



DEPARTMENT OF THE NAVY  
U. S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
PSC 817 BOX 1  
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 3750.2D CH-2  
N3

3 MAR 2022

NAVSUPPACT NAPLES INSTRUCTION 3750.2D CHANGE TRANSMITTAL 2

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

Subj: U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY PRE-MISHAP PLAN

Encl: (1) Revised Tab 4, 10, 13, 16, 17, 20, 21, and 22

1. Purpose. To promulgate change transmittal 2 to subject instruction, reporting changes to Tab 4, 10, 13b, 16, 17, 20, 21, and 22 of Enclosure (1) of the basic instruction.

2. Action. Changes to Enclosure (1) of the instruction apply as follows:

- a. Update Tabs 4, 10, 16, and 17 to correct contact and recall information to reflect current personnel.
- b. Update Tab 13b to the current mishap classification amounts.
- c. Update Tab 17 to reflect the new online safety reporting system, risk management information (RMI). This includes step-by-step instructions on submitting a preliminary message in RMI as part of the initial notification process.
- d. Update Tabs 20, 21, and 22 to the current RMI system.

3. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at:  
<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

4. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

J. W. STEWART

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

[https://www.cnic.navy.mil/regions/cnreurfcent/installations/nsa\\_naples/about/departments/administration\\_n1/administrative\\_services/instructions.html](https://www.cnic.navy.mil/regions/cnreurfcent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html)

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**TAB 4****IMMEDIATE RECALL LIST**

The **CDO shall ensure notification** of key personnel as soon as possible following verification of an aviation mishap. To dial off base dial: 99 + number.

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."**

Only give 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 the following message: **"Sir/Ma'am, there has been an incident that requires your immediate attention. Please contact the CDO at 335-825-7986."**

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

**KEY PERSONNEL**

<b><u>BILLET/NAME</u></b>	<b><u>PHONE</u></b>	<b><u>TIME NOTIFIED</u></b>
CAPT STEWART COMMANDING OFFICER	(W) 626-6289 (C) 334-609-2891	_____
CDR CHANDLER EXECUTIVE OFFICER	(W) 626-6289 (C) 366-622-5211	_____
CDR SMITH OPERATIONS OFFICER	(W) 626-5216 (C) 342-919-4448	_____
LCDR MAGNO AIR OPERATIONS OFFICER	(W) 626-6897 (C) 348-014-4019	_____
LT GARCIA AVIATION SAFETY OFFICER	(W) 626-4460 (C) 347-998-1348	_____

Once a decision is made to activate the EOC, initiate the EOC recall list by notifying Mr. Sean Quinn on the next page.

**\* HAVE ACDO MAKE REMAINING PHONE CALLS \***

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

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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 the individual is unavailable and cannot be immediately reached, leave the following message: **"Sir/Ma'am, there has been an incident that requires your immediate attention. Please contact the quarterdeck at 081-568-5547."**

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

<u>BILLET/NAME</u>	<u>PHONE</u>	<u>TIME NOTIFIED</u>
DISPATCH	(W) 626-4911	_____
SEAN QUINN	(W) 626-3585	_____
EMO	(C) 340-248-7894	_____
	(C) 334-661-7894	_____
NICHOLAS PANZICA	(W) 626-5222	_____
FIRE CHIEF	(C) 331-616-3236	_____
LCDR PEREZ	(W) 629-6300	_____
FLIGHT SURGEON	(C) 787-667-1681	_____
LCDR REID	(W) 626-5411	_____
SECURITY	(C) 366-630-7136	_____
LT GARROVA	(W) 626-6897	_____
ASST OPERATIONS OFFICER	(C) 348-014-4019	_____
MRS. ALLOCCA	(W) 626-6305	_____
OPS ITALIAN LIASON	(C) 335-872-9390	_____
	(C) 334-535-1195	_____
MS. DE BLASIO	(W) 626-5176	_____
ITALIAN PROTOCOL	(C) 335-122-2598	_____
	(W) 626-4313	_____
PROTOCOL	(C) 335-576-3276	_____
CDR FOSHEE	(W) 626-6817	_____
COMMAND CHAPLAIN	(C) 331-646-0168	_____

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<u>BILLET/NAME</u>	<u>PHONE</u>	<u>TIME NOTIFIED</u>
BASE DUTY CHAPLAIN	(W) 626-3539 (W) 626-3537 (C) 366-680-5972	_____
STAFF JUDGE ADVOCATE	(W) 626-2889 (C) 366-670-1470	_____
SAFETY OFFICE	(W) 626-5776	_____
PUBLIC AFFAIRS OFFICER	(W) 626-5912 (C) 338-576-1784	_____
CWO3 CURRAN ADMIN OFFICER	(W) 626-5544	_____
MR. REIFF PTI (C-26 MAINTENANCE)	(W) 626-5122 (C) 346-065-9519	_____
DUTY YEOMAN	(C) 366-651-2686	_____
DUTY PHOTOGRAPHER NPASE	(W) 626-5114	_____
PUBLIC WORKS DUTY SEC	(W) 626-4981	_____

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



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## **TAB 10**

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

#### **COMPLETE THESE ACTIONS:**

1. Ensure a flight surgeon examines the flight crew involved.
2. Call NSA Naples Base Operations (DSN: 626-5223) and have them forward a copy of the flight plan to the pilot distro list.
3. Call Sembach Weather (DSN: 314-489-2133) to obtain mishap site weather (utilize **TAB 18**) and have them forward a copy of the DD-175-1 to (all four):  
CDR Smith: steve.smith@eu.navy.mil  
LCDR Magno: patrick.magno@eu.navy.mil  
LT Garcia: jonathan.garcia@eu.navy.mil
4. Consult the **REQUIRED REPORTS CHECKLIST** on **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. Record this information in legible form using **TAB 2** and maintain for the AMB.

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

**\* GO TO TAB 5 AND CHECK YOUR WORK; FOLLOW THROUGH AS NECESSARY AND PROCEED TO TAB 11. \***

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## **TAB 13**

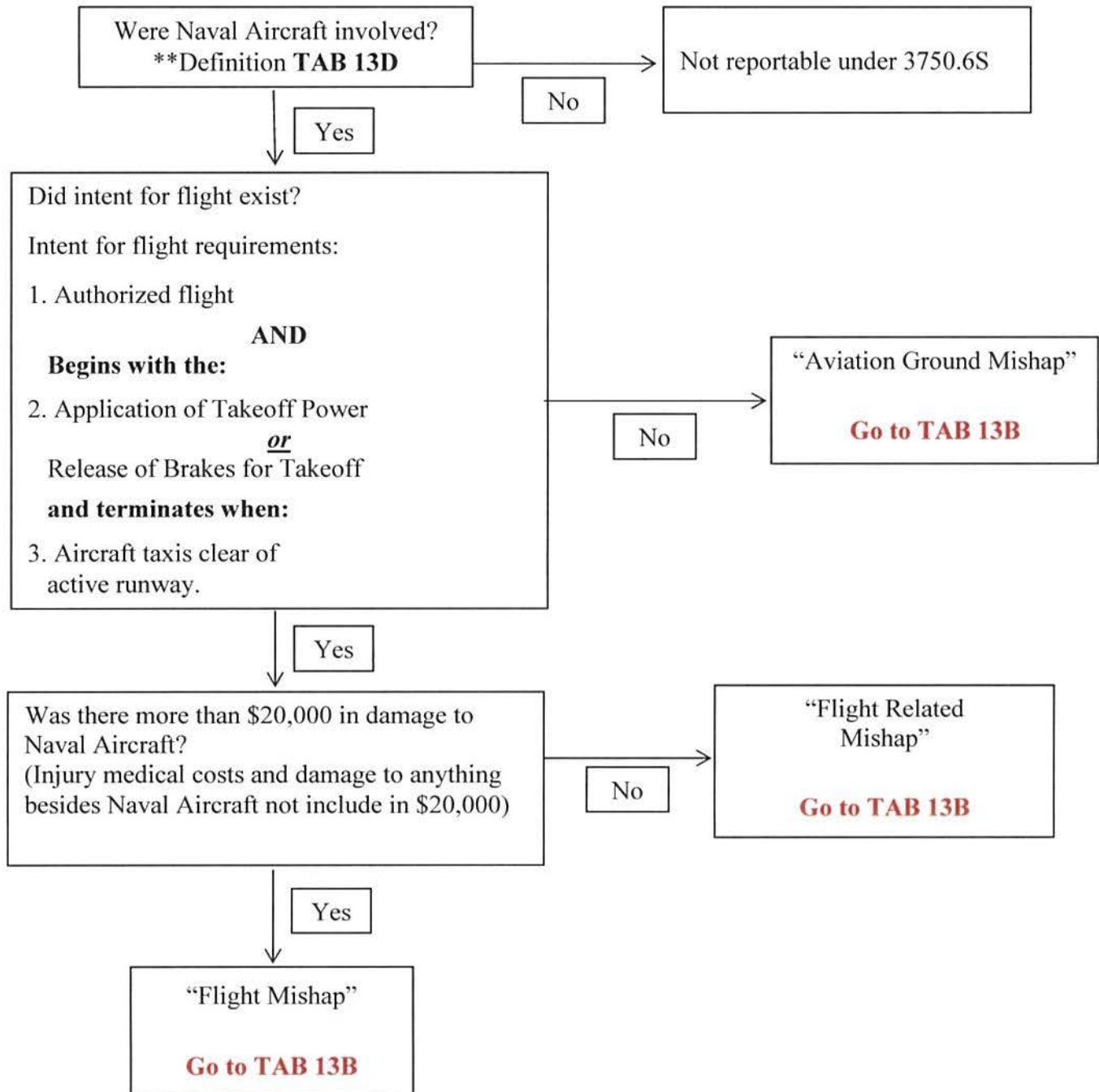
### **MISHAP CLASSIFICATION**

- (1) If Naval Aircraft were **not** involved, mishap is **not** reportable under OPNAVINST 3750.6S.
- (2) Determine mishap subcategory and severity utilizing **TAB 13A** and **TAB 13B**, **circle** your results on the chart and note them on **TAB 2**.
  - a. If severity classification is Class **A/B**, you **must submit** an OPREP-3 report with several time critical tasks to complete. Continue with **TAB 14**.
  - b. If there is confusion as to whether the mishap is Class **B/C**, send the OPREP-3 and the AMB can downgrade the classification later.
  - c. If severity classification is Class **C** there is **not** an OPREP-3 reporting requirement. The first report deadline is 24 hours from the mishap occurrence.
  - d. If Class **C**, **CO may** desire to send a UNIT SITREP. If UNIT SITREP is to be sent, go to **TAB 15**.
  - e. If severity is less than Class **D** criteria, the ASO might need to generate a HAZREP, go to **TAB 20**.
- (3) Use **TAB 13C** for reference and to define key terms used to determine mishap category and severity.

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# TAB 13A

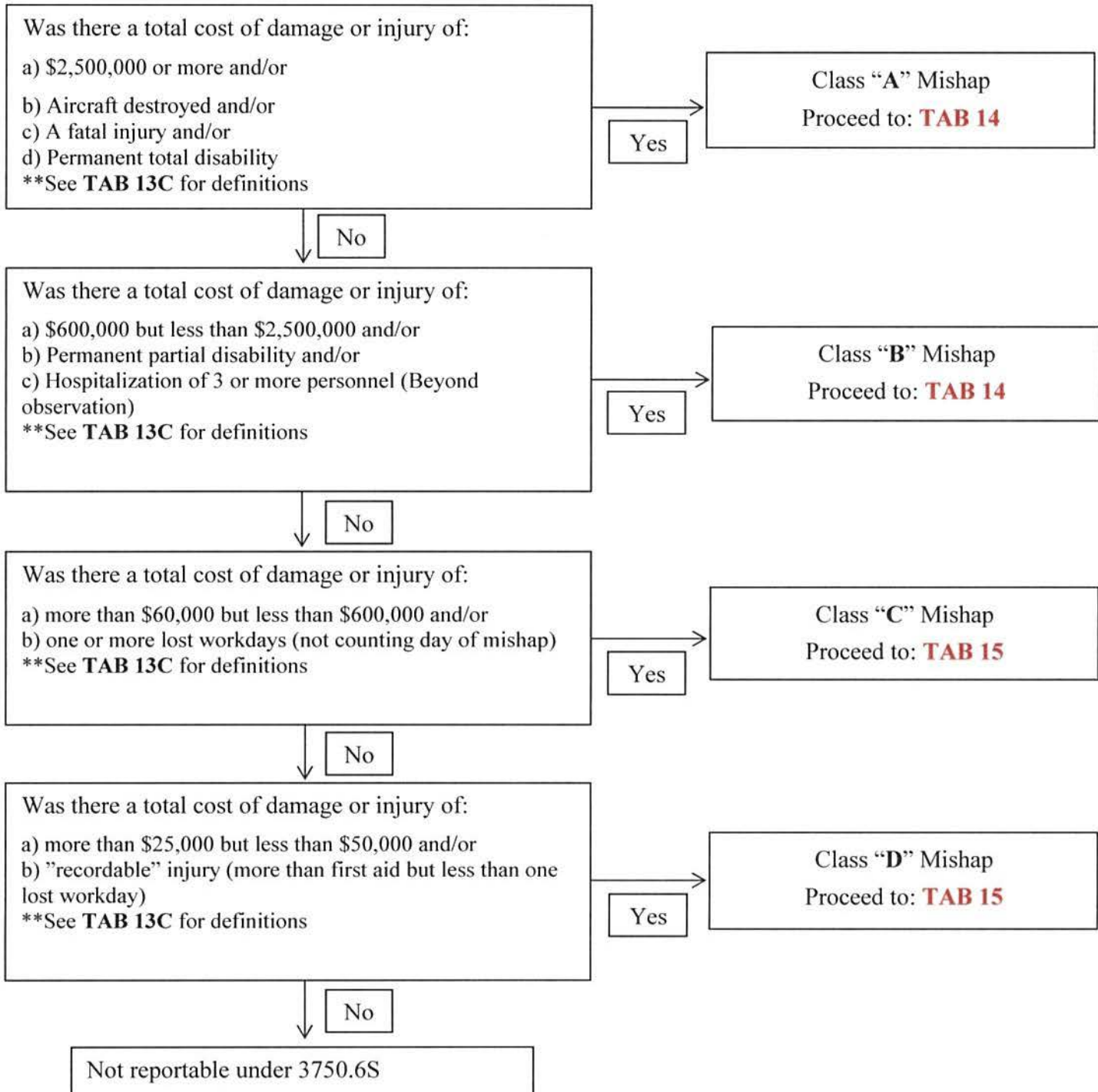
## MISHAP SUBCATEGORY DECISION TREE



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## TAB 13B

### SEVERITY CLASSIFICATION DECISION TREE





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**TAB 13C****MISHAP INJURY DEFINITIONS****Ref: OPNAVINST 3750.6S, paragraph 312**

**Fatal Injury.** An injury that results in death from a mishap or the complications arising there from, regardless of the time intervening between the mishap and a subsequent death.

**Permanent Total Disability.** Any nonfatal injury or occupational illness that in the opinion of competent medical authority permanently or totally incapacitates a person to the extent that he or she cannot follow any gainful occupation and results in a medical discharge or civilian equivalent. (The loss, or the loss of use of both hands, both feet, both eyes, or a combination of any of those body parts as a result of a single mishap shall be considered as a permanent total disability.)

**Permanent Partial Disability.** An injury or occupational illness that does not result in death or permanent total disability, but, in the opinion of competent medical authority, results in permanent impairment through loss of the use of any part of the body with the following exceptions: teeth, fingernails, toe nails, tips of fingers or tips of toes without bone involvement, inguinal hernia, disfigurement, or sprains or strains that do not cause permanent loss of motion.

**Lost Workday Injury.** Injury not resulting in death, permanent total disability or permanent partial disability, but results in 1 or more lost workdays, not including the day of injury.

**Recordable Injury.** An injury greater than first aid. First aid is generally when individuals are treated and released (observation or counseling, diagnostic procedures, X-ray and blood tests, over-the-counter medications at over-the-counter strength, tetanus, cleaning, flushing or soaking wounds, wound coverings, suture substitutes such as butterfly bandages and sterile strips, hot or cold treatment, non-rigid support such as ace, non-rigid back belts, etc., temporary immobilization for transport purposes, drilling of nail to relieve subungual hematoma, eye patches, foreign body removal from eye using only irrigation or swab, simple skin removal, finger guards and massages). Hyperbaric chamber therapy is greater than first aid treatment and results in a requirement for a class D or higher mishap report. Include an aeromedical analysis (AA) with all Class D or higher mishap reports involving DCS. For purposes of Class D mishap reporting, use greater than first aid up to 1 day, but not including 1 day away from work.

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## **TAB 13D**

### **NAVAL AIRCRAFT DEFINITION (FOR MISHAP REPORTING)**

**Ref: OPNAVINST 3750.6S, paragraph 302 & 303**

#### **Naval Aircraft.**

1. All Squadron owned aircraft.
2. Additional definitions are for the purposes of determining damage to aircraft other than NSA Naples aircraft. If reporting criteria is met based on damage to NSA Naples aircraft, the following need only be considered for total cost and not for the reporting criteria of Naval aircraft.
3. Those aircraft and UAVs of the U.S. Navy, U.S. Naval Reserve, USMC, and USMC Reserve for which the Naval aircraft accounting system requires accountability. Included in this definition are all manned, weight-carrying devices supported in flight by buoyancy or dynamic action, manned aircraft when operated remotely as drones with no live operator on board (except when designated as a target), and all UAVs including aerostat balloons. This includes:
  - a. Aircraft owned or leased by the Navy or Marine Corps (including Reserves) that are operated and exclusively controlled or directed by the Navy or Marine Corps.
  - b. Furnished by the Government, loaned, or on bailment to a non-DoD organization for modification, maintenance, repair, test, contract training, or experimental project for a DoD component, when the Government has assumed ground and flight risk.

**Exceptions to the definition of Naval Aircraft.** The following are neither Naval aircraft nor UAVs. Mishaps occurring to them are not reportable under the provisions of this instruction; however, the CNO may decide to participate in mishap investigations involving them or conduct JAGMAN investigations whenever litigation against or by the U.S. Government is expected.

1. Aircraft or UAVs leased, on bailment, or loaned (except, as specified above) to contractors, commercial airlines, other Government agencies, or foreign governments, when the lessee has assumed risk of loss.
2. Civil aircraft owned by civil operators engaged in contract air missions for the U.S. Navy or USMC.
3. Factory-new production aircraft or UAVs until successful completion of the post-production acceptance flight
4. Unmanned target drone aircraft and ballistic or semi-ballistic vehicles.
5. Navy Flying Club aircraft or privately owned aircraft stored in a hangar on a DoD installation. These are reportable under BUPERSINST 1710.22.
6. An aircraft when it is being handled as a commodity or cargo.

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**TAB 16**  
**SAFETY CENTER CLASS-A MISHAP VOICE REPORT**  
**(Due within 60 Minutes of Mishap)**

**For Class-A Mishaps ONLY:**

Complete following template using information collected.

Once complete call the Naval Safety Center CDO at:

US East Coast normal working hours - 757-444-2929, DSN 312-564-2929 or

After hours - 757-444-3520 (or DSN 312-564-3520) and select option 1.

**MISHAP DATA**

“This is \_\_\_\_\_, NSA Naples ACDO. I am

(your rank/name)

calling to report a Class A - Flight / Flight Related / Aviation Ground

(Mishap Category, circle one)

mishap. Please let me know when you are ready to copy the information.”

“CDO is \_\_\_\_\_ who can be contacted at \_\_\_\_\_ / \_\_\_\_\_

Phone

DSN

Reporting Custodian is Commanding Officer, NAVSUPPACT NAPLES, CAPT James W. Stewart,

James.Stewart@eu.navy.mil, Commercial: +39-081-568-6289, DSN: 314-626-6289

Incident Summary: At time \_\_\_\_\_ Zulu (or state Time Zone),

at \_\_\_\_\_, a C-26D / \_\_\_\_\_

(plain language location)

TMS / Buno (6 digit #)

(brief event summary) \_\_\_\_\_

Known Fatalities: \_\_\_\_\_

Known serious injuries: \_\_\_\_\_

Foreign National: No / Yes: Name \_\_\_\_\_, Rank \_\_, Service \_\_, Country \_\_

Number of involved personnel: \_\_\_\_\_ (including crew, passengers, others)

Mishap Board POC: LT Garcia (ASO), jonathan.garcia@eu.navy.mil,

Cell: +39-347-998-1348, Commercial: +39-081-568-4460, DSN: 314-626-4460

Flight Surgeon: LCDR Perez, alfredo.t.perez@mail.mil

Cell: +01-787-667-1681, Commercial: +39-081-811-5836, DSN: 314-626-5836

Request Naval Safety Center investigation assistance.”

