\_\_\_\_

h. Cockpit

(1) Instrument indications. Were any warning or caution lights on at impact? Save caution light bulbs for analysis. \_\_\_\_\_

---

(2) Control handle positions (compare handle position with actual control position)

(a) Landing gear: \_\_\_\_\_

(b) Flaps: \_\_\_\_\_

(3) Electronic equipment selection frequencies and modes

(a) Radar altimeter: \_\_\_\_\_

(b) UHF: \_\_\_\_\_

(c) VHF: \_\_\_\_\_

(d) HF: \_\_\_\_\_

(e) ADF: \_\_\_\_\_

(f) TACAN/VOR: \_\_\_\_\_

(g) Transponder: \_\_\_\_\_

(h) FDI: \_\_\_\_\_

(i) HSI: \_\_\_\_\_

(j) Computer: \_\_\_\_\_

(k) Altimeter: \_\_\_\_\_

(4) Circuit breakers: \_\_\_\_\_

(5) Parachutes

(a) Use attempted: \_\_\_\_\_

(b) Any malfunction or failure: \_\_\_\_\_

(c) Harness locks: \_\_\_\_\_

(d) Last inspection: \_\_\_\_\_

(e) Rigging: \_\_\_\_\_

(6) Oxygen equipment

(a) Gauge reading: \_\_\_\_\_

(b) Contaminants, check source: \_\_\_\_\_

(c) Smoke masks stowed or in use: \_\_\_\_\_

(d) Emergency bottles actuated: \_\_\_\_\_

(e) Personal equipment in place and clean: \_\_\_\_\_

(7) Air conditioning

(a) Position of all valves: \_\_\_\_\_

(b) Cabin dump selected: \_\_\_\_\_

(c) Cockpit pressurization: \_\_\_\_\_

(d) Temp control manual or auto: \_\_\_\_\_

(e) Pressure seals intact: \_\_\_\_\_

(f) Function of cabin pressure regulator: \_\_\_\_\_

(g) Windshield heat on: \_\_\_\_\_

(h) Evidence of overheated lines: \_\_\_\_\_

(i) Contamination in lines: \_\_\_\_\_

(j) Position of bleed air valves/switches: \_\_\_\_\_

i. Engines

(1) Compressors

(a) Blades missing: \_\_\_\_\_

(b) Peening: \_\_\_\_\_

(c) Case scoring: \_\_\_\_\_

(d) High or low RPM: \_\_\_\_\_

(e) Any melting of late stages: \_\_\_\_\_

(f) Unstacking: \_\_\_\_\_

(g) Power lever position: \_\_\_\_\_

(2) Combustors

(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) Scoring: \_\_\_\_\_

(c) Freezing: \_\_\_\_\_

(6) Shaft

(a) Warping: \_\_\_\_\_

(b) Torque shear: \_\_\_\_\_

(c) Spline warp: \_\_\_\_\_

(7) Accessories

(a) Indications of RPM: \_\_\_\_\_

(b) Evidence of failure: \_\_\_\_\_

(8) Oil samples: \_\_\_\_\_

(9) Exhaust section

(a) Beading: \_\_\_\_\_

(b) Hot spots: \_\_\_\_\_

(c) Streaming: \_\_\_\_\_

(10) Propellers

(a) Blades bent: \_\_\_\_\_

(b) Blades missing: \_\_\_\_\_

(c) When did blades or pieces separate? \_\_\_\_\_

(d) Prop ground scars: \_\_\_\_\_

(11) Reduction gear

(a) Couplings: \_\_\_\_\_

(b) Internal examination: \_\_\_\_\_

(12) Torque sensing system and shaft: \_\_\_\_\_

(13) Fire extinguishers

(a) Were HRD bottles fired? \_\_\_\_\_

(b) Was transfer selected? \_\_\_\_\_

j. Flaps

(1) Position: \_\_\_\_\_

(2) Location: \_\_\_\_\_

k. Wings

(1) Location: \_\_\_\_\_

(2) Evidence of overstress: \_\_\_\_\_

(a) Torque: \_\_\_\_\_

(b) Bending: \_\_\_\_\_

(c) Fore and aft displacement: \_\_\_\_\_

(3) Fuel cell contents: \_\_\_\_\_

(4) Explosive cartridges: \_\_\_\_\_

(a) 2 in each HRD bottles: \_\_\_\_\_

(b) 2 HRD bottles in each wheel well: \_\_\_\_\_

(c) Notify EOD for removal: \_\_\_\_\_

l. Horizontal stabilizer

(1) Location: \_\_\_\_\_

(2) Evidence of overstress: \_\_\_\_\_

(a) Torque: \_\_\_\_\_

(b) Bending: \_\_\_\_\_

(c) Displacement: \_\_\_\_\_

(3) Position at impact: \_\_\_\_\_

(4) Control throw shifted: \_\_\_\_\_

m. Vertical stabilizer and rudder

(1) Evidence of overstress: \_\_\_\_\_

(2) Rudder position at impact: \_\_\_\_\_

(3) Control throw shifted: \_\_\_\_\_

n. Landing gear

(1) Extended: \_\_\_\_\_

(2) Door position: \_\_\_\_\_

(3) Locking mechanism: \_\_\_\_\_

(4) Indicators: \_\_\_\_\_

o. Brakes

(1) Evidence of overheat: \_\_\_\_\_

(2) Warping: \_\_\_\_\_

(3) Accumulator pressure: \_\_\_\_\_

(4) Emergency air brakes actuated: \_\_\_\_\_

(5) Parking brake selected: \_\_\_\_\_

(6) Evidence of locking: \_\_\_\_\_

3. For instrument flight

a. Was pitot heat on? \_\_\_\_\_

b. Engine anti-ice on? \_\_\_\_\_

c. Primary or secondary attitude reference selected? \_\_\_\_\_

d. MM-4s/FDI mode selected (P-3B/C): \_\_\_\_\_

e. LTN-72/AHRS operating (P-3B/C): \_\_\_\_\_

- f. TACAN channel: \_\_\_\_\_
- g. Gyros turning: \_\_\_\_\_
- h. HSI, OTPI agreement: \_\_\_\_\_
- i. Antenna selector position: \_\_\_\_\_
- j. Radar altimeter: \_\_\_\_\_
- k. Pressure altimeter
  - (1) Setting: \_\_\_\_\_
  - (2) Sticking: \_\_\_\_\_
  - (3) Indication at impact: \_\_\_\_\_
- l. Navigation information/publications in cockpit: \_\_\_\_\_
- m. LTN-72 operating: \_\_\_\_\_

4. For night flights

- a. Instrument console light settings: \_\_\_\_\_
- b. Flashlights in cockpit: \_\_\_\_\_
- c. External lights: \_\_\_\_\_

5. Witness Statements

a. Obtain pilot/other crewmembers statements (as applicable). Privacy Act Statement and Advice to Witness Statement (TAB 24G to OPNAV 3750.6R) shall be briefed and signed.

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

(2) What were indications at that time?

- (a) Control feeling: \_\_\_\_\_
- (b) RPM: \_\_\_\_\_
- (c) Fuel flow indicator: \_\_\_\_\_
- (d) TIT: \_\_\_\_\_
- (e) SHP: \_\_\_\_\_
- (f) Oil pressure: \_\_\_\_\_

- (g) Combined hydraulics: \_\_\_\_\_
- (h) Flight hydraulics: \_\_\_\_\_
- (i) Warning lights: \_\_\_\_\_
- (j) Caution lights: \_\_\_\_\_
- (k) Cockpit temperature: \_\_\_\_\_
- (l) Cabin temperature: \_\_\_\_\_
- (m) Smoke: \_\_\_\_\_
- (n) Odor: \_\_\_\_\_
- (o) Yaw: \_\_\_\_\_
- (p) Loss of thrust: \_\_\_\_\_
- (q) Unusual sounds: \_\_\_\_\_