**GO TO TAB 17**

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**TAB 17****AVIATION MISHAP INITIAL NOTIFICATION - BASICS**

1. The Initial Notification (IN) shall be submitted in accordance with the time line below based on the mishap severity class determined by the decision tree in **TAB 13**.

Class-A mishap, 4 hours

Class-B mishap, 4 hours

Class-C mishap, 24 hours

Class-D mishap: \*All PHYSEP Class-D mishaps, 24 hours

\*\*All other Class-D mishaps - IN is optional, SIR still required.

PHYSEP incidents below Class-D require HAZREP within 24 hours.

2. The ASO is ultimately responsible for this report but if neither the primary ASO nor one of the additional ASO trained members of the command (see paragraph-5 below) is available, you will be required to perform this task in order to meet the time requirements.

3. If OPREP-3 criteria is met, ensure the OPREP-3 message has been sent before you start working on this message (see **TAB 14**).

4. The next several pages provide step-by-step procedures of how to produce this report. Please follow the steps in order.

5. The following is a list of trained Aviation Safety Officers in the command. Any ASO will be able to help you but use the current ASO if available (Bold and \*). You may turn this tab over to the ASO when he/she arrives.

NAME	<u>RANK</u>	WORK#	CELL#
<b>Jonathan Garcia*</b>	<b>LT</b>	<b>626-4460</b>	<b>+39-347-998-1348</b>

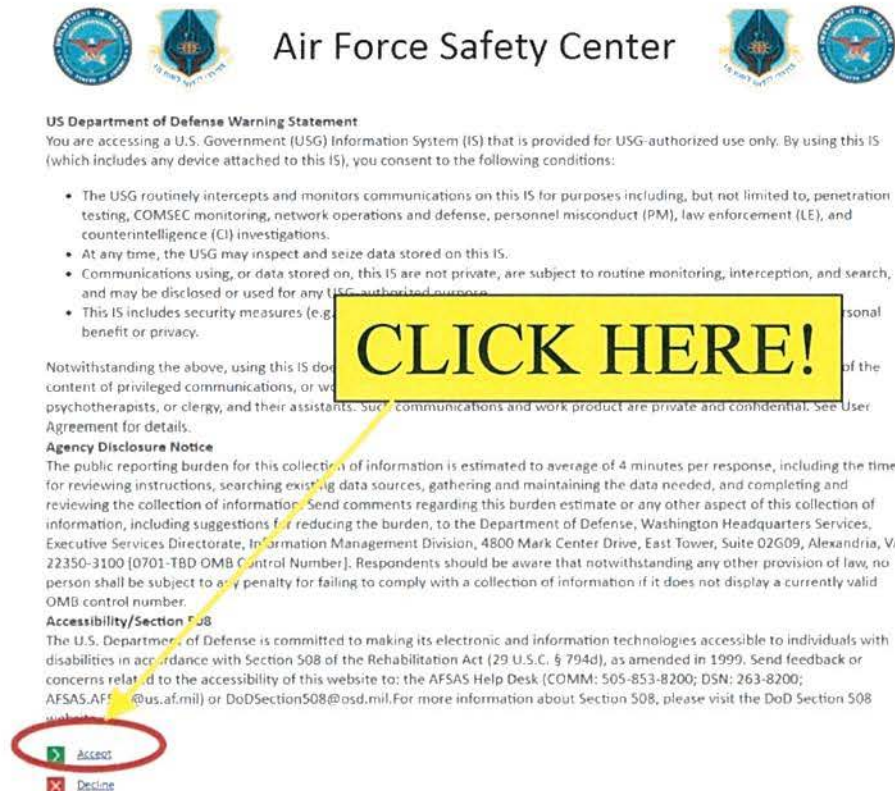
6. In the event you are unable to contact the above, contact the Command Duty Officer to assist you.

7. The next two pages are a blank IN. Ensure you have all the information necessary to fill out the form before proceeding to the **STEP-BY-STEP**.



te the Initial Notification, open Internet Explorer and navigate to:

3. System will ask for your CAC PIN. Enter your PIN and select “Ok”.



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5. You will see a screen that looks like the one below. Click on the “Start Event Investigation” icon as depicted below.

**RMI**  
Unless Authorized Personnel Only

Search APSS

O3: Garcia, Jonathan C.  
NSA NAPLES ITOPS

20933(Z)

### HOMEPAGE

#### MY TO DO LIST

Quick Menu   Awaiting Review   Near Late or Late

##### Quick Menu

Quick Start

- Start Event Investigation**
- Start New Connection
- Enter Feedback

##### RECENTLY VIEWED

- Recent Event Investigations
- Recent MOEs
- Recent Recommendations
- Recent Training Classes
- Recent Accounts
- Recent Feedbacks

**CLICK HERE!**

TRAINING MODULE: This module provides a comprehensive overview of the training process, including the development, delivery, and evaluation of training programs. It includes a list of training modules and a search function to find specific training materials.

Back   Next

#### ASAP SCOREBOARD

ASAP Scoreboard

Category	Score	Target
Overall	85	90
Training	80	85
Operations	90	95
Support	85	90

Support Activities Activity Report   Support Feedback

#### DASHBOARD

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6. You will see a drop down menu appear. Choose the appropriate response for each drop down and select “Create Event Investigation.”

**CREATE EVENT INVESTIGATION**

**Event Information**

All active fields marked with an asterisk (\*) in red font are required before submitting this page. All other active fields are required before releasing a final message unless marked as (optional).

Method of Initiation: \* verbal notification

Investigating Component: \* US Navy

Investigation Owner: \* US Navy

Investigation Type: \* Mishap

Category: \* Aviation

Subcategory Tier 1: \* Flight

Subcategory Tier 2: \* Manned

Event Type Tier 1: \* Midair Collision

Cross Category: \* None

Mishap Class: \* A

Event Date, Local: \* 04 FEB 2022

Event Duty Status: \* On-Duty

Did the event occur on base? \* Yes No Unable to Determine

**CLICK HERE!**

Based on the responses above, you are conducting a Privileged Safety Investigation under DAFI 91-204, OPNAVINST 3750.6 series or OPNAVINST 5102.1 series/MCO P5102.1 series and the Safety Investigation Board President may offer a Promise of Confidentiality if deemed necessary to obtain complete and candid information.

Create Event Investigation

7. Next assign the appropriate personnel for the interim safety board using the “Add new investigator” button. One investigating officer should suffice for the PM. The members for the AMB can be added to the investigation later once the PM is complete. Once complete select “Done with investigating personnel.”

**INVESTIGATORS HOMEPAGE**

Time: 04 FEB 2022 0958(Z)

**MESSAGE** Successfully Created Event Investigation

**Event Header**

Event Report #: 767967 CLASS: A Event Date: 04 FEB 2022 Miss in Work: Due: Preliminary: 1 days

Duty Status: On-Duty Access One: COMV Auth: Access Base:

Investigation Process: Privileged Safety Investigation with a Promise of Confidentiality

Short Links: Event • Messages • Data Viewer • Worksheet

Information: Document board composition by adding investigators. This information is used to

**Interim Safety Board**

Action	Position	Grade	Name	Organization Tier 1	Organization Tier 2	Phone	Email
	Investigating Officer	O3	Garcia, Jonathan G	USN	NAVSAFEEN DET NAVAL		

DISPLAYING RESULTS 1 - 1 OF 1 RECORDS

Add New Investigator

Done With Investigating Personnel



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8. Complete the general information section and one liner for the event. Select “Save general information” at the bottom to continue.

**GENERAL INFORMATION**

Event Report # 757967 Class: A Event Date: 04 FEB 2022

Duty Status: On-Duty One Liner: test test test test

Investigation Process: Privileged Safety Investigation with a Promise of Confidentiality

Short Links: Event • Messages • Data Viewer • Worksheet

**Event Information**

Event Type: Text: controlled right into terrain

Unit Control Number: 1

Concerning Authority: 1 US Navy

Concerning Authority: 2 US Navy

Accounting Organization: 1 US Navy

Accounting Organization: 2 US Navy

Save All Information (Event)

**Event One Liner**

**INSTRUCTIONS** The One Liner will not contain privileged safety information.

**DEFINITION** If you need help writing a "One Liner" please review the One Liner Format and Examples.

Also review this list of Standardized Acronyms & Abbreviations.

What was the action? Text: test

What happened? Text: test

What was the outcome? Text: test

What was the outcome? Text: test

Save All Information (Event)

Text: test; test; test; test

118 characters maximum on your input text (Word Count: 4)

9. Select “Add new object” and input the appropriate aircraft information for the event. Select “Done with objects” when complete.

- Aircraft T/M/S: “C-26D” Be patient, the search takes 5-15 seconds to populate.
- BUNO: 900531 or 910502 = Tail number XXX
- Reporting Custodian: NSA Naples = “N62588”
- Departure: 4 digit ICAO code for departure airport. Can be found on the flight schedule.
- Destination: 4 digit ICAO code for destination airport. Can be found on the flight schedule.
- After entering all involved aircraft data select “Save.”

**OBJECT HOMEPAGE**

Time: 04 FEB 2022 1008(Z)

**MESSAGE** Successfully Saved General Information

**Event Header**

Event Report #: 757967 Class: A Event Date: 04 FEB 2022

Duty Status: On-Duty One Liner: test test test test

Investigation Process: Privileged Safety Investigation with a Promise of Confidentiality

Short Links: Event • Messages • Data Viewer • Worksheet

**Event Objects**

There are no Objects for this Event.

**Add New Object**

Done With Objects

All active fields marked with an asterisk (\*) in red text are required before submitting this page. All other active fields are required before releasing a final message unless marked as optional.

Accounting Organization: 1 US Navy

Accounting Organization: 2 US Navy

Accounting Organization: 3 US Navy

Accounting Organization: 4 US Navy

Accounting Organization: 5 US Navy

Accounting Organization: 6 US Navy

Accounting Organization: 7 US Navy

Accounting Organization: 8 US Navy

Accounting Organization: 9 US Navy

Accounting Organization: 10 US Navy

Accounting Organization: 11 US Navy

Accounting Organization: 12 US Navy

Accounting Organization: 13 US Navy

Accounting Organization: 14 US Navy

Accounting Organization: 15 US Navy

Accounting Organization: 16 US Navy

Accounting Organization: 17 US Navy

Accounting Organization: 18 US Navy

Accounting Organization: 19 US Navy

Accounting Organization: 20 US Navy

Accounting Organization: 21 US Navy

Accounting Organization: 22 US Navy

Accounting Organization: 23 US Navy

Accounting Organization: 24 US Navy

Accounting Organization: 25 US Navy

Accounting Organization: 26 US Navy

Accounting Organization: 27 US Navy

Accounting Organization: 28 US Navy

Accounting Organization: 29 US Navy

Accounting Organization: 30 US Navy

Accounting Organization: 31 US Navy

Accounting Organization: 32 US Navy

Accounting Organization: 33 US Navy

Accounting Organization: 34 US Navy

Accounting Organization: 35 US Navy

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Accounting Organization: 37 US Navy

Accounting Organization: 38 US Navy

Accounting Organization: 39 US Navy

Accounting Organization: 40 US Navy

Accounting Organization: 41 US Navy

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Accounting Organization: 43 US Navy

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Accounting Organization: 66 US Navy

Accounting Organization: 67 US Navy

Accounting Organization: 68 US Navy

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Accounting Organization: 71 US Navy

Accounting Organization: 72 US Navy

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Accounting Organization: 85 US Navy

Accounting Organization: 86 US Navy

Accounting Organization: 87 US Navy

Accounting Organization: 88 US Navy

Accounting Organization: 89 US Navy

Accounting Organization: 90 US Navy

Accounting Organization: 91 US Navy

Accounting Organization: 92 US Navy

Accounting Organization: 93 US Navy

Accounting Organization: 94 US Navy

Accounting Organization: 95 US Navy

Accounting Organization: 96 US Navy

Accounting Organization: 97 US Navy

Accounting Organization: 98 US Navy

Accounting Organization: 99 US Navy

Accounting Organization: 100 US Navy



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10. Add persons as required. At least one person must be added for the PM. Their personal information will not be shown on the PM.

11. Write a short, general narrative about the event in a few sentences. You do not need to be overly detailed for the PM.

12. Review the PM for any errors. Ensure the CO/XO/ASO or CDO is aware of the contents of the message prior to submission.

**PROCEED TO TAB 18**

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**TAB 20**

**INFO COLLECTION SHEET**

Fill out the following three pages as completely as possible and provide to the ASO. This will streamline data entry into RMI for the mishap reporting for the AMB.

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OPNAVINST 3750.6S

## WAMHRS GENERAL INFORMATION

1. Authorized Drafters/AMB - List all members of the AMB, by WAMERS user name, so their name can be added to the report online for access.

1a. Senior Member: \_\_\_\_\_

1b. Aircraft Operations: \_\_\_\_\_

1c. Aircraft Maintenance: \_\_\_\_\_

1d. Aviation Safety Officer: \_\_\_\_\_

1e. Flight Surgeon: \_\_\_\_\_

2. Point of Contact for reports..

2a. First Name: \_\_\_\_\_

2b. Last Name: \_\_\_\_\_

2c. Commercial Phone: \_\_\_\_\_

2d. DSN Phone: \_\_\_\_\_

2e. E-Mail Address: \_\_\_\_\_

3. Report Category (Select one) - Select either MISHAP or HAZARD Report, then select type.

☐ MISHAP:☐ HAZARD:

MISHAP Type - Select one determined to be most causal to MISHAP

HAZARD Type - Select Type

☐ Abrupt Maneuver☐ Ground Handling☐ ATC☐ Airfield Ops☐ Insufficient Power☐ BASH☐ BASH☐ MIDAIR☐ EMBARKED LANDING☐ CFIT☐ OOCF☐ GENERAL☐ Cabin/Cargo☐ Other☐ NMAC☐ Catastrophic Failure☐ PHYSEP☐ PHYSEP☐ DEA☐ Pilot Loss of Control☐ FRIENDLY FIRE☐ ENV/WX☐ Power Plant☐ HUMAN FACTOR☐ External Ops☐ Ship Related☐ OOCF☐ FOD☐ System Failure☐ Fire/Explosion☐ Undetermined☐ Fuel☐ Whiteout/Brownout

4. Event Date

5. Local Time:

6. Time Zone:

7. Event Category (Select one):

☐ FLIGHT☐ FLIGHT  
RELATED☐ GROUND

8. Severity (Select one):

☐ ALPHA☐ BRAVO☐ CHARLIE☐ HAZARD

9. Local Serial Number:

10. RAC Code (RAC if 1 or 2 in a  
HAZREP requires endorsement):

11. Day/Night:

☐ DAY☐ NIGHT☐ DUSK☐ DAWN

12. Reporting UIC:

13. Special Operation:  
(ex., OEF, OIF, etc.)

14. Event Short Narrative (100 characters maximum):

15. Answer YES, NO or UNKNOWN for the following:

JAG Investigation?

☐ YES☐ NO☐ UNKNOWN

Out of Control Flight?

☐ YES☐ NO☐ UNKNOWN

Injury?

☐ YES☐ NO☐ UNKNOWN

Combat Zone?

☐ YES☐ NO☐ UNKNOWN

Property Damage?

☐ YES☐ NO☐ UNKNOWN

EMI?

☐ YES☐ NO☐ UNKNOWN

Abnormal Egress?

☐ YES☐ NO☐ UNKNOWN

Enemy Action?

☐ YES☐ NO☐ UNKNOWN

Survival/Rescue Required?

☐ YES☐ NO☐ UNKNOWN

16. FOR MISHAP ONLY - Answer YES, NO or UNKNOWN for the following, For YES answers, list dates:

ASC Course Attended?

☐ YES☐ NO☐ UNKNOWN

If YES, Dates: \_\_\_\_\_

ASO Course Attended?

☐ YES☐ NO☐ UNKNOWN

If YES, Dates: \_\_\_\_\_

17. Were any of the following causal to the mishap/hazard? If yes, complete the applicable worksheet:

Air Traffic Control?

☐ YES☐ NO

Runway Conditions?

☐ YES☐ NO

Ships?

☐ YES☐ NO

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18. Location:															
18a. Airspace (Warning/Restricted Area, Class A/B/C/D/E/G, etc.)		18b. NAVAID ID:		18c. Bearing (001 -360):		18d. Distance (000.0 to 999.9):		18e. Body of Water (Atlantic, Pacific, Gulf of Oman, etc.):							
18f. Country:		18g. State:		18h. Shore Locations (Mil/Civ airfield if applicable):		18i. CONUS: <input type="checkbox"/> YES <input type="checkbox"/> NOT REPORT <input type="checkbox"/> UNKNOWN <input type="checkbox"/> NO <input type="checkbox"/> NA									
18j. Fleet: <input type="checkbox"/> 2nd <input type="checkbox"/> 4th <input type="checkbox"/> 6th <input type="checkbox"/> 3rd <input type="checkbox"/> 5th <input type="checkbox"/> 7th		18k. Latitude:		18l. Longitude:		18m. Event Occurred on or at (Rural field, military/civilian airfield, etc.):		18n. Shore/Ship/Water:							
18o. Location Comments (if applicable):															
19. Weather:															
19a. Was it weather related? <input type="checkbox"/> N/A <input type="checkbox"/> NO <input type="checkbox"/> PROBABLY <input type="checkbox"/> YES					19B. Was weather significant? (If yes, answer types of significant weather in field 19I) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A										
19c. Air Temp		19d. Water Temp:		19e. Dewpoint:		19f. Relative Humidity:		19g. Wind Direction, Velocity and Gusts:		19h. Altimeter Setting:		19i. Visibility in statute miles:		19j. Tower Visibility (if applicable):	
19k. Forecast Accuracy:: <input type="checkbox"/> CONSIDERABLY BETTER THAN FORECAST <input type="checkbox"/> SUBSTANTIALLY CORRECT <input type="checkbox"/> CONSIDERABLY WORSE THAN FORECAST <input type="checkbox"/> UNKNOWN <input type="checkbox"/> NOT APPLICABLE								19l. Weather Briefed By: <input type="checkbox"/> BRIEFER <input type="checkbox"/> OTHER <input type="checkbox"/> FORECASTER <input type="checkbox"/> PILOT <input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> UNKNOWN							
19m. Utilization of Briefing: <input type="checkbox"/> N/A <input type="checkbox"/> NOT USED <input type="checkbox"/> USED <input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> UNKNOWN						19n. Ceiling: <input type="checkbox"/> N/A <input type="checkbox"/> NOT USED <input type="checkbox"/> USED									
19o. Sky Condition Remarks (if applicable):															
19p. Horizon: <input type="checkbox"/> OBSCURED <input type="checkbox"/> PARTIALLY OBSCURED <input type="checkbox"/> UNKNOWN <input type="checkbox"/> VISIBLE								19q. Icing Present: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN							
19r. Environment Remarks (if applicable):															
19s. Site Elevation:															
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19t. Significant Weather Types (Select all that apply):

Precipitation		Obstruction to Vision		Extreme Weather	
<input type="checkbox"/> Freezing drizzle	<input type="checkbox"/> Light snow	<input type="checkbox"/> Blowing dust	<input type="checkbox"/> Haze	<input type="checkbox"/> Earthquake	<input type="checkbox"/> None
<input type="checkbox"/> Freezing rain	<input type="checkbox"/> No precipitation	<input type="checkbox"/> Blowing sand	<input type="checkbox"/> Ice fog	<input type="checkbox"/> Flood	<input type="checkbox"/> Other
<input type="checkbox"/> Hail	<input type="checkbox"/> Other	<input type="checkbox"/> Blowing snow	<input type="checkbox"/> No obstructions	<input type="checkbox"/> Gusty winds	<input type="checkbox"/> Tornado/Waterspout
<input type="checkbox"/> Heavy rain	<input type="checkbox"/> Sleet	<input type="checkbox"/> Blowing Spray	<input type="checkbox"/> Other	<input type="checkbox"/> Hail	<input type="checkbox"/> Turbulence (CAT)
<input type="checkbox"/> Heavy snow	<input type="checkbox"/> Unknown	<input type="checkbox"/> Clouds	<input type="checkbox"/> Precipitation	<input type="checkbox"/> Hurricane/Typhoon	<input type="checkbox"/> Turbulence (IMC)
		<input type="checkbox"/> Dust	<input type="checkbox"/> Smoke	<input type="checkbox"/> Lighting	<input type="checkbox"/> Unknown
		<input type="checkbox"/> Fog	<input type="checkbox"/> Unknown	<input type="checkbox"/> Microburst	<input type="checkbox"/> Wind shear
		<input type="checkbox"/> Ground Fog		<input type="checkbox"/> Mudslide	

20. Commands to be notified of MISHAP/HAZARD (other than those required by OPNAV 3750):

21. Aircraft Community of Interest (ALL HORNET, ALL ATC, ALL SEAHAWK, ETC.):

22. Reference (besides OPNAV 3750 and JAGMAN.):

23. Event Narrative:

24. Endorsing Chain Commands (all mishaps and hazard reports with a RAC 1 or 2 require endorsements):

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**TAB 21**

**BASH REPORT**

In the event of a suspected or confirmed wildlife strike, fill out the following page as completely as possible and provide to the ASO. This will streamline data entry into RMI for the reporting the strike.