(3) What was the diagnosis at the time? \_\_\_\_\_

(4) What was immediate decision for corrective action? \_\_\_\_\_

---

(5) What was immediate action? \_\_\_\_\_

---

(6) Did you receive any change in indications? \_\_\_\_\_

---

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

---

(8) When was the crew informed of the difficulty? \_\_\_\_\_

---

(9) When was "emergency" first transmitted? \_\_\_\_\_

---

(a) To whom? \_\_\_\_\_

(b) What frequency? \_\_\_\_\_

- (c) What time (approximately)? \_\_\_\_\_
- (10) When was the transponder setting changed? \_\_\_\_\_
- (a) What setting? \_\_\_\_\_
- (b) Any confirmation of change? \_\_\_\_\_
- (11) Did you consider bailout at all? \_\_\_\_\_
- (a) Did you decide to bailout? \_\_\_\_\_
- (b) Did you order bailout? \_\_\_\_\_
- (1) Words? \_\_\_\_\_
- (2) Other signals? \_\_\_\_\_
- (3) Activate bailout alarm? \_\_\_\_\_
- (c) Did all crewmembers respond? \_\_\_\_\_
- (1) Reaction time? \_\_\_\_\_
- (2) Verbal response? \_\_\_\_\_
- (3) Normal or emergency bailout? \_\_\_\_\_
- (4) Position? \_\_\_\_\_
- (d) Did you subsequently decide against bailout or delay  
bailout? \_\_\_\_\_
- (e) Describe your procedure: \_\_\_\_\_
- (f) Depressurization? \_\_\_\_\_
- (g) Rafts launched? \_\_\_\_\_
- (h) Mask removed? \_\_\_\_\_
- (i) Difficulty removing chute? \_\_\_\_\_
- (j) Difficulty opening doors? \_\_\_\_\_
- (k) Emergency sonobuoy launched? \_\_\_\_\_
- (12) Survival equipment worn, carried, used, condition
- (a) Clothing: \_\_\_\_\_
- (b) Boots: \_\_\_\_\_
- (c) Gloves: \_\_\_\_\_

(d) Mask: \_\_\_\_\_

(e) Helmet: \_\_\_\_\_

(f) Visor: \_\_\_\_\_

(g) LPU or flotation gear: \_\_\_\_\_

(h) Survival vest: \_\_\_\_\_

(i) Knife: \_\_\_\_\_

(j) Shroud cutter: \_\_\_\_\_

(k) Signaling devices

(1) Smoke: \_\_\_\_\_

(2) Mirror: \_\_\_\_\_

(3) Flares: \_\_\_\_\_

(4) Strobe light: \_\_\_\_\_

(l) Compass: \_\_\_\_\_

(m) Matches: \_\_\_\_\_

(n) Food: \_\_\_\_\_

(o) SAR kits: \_\_\_\_\_

(p) Other: \_\_\_\_\_

(13) Give a narrative account of the entire incident: \_\_\_\_\_

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(14) Physical condition

(a) General: \_\_\_\_\_

(b) Flight time

(1) Since last wake-up: \_\_\_\_\_

(2) Since last hot meal: \_\_\_\_\_

(3) Last 24 hours: \_\_\_\_\_

(4) Last 48 hours: \_\_\_\_\_

(5) Last 72 hours: \_\_\_\_\_

(c) Sleep

(1) Last 24 hours: \_\_\_\_\_

(2) Last 48 hours: \_\_\_\_\_

(3) Last 72 hours: \_\_\_\_\_

(4) Usual average: \_\_\_\_\_

(d) Food

(1) Within 4 hours before flight: \_\_\_\_\_

(2) Recent missed meals: \_\_\_\_\_

(e) Alcohol during last 24 hour period: \_\_\_\_\_

(f) Other demanding activities

(1) Last 24 hours: \_\_\_\_\_

(2) Last week: \_\_\_\_\_

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

(a) Describe: \_\_\_\_\_

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

(16) Have you experienced previous emergencies in other aircraft? \_\_\_\_\_

(17) Did this incident bring another of your own or someone else's experience to mind? \_\_\_\_\_

(18) When did you last review the emergency procedure involving with your crewmembers (pilot)? \_\_\_\_\_

\_\_\_\_\_

(19) Any other remarks? \_\_\_\_\_

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b. Visual or Tower Controller

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

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

(3) Describe what you saw: \_\_\_\_\_

(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 this type of aircraft in the traffic pattern? \_\_\_\_\_

(7) Did this 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 have you? \_\_\_\_\_

(11) If control may be a factor, determine witness state (physical condition and fatigue factor): \_\_\_\_\_

c. Radar controller

(1) Describe the entire aircraft track from initial acquisition: \_\_\_\_\_  
\_\_\_\_\_

(2) Point out where transmissions were made and/or transponder replies were changed: \_\_\_\_\_  
\_\_\_\_\_

(3) What altitudes and positions were frequency changes given and/or accomplished? \_\_\_\_\_  
\_\_\_\_\_

(4) Describe the GCA C-scan and PPI track, pointing out where corrective information was given: \_\_\_\_\_  
\_\_\_\_\_

(5) Use a penetration plate to describe PPI track and make a graph showing C-scan track and GCA PPI: \_\_\_\_\_