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WAMHRS BASH INFORMATION			
1. Was there a Bird Advisory issued? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN			
2. Cloud Conditions (Select one):			
<input type="checkbox"/> ABOVE CLOUDS	<input type="checkbox"/> BETWEEN LAYERS	<input type="checkbox"/> CLEAR OF CLOUDS	<input type="checkbox"/> UNKNOWN
<input type="checkbox"/> BELOW CLOUDS	<input type="checkbox"/> CAVU	<input type="checkbox"/> IN CLOUDS	
3. Was damage sustained? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	4. Did a fire occur? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	5. Where photos taken? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	
6. If applicable, what Runway Distance Marker did the event occur/bird found?:		7. If applicable, what was the aviation bird radar status? <input type="checkbox"/> ON <input type="checkbox"/> OFF <input type="checkbox"/> UNKNOWN <input type="checkbox"/> N/A	
8. What was the effect on the flight: (Select one): <input type="checkbox"/> CONTINUE FLIGHT <input type="checkbox"/> LAND AS SOON AS PRACTICABLE <input type="checkbox"/> LAND AS SOON AS POSSIBLE <input type="checkbox"/> LAND IMMEDIATELY		9. Hit or miss? <input type="checkbox"/> HIT <input type="checkbox"/> NEAR MISS <input type="checkbox"/> MISS <input type="checkbox"/> UNKNOWN	
10. Amount of wildlife observed?:	11. Remains collected? <input type="checkbox"/> YES <input type="checkbox"/> UNKNOWN <input type="checkbox"/> NO	12. Remains returned? <input type="checkbox"/> YES <input type="checkbox"/> UNKNOWN <input type="checkbox"/> NO <input type="checkbox"/> N/A	13. Remains found at (Select one): <input type="checkbox"/> AIRCRAFT <input type="checkbox"/> BOTH <input type="checkbox"/> RUNWAY <input type="checkbox"/> UNKNOWN
14. Select Type(s) of Bird Strike impact:			15. Species (Select one):
<input type="checkbox"/> CANOPY	<input type="checkbox"/> EMC POD/PYLONS	<input type="checkbox"/> ENGINE	<input type="checkbox"/> ANIMAL <input type="checkbox"/> BIRD <input type="checkbox"/> OTHER <input type="checkbox"/> UNKNOWN
<input type="checkbox"/> EXT FUEL TANK	<input type="checkbox"/> FUSELAGE	<input type="checkbox"/> INTAKE LEFT	
<input type="checkbox"/> INTAKE RIGHT	<input type="checkbox"/> LANDING GEAR	<input type="checkbox"/> LIGHTS	
<input type="checkbox"/> MAIN/FWD ROTOR	<input type="checkbox"/> MULTIPLE IMPACT	<input type="checkbox"/> NOSE	
<input type="checkbox"/> N/A	<input type="checkbox"/> OTHER	<input type="checkbox"/> OTHER RADOMES	
<input type="checkbox"/> PROPELLOR	<input type="checkbox"/> TAIL	<input type="checkbox"/> TAIL/AFT ROTOR	
<input type="checkbox"/> UNKNOWN	<input type="checkbox"/> WEAPONS POD	<input type="checkbox"/> WINDSHIELD	
<input type="checkbox"/> WING LEFT	<input type="checkbox"/> WING RIGHT		
16. Describe type bird/animal/other:			

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## **TAB 22**

### **NSA NAPLES DEPARTMENTAL MISHAP DUTIES**

THIS TAB DEFINES DEPARTMENTAL RESPONSIBILITIES AT NAVSUPPACT NAPLES. IT CONSISTS OF TABS 22A THRU 22M. IN THE EVENT THAT THERE ARE NO PERSONNEL CURRENTLY ASSIGNED TO ANY OF THE DUTIES AND RESPONSIBILITIES OUTLINED BELOW, IT IS UP TO THE DISCRETION OF THE SENIOR MEMBER OF THE AMB TO ASSIGN INDIVIDUALS THOSE AS REQUIRED.

REMOVE EACH SUBTAB AND GIVE IT TO THE APPROPRIATE INDIVIDUAL TO GUIDE THEM IN THE PERFORMANCE OF THEIR DUTIES. NOTE WHO WAS GIVEN EACH SUBTAB ON **TAB 2**.

AMB SENIOR MEMBER .....	22A
AVIATION SAFETY OFFICER .....	22B
OPERATIONS REPRESENTATIVE .....	22C
MAINTENANCE REPRESENTATIVE .....	22D
FLIGHT SURGEON .....	22E
FIRE DEPARTMENT/CRASH CREW .....	22F
SECURITY OFFICER AND SECURITY DEPARTMENT .....	22G
ADMINISTRATIVE OFFICER .....	22H
PUBLIC AFFAIRS OFFICER .....	22I
PUBLIC WORKS OFFICER .....	22J
CHAPLAIN .....	22K
SPECIAL SECURITY OFFICER .....	22L
CMS CUSTODIAN .....	22M

#### **AVIATION MISHAP BOARD**

CDR Chandler (SENIOR MEMBER)  
 LT Anderson (OPERATIONS REPRESENTATIVE)  
 LCDR Perez (FLIGHT SURGEON)  
 LT Pattie (MAINTENANCE REPRESENTATIVE)  
 LT Garcia (AVIATION SAFETY OFFICER)

#### **ALTERNATES**

LCDR Magno  
 LT McGaffic  
 LCDR Vaught (FLIGHT SURGEON)  
 LT Sanchez



**DEPARTMENT OF THE NAVY**

U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY

PSC 817 BOX 1

FPO AE 09622-0001

NAVSUPPACTNAPLESINST 3750.2D CH-1  
N3

**24 APR 2020**

NAVSUPPACT NAPLES INSTRUCTION 3750.2D CHANGE TRANSMITTAL 1

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

Subj: U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY, PRE-MISHAP PLAN

1. Purpose. To promulgate change 1 to subject instruction.
2. Action. Changes to enclosure (1) of the instruction are applied as follows:
  - a. Tab 0: Public Affairs Officer (PAO) points of contact were updated.
  - b. Tab 4: Billet information was revised for the Aviation Safety Officer (ASO), Air Operations Officer, Protocol Officer, Emergency Management Officer, Fire Chief, Flight Surgeon, Security Officer, Command Chaplain, PAO, and Admin Officer.
  - c. Tab 10: Pilots' names and information were updated.
  - d. Tab 16: Contact information for the ASO and the flight surgeon was updated.
  - e. Tab 17: The Primary ASO was changed.
  - f. Tab 22: The primary and alternate Aviation Mishap Board members have been updated on page 1 of Tab 22.
3. Records Management. Records created as a result of this change transmittal, regardless of media and format, must be managed per SECNAV M-5210.1.

  
T. A. ABRAHAMSON

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4CC

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

[https://www.cnmc.navy.mil/regions/cnreura/cenr/installations/nsa\\_naples/about/departments/administration\\_n1/administrative\\_services/instructions.html](https://www.cnmc.navy.mil/regions/cnreura/cenr/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html)



24 APR 2020

**START HERE****MISHAP INITIAL NOTIFICATION INSTRUCTIONS****"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 not the CDO, ensure the CDO is notified of the situation and directed to report to the quarterdeck immediately.
- (3) Remove the **DATA COLLECTION WORKSHEET** from TAB 1 and the **MISHAP CHRONOLOGICAL EVENTS LOG** from TAB 2.
- (4) Record all available and pertinent information from the notifying source on the **DATA COLLECTION WORKSHEET**.
- (5) Record all actions taken in the execution of this plan on the **MISHAP CHRONOLOGICAL EVENTS LOG**.
- (6) Follow the tabs as written and execute the Pre-Mishap Plan.

**Remember – NSA 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:

**"Please contact our Public Affairs Officer at 081-568-5912 or 338-576-1784 for information."**

If any crewmember's or passenger's next of kin (NOK) call, state the following:

**"We are investigating reports right now but we have no confirmation of any personnel involved or injuries sustained. Please give me a telephone number where you can be reached, and we will have someone contact you as soon as possible."**

- (7) Enlist the help of all available watch standers and/or military personnel to assist in executing the mishap plan

(8) Attempt to **verify** the initial report (see **TAB 3**) and then move on to **TAB 4 – IMMEDIATE RECALL LIST**.

(9) When the CDO arrives, go to **TAB 5** and ensure **TAB 1** through **TAB 4** are complete.

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## TAB 4

### IMMEDIATE RECALL LIST

The CDO shall ensure notification of key personnel as soon as possible following verification of an aviation mishap. To dial off base dial: 99 + number.

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."**

Only give 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 the following message: **"Sir/Ma'am, there has been an incident that requires your immediate attention. Please contact the CDO at 335-825-7986."**

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

#### KEY PERSONNEL

<u>BILLET/NAME</u>	<u>PHONE</u>	<u>TIME NOTIFIED</u>
CAPT ABRAHAMSON COMMANDING OFFICER	(W) 626-6289 (C) 334-609-2891	_____
CDR POLK EXECUTIVE OFFICER	(W) 626-6289 (C) 366-622-5211	_____
CDR BARKER OPERATIONS OFFICER	(W) 626-5216 (C) 342-919-4448	_____
LT ANDERSON AIR OPERATIONS OFFICER	(W) 626-6897 (C)	_____
LT GARROVA AVIATION SAFETY OFFICER	(W) 626-6897 (C) 348-0144-019	_____

Once a decision is made to activate the EOC, initiate the EOC recall list by notifying Mr. Scott Humphreys on the next page.

**\* HAVE ACDO MAKE REMAINING PHONE CALLS \***

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

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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 the individual is unavailable and cannot be immediately reached, leave the following message: **"Sir/Ma'am, there has been an incident that requires your immediate attention. Please contact the quarterdeck at 081-568-5547."**

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

<u>BILLET/NAME</u>	<u>PHONE</u>	<u>TIME NOTIFIED</u>
DISPATCH	(W) 626-4911	_____
MR. QUINN	(W) 626-3585	_____
EMO	(C) 334-661-3135	_____
MR. PANZICA	(W) 626-5222	_____
FIRE CHIEF	(C) 331-616-3236	_____
LCDR PEREZ	(W) 629-6300	_____
FLIGHT SURGEON	(C) 787-667-1681	_____
ENS WILKINS	(W) 626-5411	_____
SECURITY	(C) 366-630-7136	_____
LCDR OMUNDSON	(W) 626-5553	_____
ASST OPERATIONS OFFICER	(C) 334-661-3136	_____
MRS. ALLOCCA	(W) 626-6305	_____
OPS ITALIAN LIASON	(C) 335-872-9390	_____
	(C) 334-535-1195	_____
MS. DE BLASIO	(W) 626-5176	_____
ITALIAN PROTOCOL	(C) 335-122-2598	_____
MS. CASTRO	(W) 626-4313	_____
PROTOCOL	(C) 347-012-9966	_____
CDR FOSHEE	(W) 626-6817	_____
COMMAND CHAPLAIN	(C) 331-646-0168	_____

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<u>BILLET/NAME</u>	<u>PHONE</u>	<u>TIME NOTIFIED</u>
BASE DUTY CHAPLAIN	(W) 626-3539 (W) 626-3537 (C) 366-680-5972	_____
LT DOHERTY-PETERS STAFF JUDGE ADVOCATE	(W) 626-2889 (C) 366-670-1470	_____
SAFETY OFFICE	(W) 626-5776	_____
LT MORONEY PUBLIC AFFAIRS OFFICER	(W) 626-5912 (C) 338-576-1784	_____
CWO4 GONZALEZ ADMIN OFFICER	(W) 626-5397 (C) 335-708-4060	_____
MR. REIFF PTI (C-26 MAINTENANCE)	(W) 626-5122 (C) 346-065-9519	_____
DUTY YEOMAN	(C) 366-651-2686	_____
DUTY PHOTOGRAPHER NPASE	(W) 626-5114	_____
PUBLIC WORKS DUTY SEC	(W) 626-4981	_____

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



**TAB 10****DATA COLLECTION AND REPORTING PROCEDURES****COMPLETE THESE ACTIONS:**

1. Ensure a flight surgeon examines the flight crew involved.
2. Call NSA Naples Base Operations (DSN: 626-5223) and have them forward a copy of the flight plan to the pilot distro list.
3. Call Sembach Weather (DSN: 314-489-2133) to obtain mishap site weather (utilize **TAB 18**) and have them forward a copy of the DD-175-1 to (all four):  
CDR Barker: robert.barker@eu.navy.mil  
LCDR Omundson: vj.omundson@eu.navy.mil  
LT Garrova: claire.garrova@eu.navy.mil  
LT Anderson: tyler.anderson@eu.navy.mil  
LT Sanchez: daniel.sanchez@eu.navy.mil
4. Consult the **REQUIRED REPORTS CHECKLIST** on **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. Record this information in legible form using **TAB 2** and maintain for the AMB.

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

**\* GO TO TAB 5 AND CHECK YOUR WORK; FOLLOW THROUGH AS NECESSARY AND PROCEED TO TAB 11. \***

**TAB 16**  
**SAFETY CENTER CLASS-A MISHAP VOICE REPORT**  
**(Due within 60 Minutes of Mishap)**

**For Class-A Mishaps ONLY:**

Complete following template using information collected.

Once complete call the Naval Safety Center CDO at:

US East Coast normal working hours - 757-444-2929, DSN 312-564-2929 or

After hours - 757-444-3520 (or DSN 312-564-3520) and select option 1.

**MISHAP DATA**

“This is \_\_\_\_\_, NSA Naples ACDO. I am  
 (your rank/name)

calling to report a Class A - Flight / Flight Related / Aviation Ground

(Mishap Category, circle one)

mishap. Please let me know when you are ready to copy the information.”

“CDO is \_\_\_\_\_ who can be contacted at \_\_\_\_\_ / \_\_\_\_\_

Phone

DSN

Reporting Custodian is Commanding Officer, NAVSUPACT NAPLES, CAPT Todd Abrahamson,  
 todd.abrahamson@eu.navy.mil, Commercial: +39-081-568-6289, DSN: 314-626-6289

Incident Summary: At time \_\_\_\_\_ Zulu (or state Time Zone),

at \_\_\_\_\_, a C-26D / \_\_\_\_\_  
 (plain language location) TMS / Buno (6 digit #)

(brief event summary) \_\_\_\_\_

Known Fatalities: \_\_\_\_\_

Known serious injuries: \_\_\_\_\_

Foreign National: No / Yes: Name \_\_\_\_\_, Rank \_\_, Service \_\_, Country \_\_

Number of involved personnel: \_\_\_\_\_ (including crew, passengers, others)

Mishap Board POC: LT Garrova (ASO), claire.garrova@eu.navy.mil,  
 Cell: +39-349-112-1644, Commercial: +39-081-568-6897, DSN: 314-626-6897  
 Flight Surgeon: LCDR Perez, alfredo.t.perez@mail.mil,  
 Cell: +01-787-667-1681, Commercial: +39-081-811-5836, DSN: 314-626-5836  
 Request Naval Safety Center investigation assistance.”

**GO TO TAB 17**

**TAB 17****AVIATION MISHAP INITIAL NOTIFICATION - BASICS**

1. The Initial Notification (IN) shall be submitted in accordance with the time line below based on the mishap severity class determined by the decision tree in **TAB 13**.

Class-A mishap, 4 hours

Class-B mishap, 4 hours

Class-C mishap, 24 hours

Class-D mishap: \*All PHYSEP Class-D mishaps, 24 hours

\*\*All other Class-D mishaps - IN is optional, SIR still required.

PHYSEP incidents below Class-D require HAZREP within 24 hours.

2. The ASO is ultimately responsible for this report but if neither the primary ASO nor one of the additional ASO trained members of the command (see paragraph-5 below) is available, you will be required to perform this task in order to meet the time requirements.

3. If OPREP-3 criteria is met, ensure the OPREP-3 message has been sent before you start working on this message (see **TAB 14**).

4. The next several pages provide step-by-step procedures of how to produce this report. Please follow the steps in order.

5. The following is a list of trained Aviation Safety Officers in the command. Any ASO will be able to help you but use the current ASO if available (Bold and \*). You may turn this tab over to the ASO when he/she arrives.

NAME	<u>RANK</u>	WORK#	CELL#
<b>Claire Garrova*</b>	<b>LT</b>	<b>626-6897</b>	<b>+39-348-014-4019</b>
David Emert	LT	626-6897	+39-334-661-3136
VJ Omundson	LCDR	626-5553	+39-334-661-3136

6. In the event you are unable to contact a squadron ASO, contact the Command Duty Officer to assist you.

7. The next two pages are a blank IN. Ensure you have all the information necessary to fill out the form before proceeding to the **STEP-BY-STEP**.



## AVIATION MISHAP INITIAL NOTIFICATION – STEP-BY-STEP

1. To initiate the Initial Notification, open Internet Explorer and navigate to:  
<https://wess.safetycenter.navy.mil/collective/>
2. WESS will ask for your certificates twice to allow your log in. Ensure you select DoD certificate and NOT email certificate.
3. System will ask for your CAC PIN. Enter your PIN and select “Ok”.
4. This will bring up the DoD Warning/End User Agreement screen as shown below. Click “Accept” as shown.





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5. You will see a screen that looks like the one below. Click on the "start" icon bottom left of the screen as depicted below.



6. You will see a menu appear. Choose "Initial Notification" and then "Aviation."



7. You then get the below screen. Designate additional Commands to be notified (Note that there are several upper echelon commands included in the notification without selecting them individually):

(Steps 1-4 in screenshot below)

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a. Minimum additional Chain of Command to be notified:

- Echelon IV Operational and Administrative Commanders
- Echelon III Operational Commander
- Numbered Fleet Commander (if applicable)
- COMMANDER NAVAL RESERVE FORCE (all Reserve mishaps)

b. If crew members from another command or passengers are on board, repeat steps 1-4 in screenshot below for each command represented.

Initial Notification - General Information / Involved Aircraft

**Notification Commands**

Commands

Search Commands by UTC, Name or Squadron and Click Search Button

- 4TH MARINE AIRCRAFT WING - 4TH MAW (M6)
- CHIEF BUREAU OF MEDICINE AND SURGERY
- CHIEF OF NAVAL AIR TRAINING CORPUS CHF
- CHIEF OF NAVAL OPERATIONS (N00311)
- COMMANDANT OF THE MARINE CORPS (M03)
- COMMANDER NAVAL AIR FORCE US ATLANTIC
- COMMANDER NAVAL AIR FORCE US PACIFIC

CADs

- ALL HELICOPTER NVD ACTIVITIES
- ALL HERCULES AIRCRAFT ACTIVITIES
- ALL HORNET AIRCRAFT ACTIVITIES
- ALL HUEY AND COBRA HELICOPTER ACTIVITIES
- ALL JET RANGER AIRCRAFT ACTIVITIES
- ALL MENTOR AIRCRAFT ACTIVITIES

**General Information**

POC Name	shannon	martin	Time Zone	Select Time Zone
Business Tel	Business Tel		Event Date	03/27/2017

Save Delete Submit View PDF

8. Designate a CAD (Collective Address Designator) for each Type/Model/Series involved in the same manner you selected commands shown in steps 5-9 below:

Example: C-40/C-9 "ALL CLIPPER/SKYTRAIN AIRCRAFT ACTIVITIES"



## Initial Notification - General Information / Involved Aircraft

## Notification Commands

Commands:

flelog

COMFLELOGSUPWING DET ASD ATLANTA (N5407)	4TH MARINE AIRCRAFT WING - 4TH MAW (M671)
FLEET LOGISTICS SUPPORT WING FORT WORTH	CHIEF BUREAU OF MEDICINE AND SURGERY
	CHIEF OF NAVAL AIR TRAINING CORPUS CHRI
	CHIEF OF NAVAL OPERATIONS (N00011)
	COMMANDANT OF THE MARINE CORPS (M000)
	COMMANDER NAVAL AIR FORCE US ATLANTIC
	COMMANDER NAVAL RESERVE FORCE (N68736)
	FLEET LOGISTICS SUPPORT WING FORT WORTH

CADs:

ALL AMPHIBIOUS SHIPS  
 ALL ATC ACTIVITIES  
 ALL CG Class Ships and ISICs  
 ALL CLIPPER/SKYTRAIN AIRCRAFT ACTIVITIES  
 ALL CV Class Ships

9. Scroll down to the “General Information” section which will look like the screenshot on Page 13-7. Step-by-step directions for the answers below.

- POC Name: Enter your First and Last Name
- Business Tel: Squadron Duty Office number (360) 257-5031 is fine, or you may put your cell phone.
- Email: Your navy.mil email address.
- Event Category: As determined in TAB 4 and documented on the “Aviation Mishap Immediate Action Checklist.”
- Event Severity: As determined in TAB 4 and documented on the “Aviation Mishap Immediate Action Checklist.”
- Mishap Hazard Type: Usually select “Undetermined.” If Mishap cause known for certain, use definitions starting on TAB 4-6
- Mishap Investigation Support Requested? Usually select “No.”  
 \*\*In the event of a Class-A Flight Mishap or any aviation mishap resulting in a fatality (Class-A FRM or AGM), it is recommended to get Mishap Investigation assistance from the Naval Safety Center. This can be



requested later, however, recommend discussing with Commanding Officer prior to Initial Notification submission.

\*\*\*Any mishap involving Foreign Nationals, select "Yes" which will open a text box. At a minimum, include Name, Rank, Service, and Parent Country.

- h. Command Aviation Safety Officer: Always select "Yes."
- i. ASO Data: Fill in from table on Page 13-1 using current ASO (the bold one with an \*).
- j. Time Zone: Estimate as close as you can. If you cannot determine the correct time zone from data you have or from the list included in the TAB, attempt to get as close as you can. Any errors can be fixed later. Please do not waste time trying to figure out the exact time zone.
- k. Event Date / Local Time / Day/Night: Self-explanatory.
- l. DoD / non-DOD Property Damage: Unless you know for sure that there is property damage, select "Unknown." If aviation Mishap, DoD Property Damage will almost always be "Yes".
- m. Short Narrative: Very Basic. "C-26D crashed \_\_\_\_ (shortly after takeoff/on landing) at \_\_\_\_ (approximate location)." **This narrative must not contain any potentially privileged or classified data.**
- n. Reporting UIC: Always "N62588."
- o. Parent Squadron: Always "N62588."
- p. Number of Fatalities: Best information currently available. Will be updated later as required.
- q. Country: Enter the country of the mishap location.
- r. Airspace: Big picture...Class B = International Airports, Class C = Regional Airports, Class D = NAS/NAF/small tower controlled airports, Class E = on land other than vicinity of a tower controlled airport, Warning Area = Ocean within 100 NM of the US coastline, N/A = other than described above. Any corrections will be made as required.
- s. LAT/LONG: Do your best. Degrees and minutes only. Put "00" for seconds. Select N/S and E/W as appropriate.
- t. Event Location Remarks: Unless you have specific data about significant ground damage, use "In the vicinity of \_\_\_\_ (town/airport name/etc)."
- u. Privileged Event Location Remarks: Always select.



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**General Information**

POC Name: first last

Business Tel: Business Tel

Email: first.last@navy.mil

Event Category: ☐ FLIGHT ☐ FLTREL ☐ GROUND

Event Severity: ☐ A ☐ B ☐ C ☐ D ☐ HAZARD

Mishap/Hazard Type: Select Mishap/Hazard Type

Mishap Investigation Support Requested?: ☐ Yes ☒ No

Command Aviation Safety Officer: ☒ Yes ☐ No

ASO Rank: Select ASO Rank

Name (First Name, Last Name): TBD TBD Search

ASO Business Phone: ASO Business Phone

ASO Cell Phone: ASO Cell Phone

ASO Email: ASO Email

Time Zone: Select Time Zone

Event Date: 12/03/2013

Local Time: Enter Time

Day/Night: ☐ Day ☐ Night ☐ Dusk ☐ Dawn

DoD Property Damage: ☐ Yes ☐ No ☐ Unknown

Non-Dod Property Damage: ☐ Yes ☐ No ☐ Unknown

Short Narrative: Short Narrative

Reporting UIC: N53831

Parent Squadron: Enter UIC or Activity Name for Lookup

Number of Fatalities: Number

Is the event location classified?: ☐ Yes ☒ No

Country: UNITED STATES

Airspace: Select Airspace

Latitude (Crash Location): dd mm ss ☐ N ☐ S

Longitude (Crash Location): ddd mm ss ☐ E ☐ W

Event Location Remarks: Event Location Remarks

Privileged Event Location Remarks

10. Adding Aircraft: Scroll down to the “Involved Aircraft” section. On the left side of the screen just below “Involved Aircraft” is the “Add” button. Select it and the selections will populate with the information as shown below. There are only five sections that must be completed on the Initial Mishap Report and are highlighted in yellow on the screenshot below. You will also notice a pop-up text box below the entry section that informs you of the remaining aircraft information required for the report.

- Aircraft T/M/S: “C-26D” Be patient, the search takes 5-15 seconds to populate.
- BUNO: 900531 or 910502 = Tail number XXX
- Reporting Custodian: NSA Naples = “N62588”
- Departure: 4 digit ICAO code for departure airport. Can be found on the flight schedule.
- Destination: 4 digit ICAO code for destination airport. Can be found on the flight schedule.
- After entering all involved aircraft data select “Save.”

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**Involved Aircraft (Click Row to Edit)**

Add Remove

Aircraft TMS	Buro	Reporting Custodi...	Departure	Destination	# Arc...	# Inj Ar...	# Pass	# Inj Pass	# Inj No...	TMR	VMC/MC	IVG	Acft Destro...
	BUNO	Enter UIC or Acti...	Enter Location	Enter Location	0	0	0	0	0	TBD	UNK	UNK	UNK

Cancel Delete

**Required Fields to Save Entry:**  
 Aircraft TMS: This field is required  
 Buro: This field is required  
 Reporting Custodian: This field is required  
 Departure: This field is required  
 Destination: This field is required

**SAVE!**

11. Save and view. Select the buttons as shown below.

Since there is no more Aircraft Data to enter, hit Save and then View PDF

Mishap/Hazard Type: Fire/Explosion  
 Mishap Support Requested? ☐ Yes ☒ No  
 Narrative: unknown cause on fire  
 Country: UNITED STATES  
 Privileged Narrative ☒  
 Command Aviation Safety Officer: ☐ Yes ☒ No  
 ASO Rank: LT  
 Name (First Name, Last Name): Justin Sample  
 ASO Business Phone: 850-444-3520  
 Airspace: I/A  
 Latitude (Crash Location): 34 07 16 N S  
 Longitude (Crash Location): 119 07 03 E W  
 Event Location Remarks: 300 ft in front of Hangar 5 main doors  
 Privileged Event Location Remarks ☒

Save Submit View PDF

12. Read PDF and look for obvious errors prior to transmitting. PDF will appear as shown below.

8a9051892ac80cf0012ac99fb9080239[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

AIR TEST & EVALUATION SQUADRON 30 - VX-30 (N39788)  
 4TH MARINE AIRCRAFT WING - 4TH MAW (M67021)  
 CHIEF BUREAU OF MEDICINE AND SURGERY (N00018)  
 CHIEF OF NAVAL AIR TRAINING CORPUS CHRISTI TX (N63110)  
 CHIEF OF NAVAL OPERATIONS (N00011)  
 COMMANDANT OF THE MARINE CORPS (N00027)  
 COMMANDER NAVAL AIR FORCE US ATLANTIC FLEET (N57012)  
 COMMANDER NAVAL AIR FORCE US PACIFIC FLEET (N57025)  
 COMMANDER NAVAL AIR FORCES (N69294)  
 COMMANDER NAVAL AIR RESERVE FORCE (N00071)  
 COMMANDER NAVAL AIR SYSTEMS COMMAND (N00019)  
 COMMANDER NAVAL SEA SYSTEMS COMMAND (N00024)  
 COMNAVAIRFORPAC, FLEET MARINE FORCES, PACIFIC (M20021)  
 MARINE CORPS FORCES COMMAND - MARFORCOM (M67026)  
 NAVAL AIR WARFARE CENTER A/C DIV LAKEHURST NJ (N68335)  
 NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION (N00421)  
 NAVAL OPERATIONAL MEDICINE INSTITUTE (N0751A)  
 NAVAL POSTGRADUATE SCHOOL MONTEREY CA (N62271)  
 NAVAL SAFETY CENTER (N63393)  
 NAVAL STRIKE AIR WARFARE CENTER FALLON NV (N69190)  
 SCHOOL OF AVIATION SAFETY PENSACOLA (N39961)  
 UNCLAS POUO /N39788/  
 THIS IS AN INITIAL GENERAL USE NAVAL AVIATION MICHAPHAZARD INITIAL NOTIFICATION  
 AIR TEST & EVALUATION SQUADRON 30 - VX-30, TYPE A, GROUND, Fire/Explosion

POC/ Sample, Justin  
 COMM: 757-444-3520/E-MAIL: justin.sample@navy.mil/  
 RMKCD/

1. SUMMARY: At 0725 local time a fire destroyed NP-3D Orion parked in front of Hangar 5  
 2. DATA:  
 A. REPORTING ACTIVITY:  
 (1) N39788 - AIR TEST & EVALUATION SQUADRON 30 - VX-30  
 B. AIRCRAFT OR UAV:  
 B1. (1) (AIRCRAFT T/M/S) NP-3D  
 (2) BUNO: 123456  
 (3) CONTROLLING CUSTODIAN: N39788 - AIR TEST & EVALUATION SQUADRON 30 - VX-30  
 (4) DEPARTURE LOCATION: OT - OTHER, OTHER  
 (5) DESTINATION: OT - OTHER, OTHER  
 (6) # AIRCREW: 0  
 (7) # INJURED AIRCREW: 0  
 (8) # PASSENGERS: 0

(9) # INJURED PASSENGERS: 0  
 (10) TMR: TBD  
 (11) VMCI: U  
 C. ENVIRONMENT  
 (1) EVENT DATE: 8/31/10  
 (2) LOCAL TIME: 0953  
 (3) TIME ZONE: H - Pacific Time (US & Canada)  
 (4) CONDN: DAY  
 (5) LOCN:  
 (A) LATD: 34 07 16 N  
 (B) LONG: 119 07 03 W  
 (C) COUNTRY:  
 3. PERSONS  
 A. SOULS ON BOARD: 0  
 B. CREW: 0  
 C. TOTAL NUMBER OF PASSENGERS: 0  
 (1) INJURED PASSENGERS: 0  
 (2) UNINJURED PASSENGERS: 0  
 D. INJURED NONOCCUPANTS: 0  
 4. MICHAP INVESTIGATION SUPPORT REQUESTS: Yes - unknown cause of fire  
 5. MICHAP AVIATION SAFETY OFFICER  
 LT. Justin Sample  
 858-444-1257  
 850-444-3520  
 justin.sample@navy.mil

FOR OFFICIAL USE ONLY  
 This report is for official use only (FOUO); it may contain privacy and/or privileged information and is not to be released to any other activity or organization, or used for any purpose other than safety, without the written permission of Commander, Naval Safety Center. Ref: SECNAVINST 1720.4J, COMNAVJAGINST 5790.6 Series and COMNAVSURFINST 6102.1 Series.  
 Printed Aug 31, 2010 3:30:08 PM by LCCDR Paul Wiley - LSC: M00001 Page 1

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 Printed Aug 31, 2010 3:30:08 PM by LCCDR Paul Wiley - LSC: M00001 Page 2

13. Transmitting and validation. By selecting the "Submit" icon on the bottom right corner of the screen near where you save and viewed the PDF, the validation will happen automatically. Message will not be transmitted by hitting submit. **One additional step is required. Please read completely!**

a. If you see "Validation Failed", as in the screenshot below, information is missing and needs to be entered.



24 APR 2020

Initial Notification - General Information / Involved Aircraft

Notification Commands

General Information

POC Name: Justin Sample Time Zone: H - Pacific Time (US & Canada)

Business Tel: 757-444-3520 Event Date: 8/31/10

Email: [Redacted]

Event Category: ☐ FLIGHT ☐ FLTREL ☒ GROUND

Event Severity: ☒ A

Non-Dod Property Damage: ☐ Yes ☒ No ☐ Unknown

Event Location: [Redacted] parked in front of Hangar 5

Mishap/Hazard Type: ☐ D ☐ HAZARD ☐ UNIK

Mishap Investigation Support Requested? ☒ Yes ☐ No

Narrative: unknown cause of fire ☒ Privileged Narrative

Command Aviation Safety Officer: ☐ Yes ☒ No

ASO Rank: LT

Name (First Name, Last Name): Justin Sample Search

ASO Business Phone: 850-444-3520

Registration IIC: #39788

Country: UNITED STATES

Airspace: N/A

Latitude (Crash Location): 34 07 16 N S

Longitude (Crash Location): 119 07 03 E W

Event Location Remarks: 300 ft in front of Hangar 5 main doors ☒ Privileged Event Location Remarks

Validation Failed  
Please complete the required fields.

Save Submit View PDF

#### NOTE

Before hitting “Yes” in the next step, ensure that the CO/XO/ASO or CDO is aware of the contents of this report and has given, at a minimum, verbal permission to send. Selecting “Yes” will send the Initial Mishap Notification to the Naval Safety Center and you will not have the ability to retract or edit the information. Sending this report will generate high level attention!

b. If all required information was included, a “Submit Notification” pop-up will be displayed. By hitting “Yes,” the Initial Mishap Report is submitted to all recipients, which includes all subordinate commands that may be a part of the CADs selected.



24 APR 2020

Initial Notification - General Information / Involved Aircraft

Mishap/Hazard Type: Fire/Explosion  
Mishap Investigation Support Requested? ☒ Yes ☐ No  
Narrative: unknown cause of fire  
Number of Fatalities: 0  
Is the event location classified? ☐ Yes ☒ No  
Country: UNITED STATES  
Latitude (Crash Location): 24 07 16 N  
Longitude (Crash Location): 119 07 03 E  
Command Aviation Safety Officer: ☒ Yes ☐ No  
ASO Rank: LT  
Name (First Name, Last Name): Justin Sample  
ASO Business Phone: 858-444-3520  
ASO Cell Phone: 858-444-1257  
ASO Email: justin.sample@navy.mil

Click in box to edit UIC or Activity Name

If there are no incomplete required fields, the following message will pop up. Once you click 'Yes' all the interested commands will be notified.

Submit this notification?  
This will notify all interested commands. Please verify that you wish to release this information.  
Yes No

Involved Aircraft (Click Row to Edit)

Add Remove

Aircraft	TM/S	Buno	Reporting Custodian	Departure	Destination	# Arcrw	# Inj Arcr...	# Pass	# Inj Pass	# Inj Non...	TMR	VMC/MC	NVG
NP-3D		123456	AIR TEST & EVAL	OTHER	OTHER	0	0	0	0	0	N/A	VMC	No

Save Cancel Delete

Start

Save Submit View PDF

PROCEED TO TAB 18

## TAB 22

24 APR 2020

### NSA NAPLES DEPARTMENTAL MISHAP DUTIES

THIS TAB DEFINES DEPARTMENTAL RESPONSIBILITIES AT NAVSUPPACT NAPLES.

IT CONSISTS OF TABS 22A THRU 22M. IN THE EVENT THAT THERE ARE NO PERSONNEL CURRENTLY ASSIGNED TO ANY OF THE DUTIES AND RESPONSIBILITIES OUTLINED BELOW, IT IS UP TO THE DISCRETION OF THE SENIOR MEMBER OF THE AMB TO ASSIGN INDIVIDUALS THOSE AS REQUIRED.

REMOVE EACH SUBTAB AND GIVE IT TO THE APPROPRIATE INDIVIDUAL TO GUIDE THEM IN THE PERFORMANCE OF THEIR DUTIES. NOTE WHO WAS GIVEN EACH SUBTAB ON **TAB 2**.

AMB SENIOR MEMBER .....	22A
AVIATION SAFETY OFFICER .....	22B
OPERATIONS REPRESENTATIVE .....	22C
MAINTENANCE REPRESENTATIVE .....	22D
FLIGHT SURGEON .....	22E
FIRE DEPARTMENT/CRASH CREW .....	22F
SECURITY OFFICER AND SECURITY DEPARTMENT .....	22G
ADMINISTRATIVE OFFICER .....	22H
PUBLIC AFFAIRS OFFICER .....	22I
PUBLIC WORKS OFFICER .....	22J
CHAPLAIN .....	22K
SPECIAL SECURITY OFFICER .....	22L
CMS CUSTODIAN .....	22M

#### **AVIATION MISHAP BOARD**

CDR Polk (SENIOR MEMBER)

LT Anderson (OPERATIONS REPRESENTATIVE)

LCDR Perez (FLIGHT SURGEON)

LT Sanchez (MAINTENANCE REPRESENTATIVE)

LT Garrova (AVIATION SAFETY OFFICER)

#### **ALTERNATES**

CDR Barker

LCDR Omundson (ASO)

LCDR Vaught (FLIGHT SURGEON)

LCDR Hau

LT Emert (ASO)



## DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY  
PSC 817 BOX 1  
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 3750.2D  
N3

10 JAN 2019

### NAVSUPPACT NAPLES INSTRUCTION 3750.2D

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

Subj: U.S. NAVAL SUPPORT ACTIVITY NAPLES PRE-MISHAP PLAN

Ref: (a) OPNAVINST 3750.6 (Series)  
(b) OPNAVINST 3100.6 (Series)  
(b) SECNAV M-5210.1  
(c) NAVPERS 15560D  
(d) COMNAVAIRFORINST 4790.2 (Series)  
(e) OPNAV M-5090.1  
(f) STANAG 3531 (Series)  
(g) NAVSUPPACT NAPLES INST 3750.1 (Series)

Encl: (1) NAVSUPPACT Naples Pre-Mishap Plan

1. Purpose. This instruction provides a standardized guide for initial reporting and investigative procedures required in the event of an aviation mishap. Nothing in this instruction shall preclude logical and warranted actions should such situations arise. 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.

2. Cancellation. NAVSUPPACTNAPLESINST 3750.2C

3. Scope. Prompt, accurate, and detailed investigation and reporting of mishaps are a direct responsibility of each custodian of naval aircraft. References (a) through (g) 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. Personnel not assigned to NAVSUPPACT Naples are cautioned to refer to their unit's Pre-Mishap Plan if they are reporting a mishap from NAVSUPPACT Naples.

4. Action

a. Commander, Naval Air Force Atlantic (CNAL). As designated controlling custodian, CNAL will provide NAVSUPPACT Naples an assigned senior member to investigate all Class A 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 Aviation Mishap Boards (AMB).



10 JAN 2019

(1) If the NAVSUPPACT Naples Commanding Officer is involved in an aircraft mishap, a senior member will be appointed by CNAL (Class A), or CNREURAFSWA (Class B/C) who 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 NAVSUPPACT Naples Commanding Officer remains reporting custodian and retains endorsement authority.

(2) If the NAVSUPPACT Naples Executive Officer is involved in an aircraft mishap, a senior member will be appointed by CNAL (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 NAVSUPPACT Naples Commanding Officer remains reporting custodian and retains endorsement authority.

c. Commanding Officer (CO). The CO will ensure personnel assigned responsibilities herein are knowledgeable with this instruction and their post-mishap duties.

d. Executive Officer (XO). The XO shall act as the Senior Mishap of the AMB unless one is otherwise provided in accordance with subparagraphs (a) or (b) of this instruction. If a senior member is provided to the command by higher authority, the XO shall remain on the AMB and provide necessary aid to the assigned senior member, unless his involvement in the mishap would prohibit his doing so.

e. Aviation Safety Officer (ASO). The ASO will be the principal advisor to the CO on all aviation safety matters. He or she shall assist the CO in the management of the Pre-Mishap Plan and periodically brief all stakeholders on their responsibilities. The ASO shall conduct and document quarterly drills to simulate execution of this plan to ensure familiarity by watch standers. Furthermore, he or she shall conduct quarterly training sessions with Aviation Mishap Board (AMB) members to ensure familiarization with all pertinent instructions. The ASO is responsible for updating enclosure (1), Pre-Mishap Plan Checklists, as required.

f. Command Duty Officer (CDO). In the event of an aviation mishap, the CDO is responsible for the immediate implementation of enclosure (1), and retains responsibility until relieved by proper authority. All watch standers must be familiar and comfortable with the Pre-Mishap Plan before action is required.

g. Aviation Mishap Board (AMB) Members. Standing AMB members will be designated in writing by the CO in accordance with reference (a). As dictated by special circumstances the need may arise for a member of the standing AMB to be replaced. With regards to aviation mishap investigations the following additional guidance is provided:

(1) The findings of an AMB may contain "privileged information." These findings will be used to prevent future mishaps and shall not be used to determine legal accountability.