(6) If control may be a factor determine

(a) Fatigue factors: \_\_\_\_\_

(b) Experience: \_\_\_\_\_

(c) Supervision: \_\_\_\_\_

(7) Documentary evidence

(a) Photographs

(1) Crash scene: \_\_\_\_\_

(2) Personal cameras: \_\_\_\_\_

(3) Official photographs before the accident: \_\_\_\_\_

(b) Sound tapes: \_\_\_\_\_

(c) Sample reports

(1) Fuel: \_\_\_\_\_

(2) Oil: \_\_\_\_\_

(3) Hydraulic: \_\_\_\_\_

(d) NAVFLIR: \_\_\_\_\_

(e) Aircraft Discrepancy Book: \_\_\_\_\_

(f) Aircrew log books: \_\_\_\_\_

(g) Aircrew training jackets: \_\_\_\_\_

(h) Landing aids

(1) VASI/OLS lights: \_\_\_\_\_

(2) Sequenced strobe lights: \_\_\_\_\_

(3) Runway distance markers: \_\_\_\_\_

**23E**

**AMB SPECIAL REQUIREMENTS FORM**

From: Senior Member of the Aircraft Mishap Board  
To: \_\_\_\_\_

Subj: SPECIAL REQUIREMENTS CONCERNING INVESTIGATION OF AIRCRAFT  
ACCIDENT INVOLVING \_\_\_\_\_  
(A/C Model, Bureau Number) \_\_\_\_\_

1. The peculiarities of the accident presently under investigation indicate a need for the special items and/or personnel checked below. Request you arrange for help and instruct responsible personnel to report to me where indicated as soon as possible.

2. Items/personnel required:

- \_\_\_\_\_ a. Airframe Manufacturer's Field Representative
- \_\_\_\_\_ b. Engine Manufacturer's Field Representative
- \_\_\_\_\_ c. Ordnance Disposal Team
- \_\_\_\_\_ d. Underwater Demolition Team
- \_\_\_\_\_ e. Shallow Water Divers, \_\_\_\_\_ Men
- \_\_\_\_\_ f. Working Party, \_\_\_\_\_ Men
- \_\_\_\_\_ g. Security Guards, \_\_\_\_\_ Men
- \_\_\_\_\_ h. Maintenance Personnel, \_\_\_\_\_ Number, \_\_\_\_\_ Type
- \_\_\_\_\_ i. Survey Team
- \_\_\_\_\_ j. Photographer
- \_\_\_\_\_ k. Civil Police \_\_\_\_\_ Men
- \_\_\_\_\_ l. Base Police \_\_\_\_\_ Men
- \_\_\_\_\_ m. Officer Personnel \_\_\_\_\_ Number
- \_\_\_\_\_ n. Wrapping, crating material
- \_\_\_\_\_ o. Illustrated Parts Breakdown Handbook
- \_\_\_\_\_ p. Boxes and cartons for collecting small parts

- \_\_\_q. Oil/fuel sample containers, \_\_\_1/2 gallon, \_\_\_quart
- \_\_\_r. Clerical equipment
- \_\_\_s. Screening boxes
- \_\_\_t. Personnel equipment
- \_\_\_u. Special publications
- \_\_\_v. Vehicular assistance
  - \_\_\_(1) Bulldozer
  - \_\_\_(2) Mobile Crane
  - \_\_\_(3) Power Shovel
  - \_\_\_(4) Flatbed
  - \_\_\_(5) Stake Body
  - \_\_\_(6) Defueler
  - \_\_\_(7) Water
  - \_\_\_(8) Flood Light
  - \_\_\_(9) Radio Equipped

3. Special instructions and/or directions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Senior Member, AMB

## TAB 23F

### **INSTRUCTIONS FOR OBTAINING WITNESS STATEMENTS**

1. Witness statements are privileged information and may not be disclosed except to those persons in the Navy whose duties require a need to know. Explain to all witnesses testimony (oral or written) is not taken under oath and is obtained under assurance of privilege defined in OPNAVINST 3750.6R. Witness statements are used only for safety purposes to determine mishap causes and shall not be used in legal or punitive actions. Also, witnesses are not limited to matters that could be presented in court but may be invited to express personal opinions or speculate on possible mishap causes. Tactfully explain this to all witnesses prior to obtaining statements so important evidence will not be lost if a witness invokes constitutional rights regarding testimony of a self-incriminating nature. OPNAVINST 3750.6R should be thoroughly reviewed and understood by interviewing officials.
2. Immediate witness location is an important step for conduct of a successful investigation. Witness statements may point directly to an area the investigation should concentrate.
3. Witnesses at the mishap site may have information concerning the behavior of the aircraft prior to the mishap. Witnesses in surrounding areas may also have valuable information.
4. Obtain statements from witnesses as soon as possible, preferably before they compare their views with others. Such statements might be brief but witnesses may be contacted again for additional information.
5. Flight crew statements should be taken as soon as possible allowing for their physical condition. The flight surgeon can determine if conditions permit an interview and should be consulted prior to getting crew and flight station personnel statements.
6. When getting statements, the following suggestions apply:
  - a. Allow the witness to relate the story without interruption.
  - b. Record witness statements verbatim if possible.
  - c. If available, use a model of the aircraft to assist in describing the flight characteristics and path of the aircraft.
  - d. Determine witness credibility and obtain a resume of aeronautical experience, if any.
  - e. Obtain the name, address and telephone number of all witnesses.
7. When possible, tape record witness interviews. Portable tape recorders should be available in the squadron mishap investigation field kit.