10 JAN 2019

(2) Included in enclosure (1) are "Advice to Witness" and "Witness Statement" forms. AMB members will use these forms in gathering privileged information and shall assure any witnesses that his or her statement will be used for safety purposes only

5. Changes. Proposed changes or updates to this instruction shall be forwarded to the NAVSUPPACT Naples ASO via phone at DSN: 626-6897.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.

  
T. A. ABRAHAMSON

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4CC

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

[https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa\\_naples/about/departments/administration\\_n1/administrative\\_services/instructions.html](https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html)

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**START HERE**

**MISHAP INITIAL NOTIFICATION  
INSTRUCTIONS**



## **START HERE**

### **MISHAP INITIAL NOTIFICATION INSTRUCTIONS**

#### **"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 not the CDO, ensure the CDO is notified of the situation and directed to report to the quarterdeck immediately.
- (3) Remove the **DATA COLLECTION WORKSHEET** from TAB 1 and the **MISHAP CHRONOLOGICAL EVENTS LOG** from TAB 2.
- (4) Record all available and pertinent information from the notifying source on the **DATA COLLECTION WORKSHEET**.
- (5) Record all actions taken in the execution of this plan on the **MISHAP CHRONOLOGICAL EVENTS LOG**.
- (6) Follow the tabs as written and execute the Pre-Mishap Plan.

**Remember – NSA 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:

**"Please contact our Public Affairs Officer at 081-568-5907 or 331-674-6097 for information."**

If any crewmember's or passenger's next of kin (NOK) call, state the following:

**"We are investigating reports right now but we have no confirmation of any personnel involved or injuries sustained. Please give me a telephone number where you can be reached, and we will have someone contact you as soon as possible."**

- (7) Enlist the help of all available watch standers and/or military personnel to assist in executing the mishap plan

(8) Attempt to **verify** the initial report (see **TAB 3**) and then move on to **TAB 4 – IMMEDIATE RECALL LIST**.

(9) When the CDO arrives, go to **TAB 5** and ensure **TAB 1** through **TAB 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 26.**

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

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

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

3. Telephone number of person calling with country code: \_\_\_\_\_

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

5. Where is the caller 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? If Yes, who? \_\_\_\_\_

\_\_\_\_\_

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 mishap: \_\_\_\_\_

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

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

\_\_\_\_\_

20. Any other witnesses? Yes / No

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

24. Give the caller the Duty phone number: +39-081-568-5547 or DSN 314-626-5547.

25. **SAY TO THE CALLER: "Please DO NOT move any wreckage except for the purpose of saving lives, removing survivors or any other safety considerations. Please preserve the wreckage site until military and/or civilian authorities arrive. DO NOT do anything that would risk injury to yourself or others. There are many materials such as fuel and explosives that could pose a hazard. Please be cautious."**

26. Tell the caller you are going to call them back to verify the call.

\*\*\*\*\*

**(1) Call the CDO and direct them to report to the duty office.**

**(2) Call DISPACTH at DSN: 626-4911 to report the incident.**

**REMOVE TAB 2 TO USE FOR RECORD KEEPING AND PROCEED**  
**TO TAB 3 – MISHAP VERIFICATION**



## **TAB 2**

### **TAB ACCOUNTING LOG**

This log is to record the location of TABS that have been distributed to helpers in executing the mishap plan. The chronological events log starts on the next page. Any competent personnel can assist in the completion of the tabs if the “intended personnel” is otherwise occupied.

<b>TAB</b>	<b>Intended Personnel</b>	<b>Name of person w/TAB</b>	<b>Time returned</b>	<b>Complete?</b>
1	ACDO			
2	ACDO			
3	ACDO			
4	CDO/ACDO			
5	CDO			
6	CDO			
7	Helper			
8	Helper			
9	CDO/SEC-O			
10	Helper			
11	CDO			
12	ACDO			
13	CDO/ASO			
14	CDO			
15	CDO			
16	CDO			
17	ACDO			
18	Helper			
19	PAO/Admin			
20	CACO			
21	CDO			
22	As Required			
23	AMB			
24	CDO/ACDO			
25	CDO/ACDO			

**MISHAP CHRONOLOGICAL EVENTS LOG NEXT PAGE**

## MISHAP CHRONOLOGICAL EVENTS LOG

Page 1 of 5

The CDO will keep a chronological log of events concerning the mishap. This log is necessary to ensure that all information connected with the 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.

Get help if someone is available.

**DATE/TIME**

**EVENTS, PHONE CALLS, PROBLEMS, ETC.**

**BY WHOM**

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**DATE/TIME**

### EVENTS, PHONE CALLS, PROBLEMS, ETC.

**BY WHOM**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**DATE/TIME**

**EVENTS, PHONE CALLS, PROBLEMS, ETC.**

**BY WHOM**



**DATE/TIME**

### EVENTS, PHONE CALLS, PROBLEMS, ETC.

**BY WHOM**

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook paper. There are no margins, text, or other markings on the page.

**DATE/TIME**

### EVENTS, PHONE CALLS, PROBLEMS, ETC.

**BY WHOM**

## **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.**

☐ **Verify the call:**

- Call the person who reported the mishap to verify the authenticity of the mishap.
- Ask the caller if they can remain at the scene to direct rescue and fire fighters if not already at the scene. Ask if individual can remain a point of contact at the scene.
- Ask caller to immediately inform CDO if any new information is obtained.
- If unable to verify with the person who made the original report, verify with another local source (i.e. local police or fire department). If in doubt continue with the mishap procedures.

☐ **Record time of Verification:** \_\_\_\_\_

☐ **Inform the CDO immediately**

- Note time of notification: \_\_\_\_\_

☐ **Utilize any personnel available to help.**

- If alone proceed to TAB 4. As additional personnel are available, assign duties in the following order.

- **Helper 1** - Start “Immediate Recall” (TAB 4) from a phone other than the Duty Office phone.

- **Helper 2** – Post a continuous phone watch on the Duty Office phone. Keep the lines open by directing all calls not related to the mishap to Admin (626-5218).

Note: DO NOT release any information about the mishap to anyone, either over the phone or in person, except for personnel specified in this binder. Direct questions to NSA Naples PAO at COMM: +39-081-568-5912 or DSN: 314-626-5912

- **Assign additional tasks to helpers as they become available**

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

## **TAB 4**

### **IMMEDIATE RECALL LIST**

The CDO shall ensure notification of key personnel as soon as possible following verification of an aviation mishap. To dial off base dial: 99 + number.

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."**

Only give 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 the following message: **"Sir/Ma'am, there has been an incident that requires your immediate attention. Please contact the CDO at 335-825-7986."**

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

#### **KEY PERSONNEL**

<b><u>BILLET/NAME</u></b>	<b><u>PHONE</u></b>	<b><u>TIME NOTIFIED</u></b>
CAPT ABRAHAMSON COMMANDING OFFICER	(W) 626-6289 (C) 334-609-2891	_____
CDR GAUGLER EXECUTIVE OFFICER	(W) 626-6289 (C) 366-622-5211	_____
CDR BARKER OPERATIONS OFFICER	(W) 626-5216 (C) 342-919-4448	_____
LCDR LIBBY AIR OPERATIONS OFFICER	(W) 626-5216 (C) 335-823-9376	_____
LT EMERT AVIATION SAFETY OFFICER	(W) 626-6897 (C) 349-112-1644	_____

Once a decision is made to activate the EOC, initiate the EOC recall list by notifying Mr. Scott Humphreys on the next page.

**\* HAVE ACDO MAKE REMAINING PHONE CALLS \***

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



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 the individual is unavailable and cannot be immediately reached, leave the following message: **"Sir/Ma'am, there has been an incident that requires your immediate attention. Please contact the quarterdeck at 081-568-5547."**

**\*\*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) 626-4911	_____
SCOTT HUMPHREYS	(W) 626-3585	_____
EMO	(C) 334-661-3135	_____
JAMIE SHERER	(W) 626-5222	_____
FIRE CHIEF	(C) 331-616-3236	_____
LCDR VAUGHT	(W) 629-6300	_____
FLIGHT SURGEON	(C) 347-357-5161	_____
LCDR REID	(W) 626-5411	_____
SECURITY	(C) 366-630-7136	_____
LCDR OMUNDSON	(W) 626-5553	_____
ASST OPERATIONS OFFICER	(C) 334-661-3136	_____
MRS. ALLOCCA	(W) 626-6305	_____
OPS ITALIAN LIASON	(C) 335-872-9390	_____
	(C) 334-535-1195	_____
MS. DE BLASIO	(W) 626-5176	_____
ITALIAN PROTOCOL	(C) 335-122-2598	_____
LT DUNCAN	(W) 626-4313	_____
PROTOCOL	(C) 335-576-3276	_____
CDR GAULT	(W) 626-6817	_____
COMMAND CHAPLAIN	(C) 331-646-0168	_____

<b><u>BILLET/NAME</u></b>	<b><u>PHONE</u></b>	<b><u>TIME NOTIFIED</u></b>
BASE DUTY CHAPLAIN	(W) 626-3539 (W) 626-3537 (C) 366-680-5972	_____
LT DOHERTY-PETERS STAFF JUDGE ADVOCATE	(W) 626-2889 (C) 366-670-1470	_____
SAFETY OFFICE	(W) 626-5776	_____
LT PAGANO PUBLIC AFFAIRS OFFICER	(W) 626-5912 (C) 338-576-1784	_____
CWO3 INGLE ADMIN OFFICER	(W) 626-5397 (C) 335-708-4060	_____
MR. REIFF PTI (C-26 MAINTENANCE)	(W) 626-5122 (C) 346-065-9519	_____
DUTY YEOMAN	(C) 366-651-2686	_____
DUTY PHOTOGRAPHER NPASE	(W) 626-5114	_____
PUBLIC WORKS DUTY SEC	(W) 626-4981	_____

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

## **TAB 5**

### **CDO 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 the procedures required in the event of an aviation mishap. The Aviation Safety Officer (ASO) will provide an individual who is experienced in aviation safety matters to assist the CDO in completing the following required steps. However, do not wait after initially completing steps 1 – 4: continue with step 5 and proceed efficiently through the steps required after referencing each corresponding tab. Solicit all help available.

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

<u><b>STEP</b></u>	<u><b>DEADLINE</b></u>	<u><b>ACTION</b></u>	<u><b>TAB</b></u>	<u><b>TIME</b></u>
<b>1</b>	ASAP	COLLECT INITIAL MISHAP DETAILS	<b>1</b>	_____
<b>2</b>	CONT	BEGIN MISHAP LOG	<b>2</b>	_____
<b>3</b>	ASAP	VERIFY INITIAL MISHAP DETAILS	<b>3</b>	_____
<b>4</b>	ASAP	INITIATE RECALL	<b>4</b>	_____

\*\*\*\*\*

***\*\*\* DO NOT RELEASE NAMES OF PERSONNEL INVOLVED UNLESS TO KEY PERSONNEL LISTED ON PAGE 1 OF TAB 4 \*\*\****

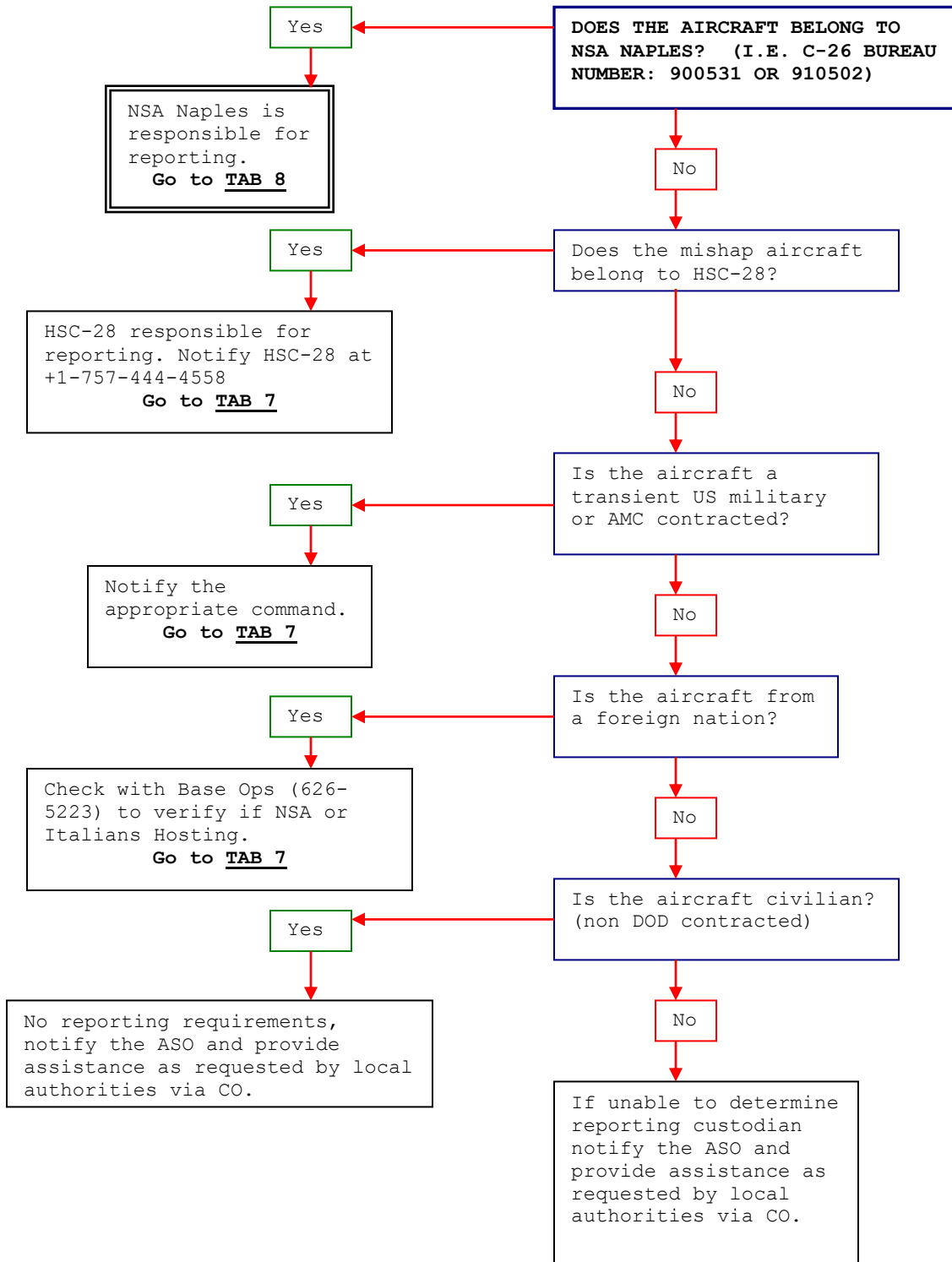
<b>5</b>	ASAP	DETERMINE AIRCRAFT REPORTING CUSTODIAN (Call ASO if unsure)	<b>6</b>	_____
<b>6</b>	ASAP	NOTIFY AIRCRAFT REPORTING CUSTODIAN	<b>7</b>	_____
<b>7.</b>	ASAP	INITIATE SAR (IF REQUIRED)	<b>8</b>	_____
<b>8</b>	ASAP	SECURE MISHAP SITE	<b>9</b>	_____
<b>9</b>	CONT	COLLECT DATA FOR REQUIRED REPORTS	<b>10</b>	_____

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

## TAB 6

### 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 AS DETERMINED BY TAB 6 - AIRCRAFT REPORTING CUSTODIAN)**

<b><u>NAME</u></b>	<b><u>TYPE AIRCRAFT</u></b>	<b><u>PHONE</u></b>	<b><u>NOTIFIED</u></b>
HSC-28 DUTY OFFICE	MH-60S	626-5285/6366 99-001-757-444-4558	_____
NAS SIGONELLA	C-26	624-2527	_____
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	_____
<b><u>Possible Navy Transient Aircraft</u></b>			
CTF-63 TASKED	C-9/C-40/C-130	(W) 626-3150 (C) 335-723-5521	_____

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

## **TAB 8**

### **SAR INITIATION**

#### **TO BE COMPLETED ONLY IF AIRCRAFT OR PERSONNEL ARE MISSING**

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

- **If NO**, Notify US DAO in appropriate country/countries to assist with SAR efforts. The list of US Embassy DAO phone numbers can be found on the internet with the electronic foreign clearance guide.

- **If YES**, complete the following:

**\* SEE NOTE 2 IF ITALIAN INTERPETING ASSISTANCER IS REQUIRED**

- 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 (only if unable to reach BOC)

#### **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 OF 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. ALLOCCA (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**

If the mishap occurs on base at NSA Naples, after initially calling **911**, Dispatch implements the aircraft mishap matrix, and fire, medical, and security will arrive on scene to assist and perform their described duties. Have Mrs. Allocca (626-6305/**TAB 4**) notify the Italian BOC at 081-705-5444/5388.

If the mishap occurs off base but in Italy, contact Italian Emergency Services at **115** and then have Mrs. Allocca (626-6305/**TAB 4**) notify the Italian BOC at 081-705-5444/5388. Liaison between Italian and NSA Naples personnel will be handled through the ASO and the Italian BOC.

If the mishap occurs outside of Italy, notify the US DAO in the appropriate country. The list of US Embassy DAO phone numbers can be found on the internet with the electronic foreign clearance guide.

#### **A. Fire Department / Crash Crew Procedures**

- a. Italian emergency services will be the primary responders with NSA Naples Fire Department acting as liaison / subject matter expert on the aircraft.

#### **B. Transportation to the mishap site for AMB members and security personnel**

- a. If the site is local, utilize ATOC 7 passenger vans (626-5256) as needed.
  - i. Ensure T-Line CPO (626-6884) assigns duty drivers as needed to meet transportation requirements.
  - ii. Do not use privately owned vehicles unless all other available resources have been exhausted
- b. If the site is not local, coordinate travel requirements (ex. COMAIR) with admin

#### **C. Preservation of mishap site**

- a. Coordination for site security will be handled with local authorities
- b. Reference tabs 9A - 9D for additional security information

## **TAB 9A**

### **SECURING 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 associated with aircraft wreckage (cads, fuel, sharp metal edges, composite fragments, etc.), 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, NSA 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. The security department will handle their own watch relief requirements.

### **SECURITY PERSONNEL AT MISHAP SITE**

1. Assignment of security personnel at mishap site will be coordinated through base security.
2. All security personnel shall be annotated on **TAB 9B**.
3. Ensure the security guard detail is given multiple copies of **TAB 9C - MISHAP SITE SECURITY BRIEFING GUIDE** and **TAB 9D - GUIDANCE FOR RELEASE OF INFORMATION AT THE MISHAP SITE**.



**TAB 9B**

## LIST OF MISHAP SITE SECURITY GUARDS

[illegible]

## **TAB 9C**

### **MISHAP SITE SECURITY BRIEFING GUIDE**

THE FOLLOWING PAGE EXPLAINS IN DETAIL THE INSTRUCTIONS 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 NAVSUPPACT 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 NAVSUPPACT 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 NAVSUPPACT 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.**

## **TAB 9D**

### **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 NAVSUPACT 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 NAVSUPACT 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:**

1. Ensure a flight surgeon examines the flight crew involved.
2. Call NSA Naples Base Operations (DSN: 626-5223) and have them forward a copy of the flight plan to the pilot distro list.
3. Call Sembach Weather (DSN: 314-489-2133) to obtain mishap site weather (utilize **TAB 18**) and have them forward a copy of the DD-175-1 to (all three):  
LCDR Libby: benjamin.libby@eu.navy.mil  
LT Emert: david.emert@eu.navy.mil  
LT McKnight: diego.mcknight@eu.navy.mil
4. Consult the **REQUIRED REPORTS CHECKLIST** on **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. Record this information in legible form using **TAB 2** and maintain for the AMB.

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

**\* GO TO TAB 5 AND CHECK YOUR WORK; FOLLOW THROUGH AS NECESSARY AND PROCEED TO TAB 11. \***

## **TAB 11**

### **REQUIRED REPORTS CHECKLIST**

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

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

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

## REQUIRED REPORTS CHECKLIST (CONT)

<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>
<b>4 HRS</b>	WAMHRS INITIAL NOTIFICATION (CLASS A OR B)	ASO / AMB	<b>17</b>	_____
<b>24 HRS</b>	WAMHRS INITIAL NOTIFICATION (CLASS C)	ASO / AMB	<b>17</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>3750.6S</b>	_____
<b>7 DAYS AFTER SIR</b>	FIRST SIR ENDORSEMENT	CO	<b>3750.6S</b>	_____

## **TAB 12**

### **TELEPHONE SECURITY MEASURES**

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

#### **WARNING**

**REMEMBER – NAVSUPPACT 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 081-568-5912. THANK YOU."**

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

**"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**

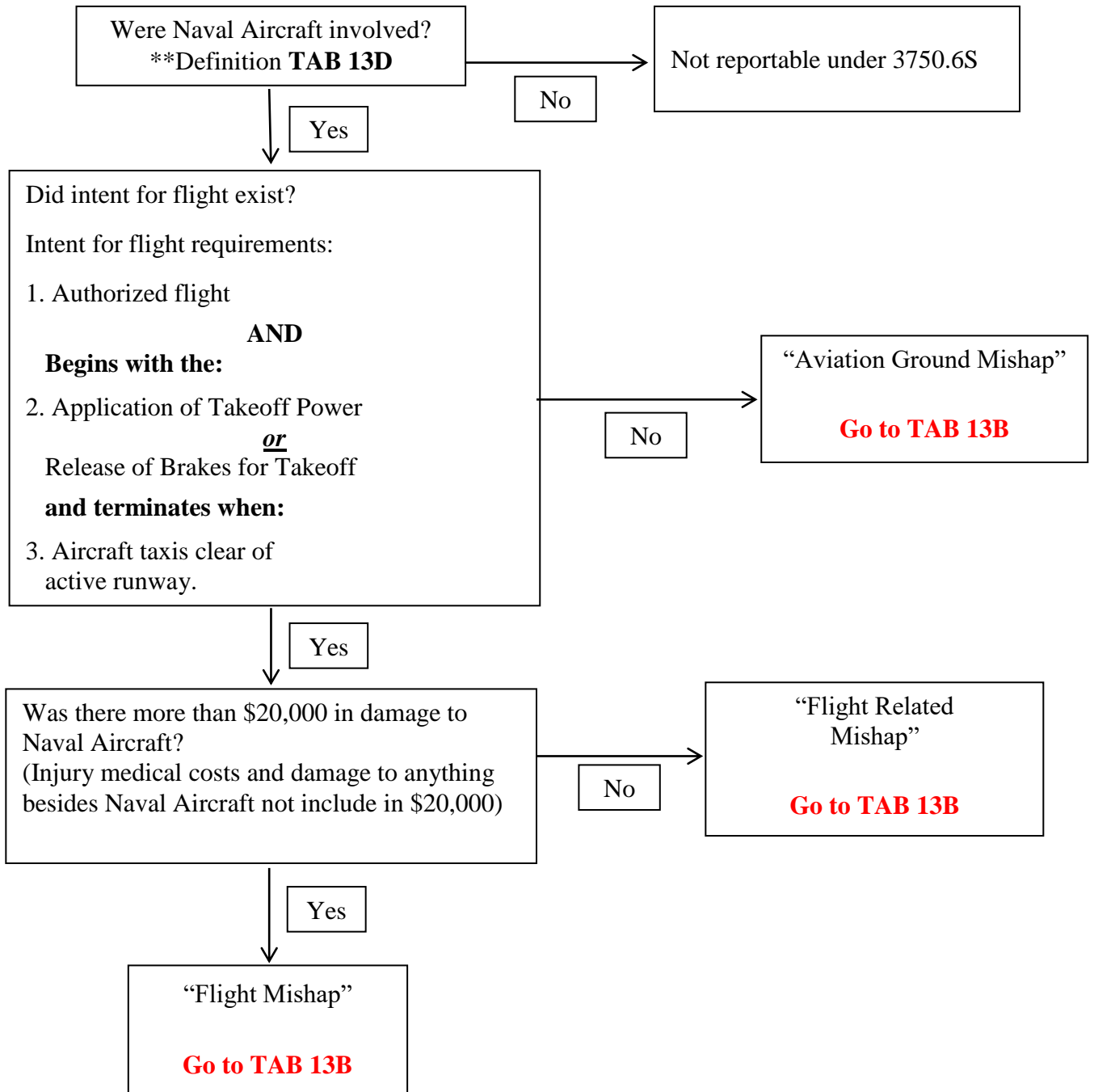
### **MISHAP CLASSIFICATION**

- (1) If Naval Aircraft were **not** involved, mishap is **not** reportable under OPNAVINST 3750.6S.
- (2) Determine mishap subcategory and severity utilizing **TAB 13A** and **TAB 13B**, **circle** your results on the chart and note them on **TAB 2**.
  - a. If severity classification is Class **A/B**, you **must submit** an OPREP-3 report with several time critical tasks to complete. Continue with **TAB 14**.
  - b. If there is confusion as to whether the mishap is Class **B/C**, send the OPREP-3 and the AMB can downgrade the classification later.
  - c. If severity classification is Class **C** there is **not** an OPREP-3 reporting requirement. The first report deadline is 24 hours from the mishap occurrence.
  - d. If Class **C**, **CO may** desire to send a UNIT SITREP. If UNIT SITREP is to be sent, go to **TAB 15**.
  - e. If severity is less than Class **D** criteria, the ASO might need to generate a HAZREP, go to **TAB 20**.
- (3) Use **TAB 13C** for reference and to define key terms used to determine mishap category and severity.



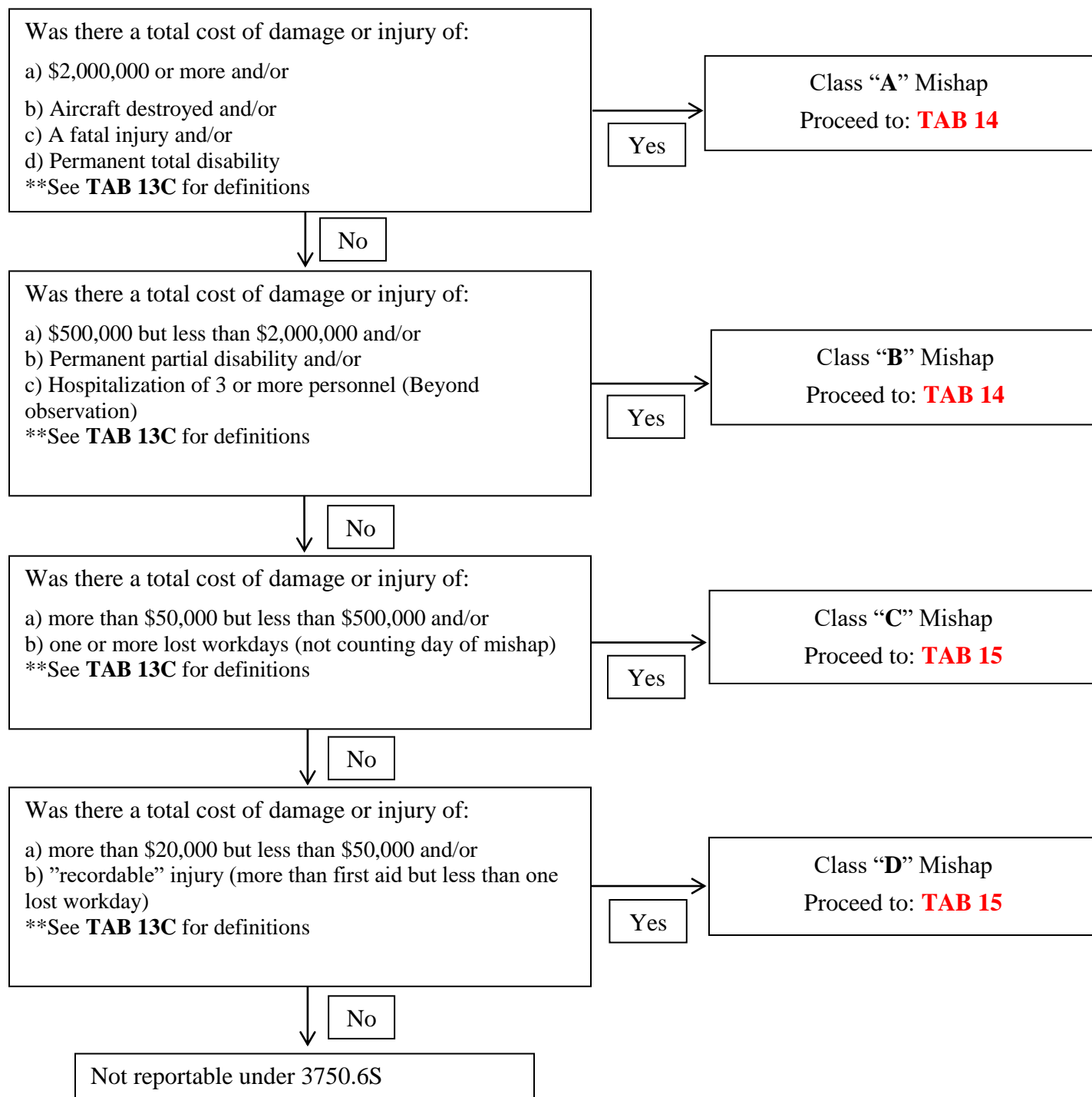
## TAB 13A

### MISHAP SUBCATEGORY DECISION TREE



## **TAB 13B**

### **SEVERITY CLASSIFICATION DECISION TREE**



## **TAB 13C**

### **MISHAP INJURY DEFINITIONS**

**Ref: OPNAVINST 3750.6S, paragraph 312**

**Fatal Injury.** An injury that results in death from a mishap or the complications arising there from, regardless of the time intervening between the mishap and a subsequent death.

**Permanent Total Disability.** Any nonfatal injury or occupational illness that in the opinion of competent medical authority permanently or totally incapacitates a person to the extent that he or she cannot follow any gainful occupation and results in a medical discharge or civilian equivalent. (The loss, or the loss of use of both hands, both feet, both eyes, or a combination of any of those body parts as a result of a single mishap shall be considered as a permanent total disability.)

**Permanent Partial Disability.** An injury or occupational illness that does not result in death or permanent total disability, but, in the opinion of competent medical authority, results in permanent impairment through loss of the use of any part of the body with the following exceptions: teeth, fingernails, toe nails, tips of fingers or tips of toes without bone involvement, inguinal hernia, disfigurement, or sprains or strains that do not cause permanent loss of motion.

**Lost Workday Injury.** Injury not resulting in death, permanent total disability or permanent partial disability, but results in 1 or more lost workdays, not including the day of injury.

**Recordable Injury.** An injury greater than first aid. First aid is generally when individuals are treated and released (observation or counseling, diagnostic procedures, X-ray and blood tests, over-the-counter medications at over-the-counter strength, tetanus, cleaning, flushing or soaking wounds, wound coverings, suture substitutes such as butterfly bandages and sterile strips, hot or cold treatment, non-rigid support such as ace, non-rigid back belts, etc., temporary immobilization for transport purposes, drilling of nail to relieve subungual hematoma, eye patches, foreign body removal from eye using only irrigation or swab, simple skin removal, finger guards and massages). Hyperbaric chamber therapy is greater than first aid treatment and results in a requirement for a class D or higher mishap report. Include an aeromedical analysis (AA) with all Class D or higher mishap reports involving DCS. For purposes of Class D mishap reporting, use greater than first aid up to 1 day, but not including 1 day away from work.

## **TAB 13D**

### **NAVAL AIRCRAFT DEFINITION (FOR MISHAP REPORTING)**

**Ref: OPNAVINST 3750.6S, paragraph 302 & 303**

#### **Naval Aircraft.**

1. All Squadron owned aircraft.
2. Additional definitions are for the purposes of determining damage to aircraft other than NSA Naples aircraft. If reporting criteria is met based on damage to NSA Naples aircraft, the following need only be considered for total cost and not for the reporting criteria of Naval aircraft.
3. Those aircraft and UAVs of the U.S. Navy, U.S. Naval Reserve, USMC, and USMC Reserve for which the Naval aircraft accounting system requires accountability. Included in this definition are all manned, weight-carrying devices supported in flight by buoyancy or dynamic action, manned aircraft when operated remotely as drones with no live operator on board (except when designated as a target), and all UAVs including aerostat balloons. This includes:
  - a. Aircraft owned or leased by the Navy or Marine Corps (including Reserves) that are operated and exclusively controlled or directed by the Navy or Marine Corps.
  - b. Furnished by the Government, loaned, or on bailment to a non-DoD organization for modification, maintenance, repair, test, contract training, or experimental project for a DoD component, when the Government has assumed ground and flight risk.

**Exceptions to the definition of Naval Aircraft.** The following are neither Naval aircraft nor UAVs. Mishaps occurring to them are not reportable under the provisions of this instruction; however, the CNO may decide to participate in mishap investigations involving them or conduct JAGMAN investigations whenever litigation against or by the U.S. Government is expected.

1. Aircraft or UAVs leased, on bailment, or loaned (except, as specified above) to contractors, commercial airlines, other Government agencies, or foreign governments, when the lessee has assumed risk of loss.
2. Civil aircraft owned by civil operators engaged in contract air missions for the U.S. Navy or USMC.
3. Factory-new production aircraft or UAVs until successful completion of the post-production acceptance flight
4. Unmanned target drone aircraft and ballistic or semi-ballistic vehicles.
5. Navy Flying Club aircraft or privately owned aircraft stored in a hangar on a DoD installation. These are reportable under BUPERSINST 1710.22.
6. An aircraft when it is being handled as a commodity or cargo.

## **TAB 14**

### **OPREP-3 REPORTING**

- (1) DETERMINE WHETHER YOU NEED TO SUBMIT AN OPREP-3 PINNACLE (**TAB 14A**) OR AN OPREP-3 NAVY BLUE (**TAB 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 **TAB 14C**, **TAB 14D** AND **TAB 14E**. IF EITHER A PINNACLE OR A NAVY BLUE IS REQUIRED, ALL 3 COMMANDS WILL BE NOTIFIED. THE CO WILL NOTIFY **COMNAVIAIRLANT CHIEF OF STAFF** UTILIZING **TAB 14F**.
- (4) FOLLOW FORMATS FOR OPREP-3 MESSAGES FOUND IN **TAB 14G** AND **TAB 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**.

## **TAB 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 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 \***

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



## **TAB 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 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/H \***

**IF NOT A CLASS A OR B AND NO OPREP IS REQUIRED, PROCEED TO TAB 15**

# TAB 14C

## 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**"

<p>CALL THE COMMANDING OFFICER AND INFORM HIM OF THE CONTENTS. IF UNABLE TO REACH THE CO DO NOT DELAY THIS REPORT. <b>* MAKE THE CALL USING THE PHONE NUMBERS BELOW! *</b></p>
--

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

## TAB 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. <b>* MAKE THE CALL USING THE PHONE NUMBER BELOW! *</b>
--

**COMNAVREGEUR CDO**

COMM: 0039-335-772-6279

## TAB 14E

### OPREP-3 TELEPHONE REPORT

"COMNAVIAIRLANT"

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

#### COMNAVIAIRLANT

DSN: 312-564-4259/2928

Commercial: 757-444-4259/2928

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 39-335-825-7986)	x5547
NAVSUPPACT NAPLES QUARTERDECK	x5547
NAVSUPPACT NAPLES ASO	x6897
AMB SENIOR MEMBER, NAVSUPPACTNAPLES XO	x6289



## **TAB 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.

## TAB 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". UTILIZE ADMIN AS NECESSARY.

#### 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.

# OPREP-3 PINNACLE MESSAGE REPORT WORKSHEET

DATE/TIME GROUP:

FLASH

FM NAVSUPPACT NAPLES IT//CO//

TO NMCC WASHINGTON DC//JJJ//

CNO WASHINGTON DC//JJJ//

USCINCEUR VAIHINGEN GE//JJJ//

CINCUSNAVEUR LONDON UK//JJJ//

COMFAIRMED NAPLES IT//JJJ//

COMNAVAIRLANT NORFOLK VA//JJJ//

INFO

NAVY JAG ALEXANDRIA VA//JJJ//

COMNAVAIRSYSCOM WASHINGTON DC//JJJ//

CHNAVPER WASHINGTON DC//JJJ//

BUMED WASHINGTON DC//JJJ//

NAVSAFECEN NORFOLK

VA//00/02/10/11/13/14/20/30/43/60/70/80/90/054//

NAVMARINTCEN WASHINGTON DC//JJJ//

COMSIXTHFLT

UNCLAS//3750//

[illegible]

REF/A/OPREP-3P/TEL/NAVSUPPACT NAPLES/\_\_\_\_\_/NOTAL//  
(note c)

AMPN/REF A IS INITIAL VOICE REPORT TO \_\_\_\_\_ //  
(note d)

FLAGWORD/PINNACLE/-//

TIMELOC/\_\_\_\_\_/(note e)\_\_\_\_\_/\_\_\_\_\_/(note f)\_\_\_\_\_/

GENTEXT/ \_\_\_\_\_ /  
(note q)

---

(note h)

RMKS/AMPLIFYING INFO AND MISHAP REPORT TO FOLLOW//

COMMANDER'S ESTIMATE:

//

(note i)

BT

## **TAB 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". UTILIZE ADMIN AS NECESSARY.**

#### 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.

# OPREP-3 NAVY BLUE MESSAGE REPORT WORKSHEET

DATE/TIME GROUP: \_\_\_\_\_

IMMEDIATE

FM NAVSUPPACT NAPLES IT//CO//

TO CNO WASHINGTON DC//J33//

CINCUSNAVEUR LONDON UK//JJJ//

COMFAIRMED NAPLES IT//JJJ//

INFO

USCINCEUR VAIHINGEN GE//JJJ//

COMNAVIAIRLANT NORFOLK VA//JJJ//

NAVY JAG ALEXANDRIA VA//JJJ//

COMNAVAIRSYSCOM WASHINGTON DC//JJJ//

CHNAVPER WASHINGTON DC//JJJ//

BUMED WASHINGTON DC//JJJ//

NAVSAFECEN NORFOLK

VA//00/02/10/11/13/14/20/30/43/60/70/80/90/054//

NAVMARINTCEN WASHINGTON DC//JJJ//

COMSIXTHFLT

UNCLAS//3750//

[illegible]

REF/A/OPREP-3P/TEL/NAVSUPPACT NAPLES/(note c)/NOTAL//

AMPN/REF A IS INITIAL VOICE REPORT TO \_\_\_\_\_ //  
(note d)

FLAGWORD/NAVY BLUE/-//

TIMELOC/\_\_\_\_\_/\_\_\_\_\_//  
                (note e)                (note f)

GENTEXT/ \_\_\_\_\_ /  
(note g)

---

(note h) //

RMKS/AMPLIFYING INFO AND MISHAP REPORT TO FOLLOW//

COMMANDER'S ESTIMATE: \_\_\_\_\_//  
(note i)

BT

## **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**  
**SAFETY CENTER CLASS-A MISHAP VOICE REPORT**  
**(Due within 60 Minutes of Mishap)**

**For Class-A Mishaps ONLY:**

Complete following template using information collected.

Once complete call the Naval Safety Center CDO at:

US East Coast normal working hours - 757-444-2929, DSN 312-564-2929 or

After hours - 757-444-3520 (or DSN 312-564-3520) and select option 1.

**MISHAP DATA**

“This is \_\_\_\_\_, NSA Naples ACDO. I am  
(your rank/name)

calling to report a Class A - Flight / Flight Related / Aviation Ground  
(Mishap Category, circle one)

mishap. Please let me know when you are ready to copy the information.”