## 23G

### WITNESS STATEMENT FORM

1. An important source of evidence is information from persons having firsthand knowledge of the mishap. Even though a witness may have little knowledge of aviation, their information could determine the cause and allow others to determine preventive measures.

2. This form may be filled-in by either the witness or the investigator in the presence of the witness. It is a "privileged" document defined in OPNAVINST 3750.6R. If possible, have the witness execute an "Advice to Witnesses" (Appendix 6A, OPNAVINST 3750.6R) to ease the interview and remove fear from legal proceedings. A copy of the "Advice to Witnesses" form is included.

NAME OF WITNESS: \_\_\_\_\_

ADDRESS/PHONE: \_\_\_\_\_

OCCUPATION/AVIATION EXPERIENCE: \_\_\_\_\_

DATE/TIME OF MISHAP: \_\_\_\_\_

POSITION AND DISTANCE OF WITNESS RELATIVE TO MISHAP: \_\_\_\_\_

WHERE/WHEN INITIALLY ATTRACTED ATTENTION TO AIRCRAFT? \_\_\_\_\_

LOCAL WEATHER/WIND VELOCITY AND DIRECTION: \_\_\_\_\_

DESCRIBE EVERYTHING SEEN AND HEARD CONCERNING THE AIRCRAFT. THIS INCLUDES ALTITUDE, DIRECTION AND ATTITUDE, ANY UNUSUAL MANEUVER OR CIRCUMSTANCES AND ANY UNUSUAL SOUNDS: \_\_\_\_\_

NOTE POSITION OF BODIES RELATIVE TO THE CRASH AND ANY EVIDENCE REGARDING USE OR ATTEMPTED USE OF PARACHUTE OR OTHER EMERGENCY EQUIPMENT: \_\_\_\_\_

WERE ANY FLARES, LIGHTS OR OTHER OBJECTS DROPPED OR SEEN FALLING FROM THE AIRCRAFT? \_\_\_\_\_

WAS THERE ANY SIGN OF FIRE BEFORE OR AFTER IMPACT? IF SO, DESCRIBE: \_\_\_\_\_

WAS ANYTHING REMOVED FROM THE WRECKAGE SCENE AND IF SO, BY WHOM? \_\_\_\_\_

\_\_\_\_\_

NAME AND ADDRESSES OF ANY OTHER WITNESSES: \_\_\_\_\_

\_\_\_\_\_

IT IS UNDERSTOOD INFORMATION CONTAINED IN THIS STATEMENT IS TO BE USED ONLY FOR ACCIDENT PREVENTION. TO THE BEST OF MY KNOWLEDGE, THE INFORMATION IS ACCURATE AND TRUE.

\_\_\_\_\_  
Signature of Investigator

\_\_\_\_\_  
Signature of Witness

TIME AND DATE STATEMENT TAKEN: \_\_\_\_\_

OBSERVATIONS OF INVESTIGATOR: \_\_\_\_\_

\_\_\_\_\_

INVESTIGATOR'S STATEMENT OF CREDIBILITY OF WITNESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SAFETY INVESTIGATION REPORT ENCLOSURE (PROMISE OF CONFIDENTIALITY) ADVICE TO WITNESS

**THIS IS PART OF A LIMITED USE NAVAL AIRCRAFT SAFETY INVESTIGATION REPORT  
LIMITED DISTRIBUTED AND SPECIAL HANDLING REQUIRED BY OPNAVINST 3750.6R  
THIS STATEMENT IS PRIVILEGED AND IS EXEMPT FROM DISCLOSURE.**

PLEASE READ THIS STATEMENT CAREFULLY  
CERTIFY THAT YOU UNDERSTAND IT BY YOUR SIGNATURE AT THE BOTTOM

I understand that:

- a. I have been requested to voluntarily provide information to a board conducting an investigation of a naval aircraft mishap.
- b. I AM NOT being requested to provide statement under oath or affirmation.
- c. Disclosure of personal information by me is voluntary, and that failure to provide such information will have no direct effect on me.
- d. The purpose of the information provided by me is to determine the cause of naval aircraft mishap and/or the damage and/or injury occurring in connection with that mishap.
- e. All information provided by me to the Aircraft Mishap Board will be used ONLY for safety purposes.
- f. The information provided by me shall NOT be used:
  - (1) In any determination affecting my interests.
  - (2) As evidence to obtain evidence in determining misconduct or line of duty status of killed or injured personnel.
  - (3) As evidence to determine my responsibility or that of other personnel from the standpoint of discipline.
  - (4) As evidence to assert affirmative claims on behalf of the government.
  - (5) As evidence to determine the liability of the government for property damage caused by the mishap.
  - (6) As evidence before administrative bodies, such as Naval Aviator/Naval Flight Officer Evaluation Boards (USN) or Field Flight Performance Boards (USMC).
  - (7) In any other punitive or administrative action taken by the Department of the Navy.
  - (8) In any other investigation or report of the mishap about which I have been asked to provide information.

1. STATEMENT (Continue on reverse and/or attach separate sheet(s) as necessary)

2. PRINTED NAME (First, Middle, Last)

3. SIGNATURE

4. DATE

5. RANK/RATE

6. SERVICE

7. TELEPHONE NUMBER

8. ADDRESS WHERE YOU MAY BE LOCATED

## SAFETY INVESTIGATION REPORT ENCLOSURE ADVICE TO WITNESS

THIS IS PART OF A NAVAL AIRCRAFT SAFETY INVESTIGATION REPORT  
LIMITED DISTRIBUTED AND SPECIAL HANDLING REQUIRED BY OPNAVINST 3750.6R  
**THIS STATEMENT IS NOT PRIVILEGED AND MAY BE DISCLOSED.**

PLEASE READ THIS STATEMENT CAREFULLY  
CERTIFY THAT YOU UNDERSTAND IT BY OUR SIGNATURE AT THE BOTTOM

I understand that:

- a. I have been requested to voluntarily provide information to a board conducting an investigation of a naval aircraft mishap.
- b. I AM NOT being requested to provide statement under oath or affirmation.
- c. Disclosure of personal information by me is voluntary, and that failure to provide such information will have no direct effect on me.
- d. The purpose of the information provided by me is to determine the cause of naval aircraft mishap and/or the damage and/or injury occurring in connection with that mishap.

1. STATEMENT (Continue on reverse and/or attach separate sheet(s) as necessary)

2. PRINTED NAME (First, Middle, Last)

3. SIGNATURE

4. DATE

5. RANK/RATE

6. SERVICE

7. TELEPHONE NUMBER

8. ADDRESS WHERE YOU MAY BE LOCATED

## **23H**

### **SUBMERGED WRECKAGE**

1. When wreckage is in water precluding location/recovery (approximately 180 feet) using equipment locally available, the reporting custodian should request assistance from the controlling custodian (CNAL). If CNAL concludes such effort is justified, aid will be requested from Commander Naval Sea Systems Command at these following phone numbers: Supervisor of Salvage, Commercial: 703-607-2753/2758 or DSN 327-2753/2758/2759/2760.
2. This information must be included:
  - a. Location of wreckage, if available.
  - b. Whether wreckage is marked by a buoy.
  - c. Type of ordnance on board aircraft, if any.
  - d. Classified material on board aircraft, if any.
  - e. Point of contact for liaison.
3. See OPNAVINST 3750.6R and NAVAIR 00-80T-116 for further details.

## COMPOSITE MATERIAL AND COMPOSITE FIBER PROCEDURES

1. Composite materials and composite fibers are used extensively in the production of recently introduced aircraft and in modifications to older fleet aircraft.

a. USN/USMC aircraft containing various levels of composite material include: A-6, AV-8, F-14, F/A-18, H-46, H-53, H-60, S-3, and V-22.

b. USAF aircraft containing various levels of composite material include: F-15 and F-16.

c. The C-26 by NAVSUPACT Naples **does not** contain composite materials.

2. The National Institute for Occupational Safety and Health (NIOSH) has determined composite fiber material particles including fiberglass and asbestos will not cause malignant disease if they exceed 3.5 microns. Composite fiber materials released by fire, range in size between 4 and 7 microns. To date, no medical evidence of a significant health hazard associated with composite fiber materials has been found. The general industry consensus is to treat composite fiber material as fiberglass, i.e., a nuisance dust. However, research continues and results cannot be considered conclusive. Therefore, the following guidelines shall be followed as minimum safety precautions until a conclusive determination can be made concerning composite fiber hazards.