“CDO is \_\_\_\_\_ who can be contacted at \_\_\_\_\_ / \_\_\_\_\_

Phone

DSN

Reporting Custodian is Commanding Officer, NAVSUPACT NAPLES, CAPT Todd Abrahamson,  
todd.abrahamson@eu.navy.mil, Commercial: +39-081-568-6289, DSN: 314-626-6289

Incident Summary: At time \_\_\_\_\_ Zulu (or state Time Zone),

at \_\_\_\_\_, a C-26D / \_\_\_\_\_  
(plain language location) TMS / Buno (6 digit #)

(brief event summary) \_\_\_\_\_

\_\_\_\_\_

Known Fatalities: \_\_\_\_\_

Known serious injuries: \_\_\_\_\_

Foreign National: No / Yes: Name \_\_\_\_\_, Rank \_\_, Service \_\_, Country \_\_

Number of involved personnel: \_\_\_\_\_ (including crew, passengers, others)

Mishap Board POC: LT Emert (ASO), david.emert@eu.navy.mil,

Cell: +39-349-112-1644, Commercial: +39-081-568-6897, DSN: 314-626-6897

Flight Surgeon: LCDR Vaught, eric.r.vaught.mil@mail.mil

Cell: +39-347-357-5161, Commercial: +39-081-811-6300, DSN: 314-629-6300

Request Naval Safety Center investigation assistance.”

**GO TO TAB 17**

**TAB 17**  
**AVIATION MISHAP INITIAL NOTIFICATION - BASICS**

1. The Initial Notification (IN) shall be submitted in accordance with the time line below based on the mishap severity class determined by the decision tree in **TAB 13**.

Class-A mishap, 4 hours

Class-B mishap, 4 hours

Class-C mishap, 24 hours

Class-D mishap: \*All PHYSEP Class-D mishaps, 24 hours

\*\*All other Class-D mishaps - IN is optional, SIR still required.

PHYSEP incidents below Class-D require HAZREP within 24 hours.

2. The ASO is ultimately responsible for this report but if neither the primary ASO nor one of the additional ASO trained members of the command (see paragraph-5 below) is available, you will be required to perform this task in order to meet the time requirements.

3. If OPREP-3 criteria is met, ensure the OPREP-3 message has been sent before you start working on this message (see **TAB 14**).

4. The next several pages provide step-by-step procedures of how to produce this report. Please follow the steps in order.

5. The following is a list of trained Aviation Safety Officers in the command. Any ASO will be able to help you but use the current ASO if available (Bold and \*). You may turn this tab over to the ASO when he/she arrives.

NAME	<u>RANK</u>	WORK#	CELL#
<b>David Emert*</b>	<b>LT</b>	<b>626-6897</b>	<b>+39-349-112-1644</b>
Benjamin Libby	LCDR	626-5216	+39-335-823-9376
VJ Omundson	LCDR	626-5553	+39-334-661-3136

6. In the event you are unable to contact a squadron ASO, contact the Command Duty Officer to assist you.

7. The next two pages are a blank IN. Ensure you have all the information necessary to fill out the form before proceeding to the **STEP-BY-STEP**.

CHIEF BUREAU OF MEDICINE AND SURGERY (N00018)  
CHIEF OF NAVAL AIR TRAINING CORPUS CHRISTI TX (N63110)  
CHIEF OF NAVAL OPERATIONS (N00011)  
COMMANDANT OF THE MARINE CORPS (M00027)  
COMMANDER NAVAL AIR FORCE US ATLANTIC FLEET (N57012)  
COMMANDER NAVAL AIR FORCE US PACIFIC FLEET (N57025)  
COMMANDER NAVAL AIR FORCES (N69294)  
COMMANDER NAVAL AIR FORCES RESERVE (N00071)  
COMMANDER NAVAL AIR SYSTEMS COMMAND (N00019)  
COMMANDER NAVAL SEA SYSTEMS COMMAND (N00024)  
COMMARFORPAC, FLEET MARINE FORCES, PACIFIC (M20021)  
NAVAL AIR WARFARE CENTER A/C DIV LAKEHURST NJ (N68335)  
NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION (N00421)  
NAVAL OPERATIONAL MEDICINE INSTITUTE (N0751A)  
NAVAL POSTGRADUATE SCHOOL MONTEREY CA (N62271)  
NAVAL SAFETY CENTER NORFOLK VA (N63393)  
NAVAL STRIKE AIR WARFARE CENTER FALLON NV (N69190)  
NPS AV SAFETY TRAINING (N39961)

Classification: UNCLASSIFIED FOR OFFICIAL USE ONLY (FOUO)

From: US NAVAL SUPPORT ACTIVITY NAPLES ITALY N62588

Subject: INITIAL NOTIFICATION OF CLASS , ,

This report is for official use only (FOUO), may contain privacy and/or privileged information and is not to be released to any other activity or organization, or used for any purpose other than safety, without the written permission of the Commander, Naval Safety Center.

References:

- A. SECNAVINST 5720.42
- B. OPNAVINST 3750.6 Series
- C. OPNAVINST 5120.1
- D. JAGINST 5800.7 Series

POC: emert, david

Phone:

E-mail: david.emert@eu.navy.mil

Remarks:

- 1. Summary: .
- 2. Data:
  - A. Reporting Activity

---

FOR OFFICIAL USE ONLY

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Ref: SECNAVINST 5720.42, OPNAVINST 3750.6 Series and OPNAVINST 5102.1 Series.

(1) N62588 - US NAVAL SUPPORT ACTIVITY NAPLES ITALY

B. Class:

C. Aircraft or UAV:

D. Environment.

(1) Event Date: 7/24/18

(2) Local Time:

(3) Time Zone: M - Auckland, Wellington, Fiji, Kamchatka

(4) Conditions:

(5) Location Description:

(a) Latitude:

(b) Longitude:

(c) Country: UNITED STATES

3. Persons.

A. Souls On Board: 0

B. Crew: 0

C. Total Number of Passengers: 0

(1) Injured Passengers: 0

(2) Uninjured Passengers: 0

D. Injured NonOccupants: 0

4. Mishap Investigation Support Requests: No

5. Mishap Aviation Safety Officer

---

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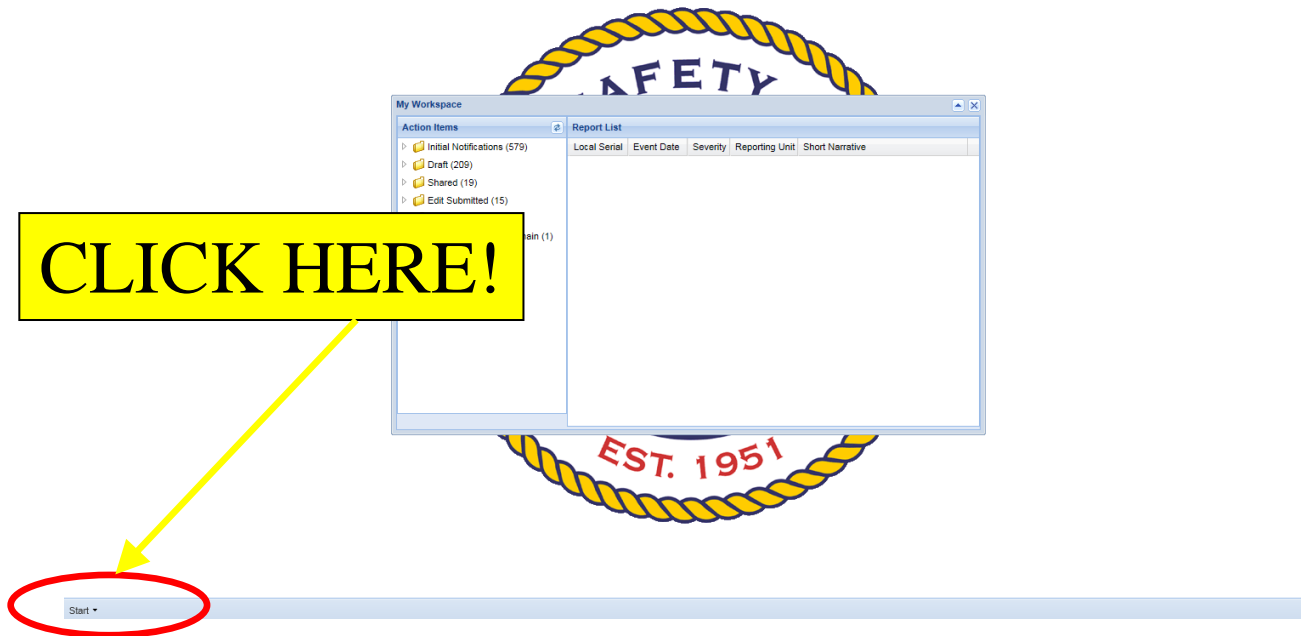
Ref: SECNAVINST 5720.42, OPNAVINST 3750.6 Series and OPNAVINST 5102.1 Series.

## AVIATION MISHAP INITIAL NOTIFICATION – STEP-BY-STEP

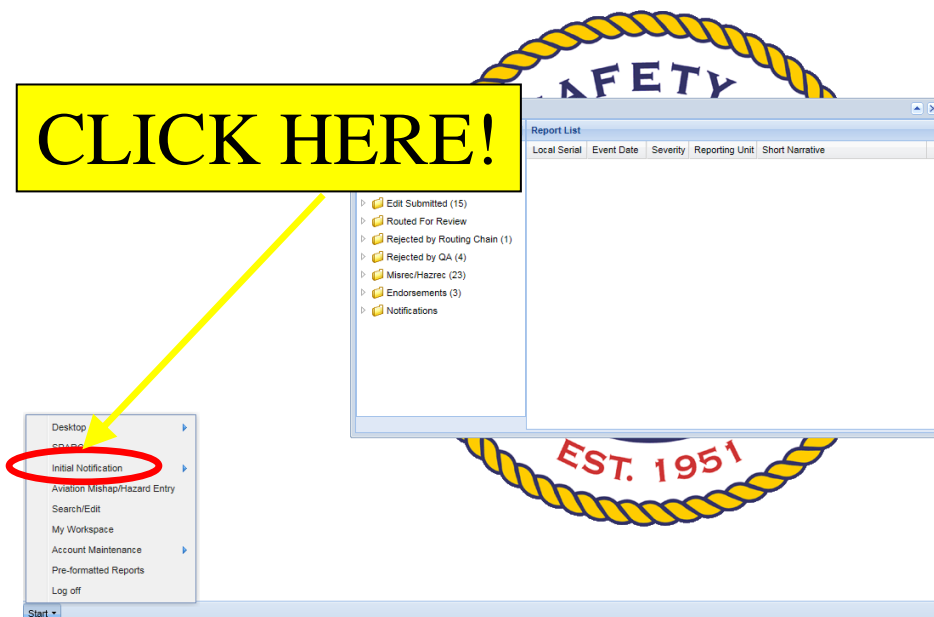
1. To initiate the Initial Notification, open Internet Explorer and navigate to:  
<https://wess.safetycenter.navy.mil/collective/>
2. WESS will ask for your certificates twice to allow your log in. Ensure you select DoD certificate and NOT email certificate.
3. System will ask for your CAC PIN. Enter your PIN and select “Ok”.
4. This will bring up the DoD Warning/End User Agreement screen as shown below. Click “Accept” as shown.



5. You will see a screen that looks like the one below. Click on the “start” icon bottom left of the screen as depicted below.



6. You will see a menu appear. Choose "Initial Notification" and then "Aviation."



7. You then get the below screen. Designate additional Commands to be notified (Note that there are several upper echelon commands included in the notification without selecting them individually):

(Steps 1-4 in screenshot below)

a. Minimum additional Chain of Command to be notified:

- Echelon IV Operational and Administrative Commanders
- Echelon III Operational Commander
- Numbered Fleet Commander (if applicable)
- COMMANDER NAVAL RESERVE FORCE (all Reserve mishaps)

b. If crew members from another command or passengers are on board, repeat steps 1-4 in screenshot below for each command represented.

Initial Notification - General Information / Involved Aircraft

**Notification Commands**

Commands:

Search Commands by UIC, Name or Squadron and Click Search Button

4TH MARINE AIRCRAFT WING - 4TH MAW (M6'  
CHIEF BUREAU OF MEDICINE AND SURGERY  
CHIEF OF NAVAL AIR TRAINING CORPUS CH  
CHIEF OF NAVAL OPERATIONS (N00011)  
COMMANDANT OF THE MARINE CORPS (M00  
COMMANDER NAVAL AIR FORCE US ATLANTI  
COMMANDER NAVAL AIR FORCE US PACIFIC

**CADs:**

ALL HELICOPTER NVD ACTIVITIES  
ALL HERCULES AIRCRAFT ACTIVITIES  
ALL HORNET AIRCRAFT ACTIVITIES  
ALL HUEY AND COBRA HELICOPTER ACTIVITIES  
ALL JET RANGER AIRCRAFT ACTIVITIES  
ALL MENTOR AIRCRAFT ACTIVITIES

**General Information**

POC Name: shannon martin Time Zone: Select Time Zone  
Business Tel: Business Tel Event Date: 03/27/2017

Save Delete Submit View PDF

9. Designate a CAD (Collective Address Designator) for each Type/Model/Series involved in the same manner you selected commands shown in steps 5-9 below:

Example: C-40/C-9 "ALL CLIPPER/SKYTRAIN AIRCRAFT ACTIVITIES"



Notification Commands

Commands:

felog

COMFLELOGSUPWING DET ASD ATLANTA (N5407)	4TH MARINE AIRCRAFT WING - 4TH MAW (M67)
FLEET LOGISTICS SUPPORT WING FORT WORTH	CHIEF BUREAU OF MEDICINE AND SURGERY
	CHIEF OF NAVAL AIR TRAINING CORPUS CHRI
	CHIEF OF NAVAL OPERATIONS (N00011)
	COMMANDANT OF THE MARINE CORPS (M000)
	COMMANDER NAVAL AIR FORCE US ATLANTIC
	COMMANDER NAVAL RESERVE FORCE (N68736)
	FLEET LOGISTICS SUPPORT WING FORT WORTH

CADs:

ALL AMPHIBIOUS SHIPS	
ALL ATC ACTIVITIES	
ALL CG Class Ships and ISICs	
ALL CLIPPER/SKYTRAIN AIRCRAFT ACTIVITIES	
ALL CV Class Ships	

10. Scroll down to the “General Information” section which will look like the screenshot on Page 13-7. Step-by-step directions for the answers below.

- POC Name: Enter your First and Last Name
- Business Tel: Squadron Duty Office number (360) 257-5031 is fine, or you may put your cell phone.
- Email: Your navy.mil email address.
- Event Category: As determined in TAB 4 and documented on the “Aviation Mishap Immediate Action Checklist.”
- Event Severity: As determined in TAB 4 and documented on the “Aviation Mishap Immediate Action Checklist.”
- Mishap Hazard Type: Usually select “Undetermined.” If Mishap cause known for certain, use definitions starting on TAB 4-6
- Mishap Investigation Support Requested? Usually select “No.”
 

\*\*In the event of a Class-A Flight Mishap or any aviation mishap resulting in a fatality (Class-A FRM or AGM), it is recommended to get Mishap Investigation assistance from the Naval Safety Center. This can be

requested later, however, recommend discussing with Commanding Officer prior to Initial Notification submission.

\*\*\*Any mishap involving Foreign Nationals, select “Yes” which will open a text box. At a minimum, include Name, Rank, Service, and Parent Country.

h. Command Aviation Safety Officer: Always select “Yes.”

i. ASO Data: Fill in from table on Page 13-1 using current ASO (the bold one with an \*).

j. Time Zone: Estimate as close as you can. If you cannot determine the correct time zone from data you have or from the list included in the TAB, attempt to get as close as you can. Any errors can be fixed later. Please do not waste time trying to figure out the exact time zone.

k. Event Date / Local Time / Day/Night: Self-explanatory.

l. DoD / non-DOD Property Damage: Unless you know for sure that there is property damage, select “Unknown.” If aviation Mishap, DoD Property Damage will almost always be “Yes”.

m. Short Narrative: Very Basic. “C-26D crashed \_\_\_\_\_ (shortly after takeoff/on landing) at \_\_\_\_\_ (approximate location).” **This narrative must not contain any potentially privileged or classified data.**

n. Reporting UIC: Always “N62588.”

o. Parent Squadron: Always “N62588.”

p. Number of Fatalities: Best information currently available. Will be updated later as required.

q. Country: Enter the country of the mishap location.

r. Airspace: Big picture...Class B = International Airports, Class C = Regional Airports, Class D = NAS/NAF/small tower controlled airports, Class E = on land other than vicinity of a tower controlled airport, Warning Area = Ocean within 100 NM of the US coastline, N/A = other than described above. Any corrections will be made as required.

s. LAT/LONG: Do your best. Degrees and minutes only. Put “00” for seconds. Select N/S and E/W as appropriate.

t. Event Location Remarks: Unless you have specific data about significant ground damage, use “In the vicinity of \_\_\_\_\_ (town/airport name/etc).”

u. Privileged Event Location Remarks: Always select.

**General Information**

POC Name: first last

Business Tel: Business Tel

Email: first.last@navy.mil

Event Category: ☐ FLIGHT ☐ FLTREL ☐ GROUND

Event Severity: ☐ A ☐ B ☐ C ☐ D ☐ HAZARD

Mishap/Hazard Type: Select Mishap/Hazard Type

Mishap Investigation Support Requested?: ☐ Yes ☒ No

Command Aviation Safety Officer: ☒ Yes ☐ No

ASO Rank: Select ASO Rank

Name (First Name, Last Name): TBD TBD Search

ASO Business Phone: ASO Business Phone

ASO Cell Phone: ASO Cell Phone

ASO Email: ASO Email

Time Zone: Select Time Zone

Event Date: 12/03/2013

Local Time: Enter Time

Day/Night: ☐ Day ☐ Night ☐ Dusk ☐ Dawn

DoD Property Damage: ☐ Yes ☐ No ☐ Unknown

Non-Dod Property Damage: ☐ Yes ☐ No ☐ Unknown

Short Narrative: Short Narrative

Reporting UIC: N53831

Parent Squadron: Enter UIC or Activity Name for Lookup

Click in box to edit UIC or Activity Name

Number of Fatalities: Number

Is the event location classified?: ☐ Yes ☒ No

Country: UNITED STATES

Airspace: Select Airspace

Latitude (Crash Location): dd mm ss ☐ N ☐ S

Longitude (Crash Location): ddd mm ss ☐ E ☐ W

Event Location Remarks: Event Location Remarks

☐ Privileged Event Location Remarks

11. Adding Aircraft: Scroll down to the “Involved Aircraft” section. On the left side of the screen just below “Involved Aircraft” is the “Add” button. Select it and the selections will populate with the information as shown below. There are only five sections that must be completed on the Initial Mishap Report and are highlighted in yellow on the screenshot below. You will also notice a pop-up text box below the entry section that informs you of the remaining aircraft information required for the report.

- a. Aircraft T/M/S: “C-26D” Be patient, the search takes 5-15 seconds to populate.
- b. BUNO: 900531 or 910502 = Tail number XXX
- c. Reporting Custodian: NSA Naples = “N62588”
- d. Departure: 4 digit ICAO code for departure airport. Can be found on the flight schedule.
- e. Destination: 4 digit ICAO code for destination airport. Can be found on the flight schedule.
- f. After entering all involved aircraft data select “Save.”

**Involved Aircraft (Click Row to Edit)**

Aircraft T/M/S	Buno	Reporting Custodi...	Departure	Destination	# Arc...	# Inj Ar...	# Pass	# Inj Pass	# Inj No...	TMR	VMC/IMC	NVG	Acft Destro...
	BUNO	Enter UIC or Act...	Enter Location d...	Enter Location d...	0	0	0	0	0	TBD	UNK	UNK	UNK

**Required Fields to Save Entry:**

**Aircraft T/M/S:** This field is required

**Buno:** This field is required

**Reporting Custodian:** This field is required

**Departure:** This field is required

**Destination:** This field is required

SAVE!