3. When an aircraft mishap occurs, the Aviation Safety Officer and the appropriate squadron safety officer will be notified to determine if composite fiber material is present. The Industrial Hygienist shall give investigators information concerning specific hazards associated with the type of composite materials involved in the mishap.

4. For aircraft mishaps where composite materials are not released by fire, leather palmed gloves offer adequate protection from splinter injuries. When breaking or ripping apart composite components with carbide saws, mono-goggle or face shield protection and MSHA/NIOSH approved industrial dust/mist respirators shall be worn.

5. Whenever fibers have been released due to fire, these precautions shall be taken:

a. While aircraft wreckage is still burning or smoking, only fire fighters and rescue personnel will be allowed in the immediate vicinity of the mishap. Strict adherence to the U.S. Navy Fire Fighting and Rescue Manual (NAVAIR 00-80R-14) procedures are mandatory. Environmental cleanup workers shall never enter the mishap area until after obtaining permission from the On-Scene-Commander.

b. All unnecessary personnel must be prevented from approaching the crash site. Particular attention must be given to preventing personnel from forming downwind of the fire/crash site. Security shall be

Immediately notified to report to the scene of the accident and control access to the mishap area under the direction of the On-Scene-Commander. The Public Affairs Officer shall be prepared to release a general warning to the public if appropriate. Any public warning shall be approved by the Commanding Officer prior to release.

c. Once the fire is completely out and the wreckage has cooled, the composite material should be sprayed with a fixant (acrylic floor wax) to contain the release of composite fiber material. The AMB Senior Member may elect to exclude certain composite parts from fixant spraying. Spraying may degrade further engineering inspection.

d. Personnel required to enter the wreckage to neutralize hazards shall wear adequate protection if entry is made before the fixant is applied. To minimize skin irritation, this protection includes a Self Contained Breathing Apparatus (SCBA), disposable TYVEK coveralls with hood, goggles and leather-palmed gloves.

e. Once the fixant has contained the composite fiber material, the use of a half face piece air purifying respirator with HEPA filters and gloves is considered sufficient for work around the crash site assuming that large amounts of composite fiber material are not being stirred up.

f. Composite material not required for investigation purposes shall be placed in plastic bags, if feasible, or wrapped in plastic and secured with duct tape. Once analysis is complete, the composite fiber material shall be disposed at an approved hazardous waste site.

g. It may be desired to subject some composite fiber material to expert analysis. Spraying with fixant may degrade this analysis. In this case, the AMB Senior Member, Industrial Hygienist and the NAVOSH Safety Officer shall determine exact procedures.

h. All personnel involved shall shower prior to going off duty. Shower facilities are located in Hangar A-131 and the Fire Department Hanger.

i. Public Works shall provide portable, on-site showers if required.

j. Helicopter downwash may stir up composite fiber material. The effect of downwash shall be carefully evaluated before using helicopters to transport investigators and equipment to the crash site.

6. An Aviation Premishap Composite Fiber Kit shall be maintained by the Public Works Officer. This kit should not be confused with the general mishap kit contained in the Aviation Safety Officer's Office. Each kit shall contain:

a. Five gallons of fixant. (see Notes 1 & 2)

b. One sprayer for fixant application.

c. One Hundred Air purifying respirators with HEPA filters. (personnel must be qualified to wear respirators) (see Notes 1 & 2)

- d. Fifty pair of TYVEK coveralls with hood. (see Notes 1 & 2)
- e. Fifty pair of leather palmed gloves. (see Notes 1 & 2)
- f. One copy of fixing/application/cleaning instructions for fixant and sprayers. (see Notes 1 & 2)
- g. One copy of NSWC TR-80-52. This is a manual for calculating the area exposed to carbon fibers from composite aircraft mishaps. (see Notes 1 & 2)
- h. One copy of NSWC TR-80-78. This is a manual listing contingency planning aids for calculating the area exposed to carbon fibers from composite aircraft mishaps. (see Note 1 & 2)
- i. Fifty large plastic bags. (see Notes 1 & 2)
- j. One roll of heavy duty plastic wrap. (see Notes 1 & 2)
- k. Fifty pair of mono-goggle eye protectors. (see Notes 1 & 2)
- l. Five rolls of duct tape. (see Notes 1 & 2)

Note 1 These items must be kept in a locked, prepositioned package by Public Works.

Note 2 These items must be kept in a locked, prepositioned package by tenant commands whose aircraft contain composite materials.

7. The NAVOSH Safety Department shall keep copies of these manuals for use in calculating composite fiber surface exposure:

- a. NSWC TR-80-52.
- b. NSWC TR-80-78.

8. Complete reports of all aircraft mishaps involving composite fiber materials shall be maintained by the NAVOSH Safety Officer.

## TAB 24

### ACRONYMS AND ABBREVIATIONS

1. These abbreviations are used in this instruction and may also be routinely used during mishap reporting, mishap investigation and mishap investigation reporting.

AA	.....	Aeromedical Analysis
AFIP	.....	Armed Forces Institute of Pathology
AGL	.....	Above Ground Level
AGM	.....	Aircraft Ground Mishap
AIMD	.....	Aircraft Intermediate Maintenance Department
AMB	.....	Aircraft Mishap Board
ASO	.....	Aviation Safety Officer
ATOC	.....	Air Terminal Operations Center
AVTEL	.....	AVTEL Services Incorporated
BUNO	.....	Bureau Number
CACO	.....	Casualty Assistance Calls Officer
CAD	.....	Collective Address Designator
CDO	.....	Command Duty Officer
DOD	.....	Department of Defense
EOC	.....	Emergency Operation Center
EOD	.....	Explosive Ordnance Disposal
FAA	.....	Federal Aviation Administration
FM	.....	Flight Mishap
FOD	.....	Foreign Object Damage
FRM	.....	Flight Related Mishap
IFR	.....	Instrument Flight Rules
JAG	.....	Judge Advocate General
JOOD	.....	Junior Officer of the Day
HR	.....	Hazard Report
MDR	.....	Mishap Data Report
MEDEVAC	.....	Medical Evacuation
MISREC	.....	Mishap Report Recommendation
MSIR	.....	Mishap Safety Investigation Report
MSL	.....	Mean Sea Level
MOS	.....	Military Occupational Specialty
NAVOSH	.....	Navy Occupational Safety and Health
NSC	.....	Naval Safety Center
NEMOD	.....	Naval European Oceanography and Meteorology Detachment
NOK	.....	Next-Of-Kin
NTSB	.....	National Transportation Safety Board
ODO	.....	Operations Duty Officer
OMD	.....	Organizational Maintenance Department

OOD	.....	Officer Of the Day
OSC	.....	On-Scene-Commander
OSCLO	.....	On-Site Company Liaison Officer
PAO	.....	Public Affairs Officer
NMAC	.....	Near Midair Collision
NVD	.....	Night Vision Devices
RAC	.....	Risk Assessment Code
SAR	.....	Search and Rescue
SIR	.....	Safety Investigation Report
USA	.....	United States Army
USAF	.....	United States Air Force
USCG	.....	United States Coast Guard
USMC	.....	United States Marine Corps
USN	.....	United States Navy
VFR	.....	Visual Flight Rules

## TAB 25

### TELEPHONE QUICK REFERENCE

#### 1. FLEET FORCES COMMAND CENTER COMMAND CENTER

DSN: 312-836-5397/8  
Commercial: 99-001-757-836-5397/8

#### 2. CNE/C6F NEPOCC COMMAND CENTER

DSN: 626-4551 / 4552  
Commercial: 0039-081-568-4551 / 4552

#### 3. COMNAVREGEUR CDO

Commercial: 0039-335-772-6279

#### 4. NAVY COMMAND / OPERATIONS CENTER

DSN: 312-225-0231  
312-223-2006  
Commercial: 99-001-703-692-9527/9533/9534

#### 5. NATIONAL MILITARY COMMAND CENTER

DSN: 312-227-6340/1/2/3  
Commercial: 99-001-703-695-4174/4196

#### 6. COMNAVAIRLANT

- a. Safety Officer (Monday-Friday 0730-1630)  
DSN: 312-564-2413  
Commercial: 99-001-757-444-2413
- b. Duty Office (all other times, holidays)  
DSN: 312-564-4259/2928  
Commercial: 99-001-757-444-4259/2928
- c. Chief of Staff  
DSN: 312-564-7451  
Commercial: 99-001-757-444-7451

#### 7. NAVAL SAFETY CENTER

DSN: 312-564-2929  
Commercial: 99-001-757-444-2929

#### 8. SEMBACH WEATHER

Commercial: 0049-630-267-6145  
DSN: 496-6145