12. Save and view. Select the buttons as shown below.

Since there is no more Aircraft Data to enter, hit  
 Save and then View PDF

Mishap/Hazard Type: Fire/Explosion

Mishap Narrative: unknown cause of fire

Support Requested?: ☒ Privileged Narrative

Country: UNITED STATES

Airspace: N/A

Latitude (Crash Location): 34 07 16 N S

Longitude (Crash Location): 119 07 03 E W

Event Location Remarks: 300 ft in front of Hangar 5 main doors

☒ Privileged Event Location Remarks

Command Aviation Safety Officer: ☐ Yes ☐ No

ASO Rank: LT

Name (First Name, Last Name): Justin Sample

ASO Business Phone: 850-444-3520

13. Read PDF and look for obvious errors prior to transmitting. PDF will appear as shown below.

8a9051892ac80cf0012ac99fb9080239[1].pdf - Adobe Reader	
File Edit View Document Tools Window Help	
<p>AIR TEST &amp; EVALUATION SQUADRON 30 - VX-30 (N39788)            4TH MARINE AIRCRAFT WING - 4TH MAW (M67021)            CHIEF BUREAU OF MEDICINE AND SURGERY (N00018)            CHIEF OF NAVAL AIR TRAINING CORPUS CHRISTI TX (N63110)            CHIEF OF NAVAL OPERATIONS (N00011)            COMMANDANT OF THE MARINE CORPS (M00027)            COMMANDER NAVAL AIR FORCE US ATLANTIC FLEET (N57012)            COMMANDER NAVAL AIR FORCE US PACIFIC FLEET (N57025)            COMMANDER NAVAL AIR FORCES (N69294)            COMMANDER NAVAL AIR RESERVE FORCE (N00071)            COMMANDER NAVAL AIR SYSTEMS COMMAND (N00019)            COMMANDER NAVAL SEA SYSTEMS COMMAND (N00024)            COMMARFORPAC, FLEET MARINE FORCES, PACIFIC (M20021)            MARINE CORPS FORCES COMMAND - MARFORCOM (M67026)            NAVAL AIR WARFARE CENTER A/C DIV LAKEHURST NJ (N68335)            NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION (N00421)            NAVAL OPERATIONAL MEDICINE INSTITUTE (N0751A)            NAVAL POSTGRADUATE SCHOOL MONTEREY CA (N62271)            NAVAL SAFETY CENTER (N63393)            NAVAL STRIKE AIR WARFARE CENTER FALLON NV (N69190)            SCHOOL OF AVIATION SAFETY PENSACOLA (N39961)            UNCLAS FOUO //N39788//            THIS IS AN INITIAL GENERAL USE NAVAL AVIATION MISHAP/HAZARD INITIAL NOTIFICATION            AIR TEST &amp; EVALUATION SQUADRON 30 - VX-30, TYPE A, GROUND, Fire/Explosion</p> <p>POC/ Sample, Justin            COMM: 757-444-3520/E-MAIL: justin.sample@navy.mil/            RMKS/</p> <p>1. SUMMARY: At 0725 local time a fire destroyed NP-3D Orion parked in front of Hangar 5            2. DATA:            A. REPORTING ACTIVITY            (1) N39788 - AIR TEST &amp; EVALUATION SQUADRON 30 - VX-30            B. AIRCRAFT OR UAV:            B1. (1) (AIRCRAFT T/M/S) NP-3D            (2) BUNO: 123456            (3) CONTROLLING CUSTODIAN: N39788 - AIR TEST &amp; EVALUATION SQUADRON 30 - VX-30            (4) DEPARTURE LOCATION: OT - OTHER, OTHER            (5) DESTINATION: OT - OTHER, OTHER            (6) # AIRCREW: 0            (7) # INJURED AIRCREW: 0            (8) # PASSENGERS: 0</p>	<p>(9) # INJURED PASSENGERS: 0            (10) TMR: TBD            (11) VMC/ U            C. ENVIRONMENT.            (1) EVENT DATE: 8/31/10            (2) LOCAL TIME: 0953            (3) TIME ZONE: H - Pacific Time (US &amp; Canada)            (4) CONDN: DAY            (5) LOCN:            (a) LATD: 34 07 16 N            (b) LONG: 119 07 03 W            (c) COUNTRY:            3. PERSONS.            A. SOULS ON BOARD: 0            B. CREW: 0            C. TOTAL NUMBER OF PASSENGERS: 0            (1) INJURED PASSENGERS: 0            (2) UNINJURED PASSENGERS: 0            D. INJURED NONOCCUPANTS: 0            4. MISHAP INVESTIGATION SUPPORT REQUESTS: Yes unknown cause of fire            5. MISHAP AVIATION SAFETY OFFICER            LT Justin Sample            858-444-1257            850-444-3520            justin.sample@navy.mil</p>
<p>FOR OFFICIAL USE ONLY            This report is for official use only (FOUO), may contain privacy and/or privileged information and is not to be released to any other activity or organization, or used for any purpose other than safety, without the written permission of Commander, Naval Safety Center.            Ref: SECNAVINST 5720.42, OPNAVINST 3750.6 Series and OPNAVINST 5102.1 Series.            Printed Aug 31, 2010 3:30:03 PM by LCDR Paul Wiley, LIC N63393 Page 1</p>	<p>FOR OFFICIAL USE ONLY            This report is for official use only (FOUO), may contain privacy and/or privileged information and is not to be released to any other activity or organization, or used for any purpose other than safety, without the written permission of Commander, Naval Safety Center.            Ref: SECNAVINST 5720.42, OPNAVINST 3750.6 Series and OPNAVINST 5102.1 Series.            Printed Aug 31, 2010 3:30:03 PM by LCDR Paul Wiley, LIC N63393 Page 2</p>

14. Transmitting and validation. By selecting the “Submit” icon on the bottom right corner of the screen near where you save and viewed the PDF, the validation will happen automatically. Message will not be transmitted by hitting submit. **One additional step is required. Please read completely!**

a. If you see “Validation Failed”, as in the screenshot below, information is missing and needs to be entered.

Initial Notification - General Information / Involved Aircraft

Notification Commands

General Information

POC Name: Justin Sample Time Zone: H - Pacific Time (US & Canada)

Business Tel: 757-444-3520 Event Date: 8/21/10

Email: Justin.Sample@naval.mil

Event Category: ☐ FLIGHT ☐ FLTREL ☒ GROUND

Event Severity: ☒ A ☐ B ☐ C ☐ D

Day/Night: ☒ Day ☐ Night ☐ Dusk ☐ Dawn

Non-Dod Property Damage: ☐ Yes ☒ No ☐ Unknown

Event Narrative: The aircraft was parked in front of Hangar 5

Mishap/Hazard Type: ☐ HAZARD ☐ UNK ☒ Fire/Explosion

Mishap Investigation Support Requested?: ☒ Yes ☐ No

Narrative: unknown cause of fire

☒ Privileged Narrative

Command Aviation Safety Officer: ☐ Yes ☒ No

ASO Rank: LT

Name (First Name, Last Name): Justin Sample

ASO Business Phone: 850-444-3520

Reporting UIC: 029788

Country: UNITED STATES

Airspace: N/A

Latitude (Crash Location): 34 07 16 ☒ N ☐ S

Longitude (Crash Location): 119 07 03 ☐ E ☒ W

Event Location Remarks: 300 ft in front of Hangar 5 main doors

☒ Privileged Event Location Remarks

Validation Failed

Please complete the required fields.

Ok

Save Submit View PDF

## NOTE

Before hitting “Yes” in the next step, ensure that the CO/XO/ASO or CDO is aware of the contents of this report and has given, at a minimum, verbal permission to send. Selecting “Yes” will send the Initial Mishap Notification to the Naval Safety Center and you will not have the ability to retract or edit the information. Sending this report will generate high level attention!

b. If all required information was included, a “Submit Notification” pop-up will be displayed. By hitting “Yes,” the Initial Mishap Report is submitted to all recipients, which includes all subordinate commands that may be a part of the CADs selected.

Initial Notification - General Information / Involved Aircraft

Mishap/Hazard Type:

Mishap Investigation Support Requested?: ☒ Yes ☐ No

Narrative:

Number of Fatalities:

Is the event location classified?: ☐ Yes ☒ No

Country:

Latitude (Crash Location):    ☐ N ☐ S

Longitude (Crash Location):    ☐ E ☐ W

Command Aviation Safety Officer: ☐ Yes ☒ No

ASO Rank:

Name (First Name, Last Name):

ASO Business Phone:

ASO Cell Phone:

ASO Email:

Submit this notification?

This will notify all interested commands. Please verify that you wish to release this information

Involved Aircraft (Click Row to Edit)

Aircraft T/M/S	Buno	Reporting Custodian	Departure	Destination	# Arcrw	# Inj Arcr...	# Pass	# Inj Pass	# Inj Non...	TMR	VMC/IMC	NVG
NP-3D	123456	AIR TEST & EVAL	OTHER	OTHER	0	0	0	0	0	N/A	VMC	No

Start

**PROCEED TO TAB 18**



## TAB 18

### DUTY FORECASTER'S REPORT

CONTACT THE DUTY FORECASTER AT 21<sup>ST</sup> OPERATIONAL WEATHER SEMBACH (0049-061-536-2133 / DSN: 314-489-2133) 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. ALSO REQUEST A COPY OF THE DD-175-1 THAT WAS ISSUED FOR THE FLIGHT.

#### 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: \_\_\_\_\_

\_\_\_\_\_

## **TAB 19**

### **NEXT OF KIN (NOK) NOTIFICATION REQUIREMENTS**

***IF MISHAP DID NOT INVOLVE DEATH OR SERIOUS INJURY, PROCEED TO  
TAB 20.***

- (1) In the event of a mishap involving a death or serious injury, contact the command CACO, CWO3 Ingle, to initiate the notification process. 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.

**GO TO TAB 20**

**TAB 20**  
**INFO COLLECTION SHEET**

Fill out the following three pages as completely as possible and provide to the ASO. This will streamline data entry into WESS for the mishap reporting for the AMB.

## WAMHRS GENERAL INFORMATION

1. Authorized Drafters/AMB - List all members of the AMB, by WAMERS user name, so their name can be added to the report online for access.

1a. Senior Member: \_\_\_\_\_

1b. Aircraft Operations: \_\_\_\_\_

1c. Aircraft Maintenance: \_\_\_\_\_

1d. Aviation Safety Officer: \_\_\_\_\_

1e. Flight Surgeon: \_\_\_\_\_

2. Point of Contact for reports..

2a. First Name: \_\_\_\_\_ 2b. Last Name: \_\_\_\_\_ 2c. Commercial Phone: \_\_\_\_\_ 2d. DSN Phone: \_\_\_\_\_

2e. E-Mail Address: \_\_\_\_\_

3. Report Category (Select one) - Select either MISHAP or HAZARD Report, then select type.

☐ MISHAP:☐ HAZARD:

MISHAP Type - Select one determined to be most causal to MISHAP

HAZARD Type - Select Type

- |   |  |
|---|--|
| <input type="checkbox"/> Abrupt Maneuver      | <input type="checkbox"/> Ground Handling       |
| <input type="checkbox"/> Airfield Ops         | <input type="checkbox"/> Insufficient Power    |
| <input type="checkbox"/> BASH                 | <input type="checkbox"/> MIDAIR                |
| <input type="checkbox"/> CFIT                 | <input type="checkbox"/> OOCF                  |
| <input type="checkbox"/> Cabin/Cargo          | <input type="checkbox"/> Other                 |
| <input type="checkbox"/> Catastrophic Failure | <input type="checkbox"/> PHYSEP                |
| <input type="checkbox"/> DEA                  | <input type="checkbox"/> Pilot Loss of Control |
| <input type="checkbox"/> ENV/WX               | <input type="checkbox"/> Power Plant           |
| <input type="checkbox"/> External Ops         | <input type="checkbox"/> Ship Related          |
| <input type="checkbox"/> FOD                  | <input type="checkbox"/> System Failure        |
| <input type="checkbox"/> Fire/Explosion       | <input type="checkbox"/> Undetermined          |
| <input type="checkbox"/> Fuel                 | <input type="checkbox"/> Whiteout/Brownout     |

- |   |
|---|
| <input type="checkbox"/> ATC              |
| <input type="checkbox"/> BASH             |
| <input type="checkbox"/> EMBARKED LANDING |
| <input type="checkbox"/> GENERAL          |
| <input type="checkbox"/> NMAC             |
| <input type="checkbox"/> PHYSEP           |
| <input type="checkbox"/> FRIENDLY FIRE    |
| <input type="checkbox"/> HUMAN FACTOR     |
| <input type="checkbox"/> OOCF             |

4. Event Date	5. Local Time:	6. Time Zone:	7. Event Category (Select one): <input type="checkbox"/> FLIGHT <input type="checkbox"/> FLIGHT RELATED <input type="checkbox"/> GROUND	8. Severity (Select one): <input type="checkbox"/> ALPHA <input type="checkbox"/> BRAVO <input type="checkbox"/> CHARLIE <input type="checkbox"/> HAZARD
9. Local Serial Number:	10. RAC Code (RAC if 1 or 2 in a HAZREP requires endorsement):		11. Day/Night: <input type="checkbox"/> DAY <input type="checkbox"/> NIGHT <input type="checkbox"/> DUSK <input type="checkbox"/> DAWN	12. Reporting UIC: 13. Special Operation: (ex., OEF, OIF, etc.)

14. Event Short Narrative (100 characters maximum):

15. Answer YES, NO or UNKNOWN for the following:

JAG Investigation? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	Out of Control Flight? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN
Injury? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	Combat Zone? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN
Property Damage? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	EMI? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN
Abnormal Egress? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	Enemy Action? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN
Survival/Rescue Required? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	

16. FOR MISHAP ONLY - Answer YES, NO or UNKNOWN for the following, For YES answers, list dates:

ASC Course Attended? ☐ YES ☐ NO ☐ UNKNOWN If YES, Dates: \_\_\_\_\_

ASO Course Attended? ☐ YES ☐ NO ☐ UNKNOWN If YES, Dates: \_\_\_\_\_

17. Were any of the following causal to the mishap/hazard? If yes, complete the applicable worksheet:

Air Traffic Control? ☐ YES ☐ NO Runway Conditions? ☐ YES ☐ NO Ships? ☐ YES ☐ NO

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18. Location:															
18a. Airspace (Warning/Restricted Area, Class A/B/C/D/E/G, etc.)		18b. NAVAID ID:		18c. Bearing (001 -360):		18d. Distance (000.0 to 999.9):		18e. Body of Water (Atlantic, Pacific, Gulf of Oman, etc.):							
18f. Country:		18g. State:		18h. Shore Locations (Mil/Civ airfield if applicable):		18i. CONUS: <input type="checkbox"/> YES <input type="checkbox"/> NOT REPORT <input type="checkbox"/> UNKNOWN <input type="checkbox"/> NO <input type="checkbox"/> NA									
18j. Fleet: <input type="checkbox"/> 2nd <input type="checkbox"/> 4th <input type="checkbox"/> 6th <input type="checkbox"/> 3rd <input type="checkbox"/> 5th <input type="checkbox"/> 7th		18k. Latitude:		18l. Longitude:		18m. Event Occurred on or at (Rural field, military/civilian airfield, etc.):		18n. Shore/Ship/Water:							
18o. Location Comments (if applicable):															
19. Weather:															
19a. Was it weather related? <input type="checkbox"/> N/A <input type="checkbox"/> NO <input type="checkbox"/> PROBABLY <input type="checkbox"/> YES					19B. Was weather significant? (If yes, answer types of significant weather in field 19t) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A										
19c. Air Temp		19d. Water Temp:		19e. Dewpoint:		19f. Relative Humidity:		19g. Wind Direction, Velocity and Gusts:		19h. Altimeter Setting:		19i. Visibility in statute miles:		19j. Tower Visibility (if applicable):	
19k. Forecast Accuracy:: <input type="checkbox"/> CONSIDERABLY BETTER THAN FORECAST <input type="checkbox"/> SUBSTANTIALLY CORRECT <input type="checkbox"/> CONSIDERABLY WORSE THAN FORECAST <input type="checkbox"/> UNKNOWN <input type="checkbox"/> NOT APPLICABLE								19l. Weather Briefed By: <input type="checkbox"/> BRIEFER <input type="checkbox"/> OTHER <input type="checkbox"/> FORECASTER <input type="checkbox"/> PILOT <input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> UNKNOWN							
19m. Utilization of Briefing: <input type="checkbox"/> N/A <input type="checkbox"/> NOT USED <input type="checkbox"/> USED <input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> UNKNOWN								19n. Ceiling:: <input type="checkbox"/> N/A <input type="checkbox"/> NOT USED <input type="checkbox"/> USED							
19o. Sky Condition Remarks (if applicable):															
19p. Horizon: <input type="checkbox"/> OBSCURED <input type="checkbox"/> PARTIALLY OBSURED <input type="checkbox"/> UNKNOWN <input type="checkbox"/> VISIBLE								19q. Icing Present: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN							
19r. Environment Remarks (if applicable):															
19s. Site Elevation:															
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19t. Significant Weather Types *(Select all that apply):*

Precipitation		Obstruction to Vision		Extreme Weather	
<input type="checkbox"/> Freezing drizzle	<input type="checkbox"/> Light snow	<input type="checkbox"/> Blowing dust	<input type="checkbox"/> Haze	<input type="checkbox"/> Earthquake	<input type="checkbox"/> None
<input type="checkbox"/> Freezing rain	<input type="checkbox"/> No precipitation	<input type="checkbox"/> Blowing sand	<input type="checkbox"/> Ice fog	<input type="checkbox"/> Flood	<input type="checkbox"/> Other
<input type="checkbox"/> Hail	<input type="checkbox"/> Other	<input type="checkbox"/> Blowing snow	<input type="checkbox"/> No obstructions	<input type="checkbox"/> Gusty winds	<input type="checkbox"/> Tornado/Waterspout
<input type="checkbox"/> Heavy rain	<input type="checkbox"/> Sleet	<input type="checkbox"/> Blowing Spray	<input type="checkbox"/> Other	<input type="checkbox"/> Hail	<input type="checkbox"/> Turbulence (CAT)
<input type="checkbox"/> Heavy snow	<input type="checkbox"/> Unknown	<input type="checkbox"/> Clouds	<input type="checkbox"/> Precipitation	<input type="checkbox"/> Hurricane/Typhoon	<input type="checkbox"/> Turbulence (IMC)
		<input type="checkbox"/> Dust	<input type="checkbox"/> Smoke	<input type="checkbox"/> Lighting	<input type="checkbox"/> Unknown
		<input type="checkbox"/> Fog	<input type="checkbox"/> Unknown	<input type="checkbox"/> Microburst	<input type="checkbox"/> Wind shear
		<input type="checkbox"/> Ground Fog		<input type="checkbox"/> Mudslide	

20. Commands to be notified of MISHAP/HAZARD *(other than those required by OPNAV 3750):*21. Aircraft Community of Interest *(ALL HORNET, ALL ATC, ALL SEAHAWK, ETC.):*22. Reference *(besides OPNAV 3750 and JAGMAN.):*

## 23. Event Narrative:

24. Endorsing Chain Commands *(all mishaps and hazard reports with a RAC 1 or 2 require endorsements):*

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**TAB 21**  
**BASH REPORT**

In the event of a suspected or confirmed wildlife strike, fill out the following page as completely as possible and provide to the ASO. This will streamline data entry into WESS for the reporting the strike.



## WAMHRS BASH INFORMATION

1. Was there a Bird Advisory issued? ☐ YES ☐ NO ☐ UNKNOWN

2. Cloud Conditions (Select one):

☐ ABOVE CLOUDS☐ BETWEEN LAYERS☐ CLEAR OF CLOUDS☐ UNKNOWN☐ BELOW CLOUDS☐ CAVU☐ IN CLOUDS

3. Was damage sustained?

☐ YES ☐ NO ☐ UNKNOWN

4. Did a fire occur?

☐ YES ☐ NO ☐ UNKNOWN

5. Where photos taken?

☐ YES ☐ NO ☐ UNKNOWN

6. If applicable, what Runway Distance Marker did the event occur/bird found?:

7. If applicable, what was the aviation bird radar status?

☐ ON ☐ OFF ☐ UNKNOWN ☐ N/A

8. What was the effect on the flight: (Select one):

☐ CONTINUE FLIGHT☐ LAND AS SOON AS PRACTICABLE☐ LAND AS SOON AS POSSIBLE☐ LAND IMMEDIATELY

9. Hit or miss?

☐ HIT☐ NEAR MISS☐ MISS☐ UNKNOWN

10. Amount of wildlife observed?:

11. Remains collected?

☐ YES ☐ UNKNOWN  
☐ NO

12. Remains returned?

☐ YES ☐ UNKNOWN  
☐ NO ☐ N/A

13. Remains found at (Select one):

☐ AIRCRAFT ☐ BOTH  
☐ RUNWAY ☐ UNKNOWN

14. Select Type(s) of Bird Strike Impact:

☐ CANOPY☐ EMC POD/PYLONS☐ ENGINE☐ EXT FUEL TANK☐ FUSELAGE☐ INTAKE LEFT☐ INTAKE RIGHT☐ LANDING GEAR☐ LIGHTS☐ MAIN/FWD ROTOR☐ MULTIPLE IMPACT☐ NOSE☐ N/A☐ OTHER☐ OTHER RADOMES☐ PROPELLOR☐ TAIL☐ TAIL/AFT ROTOR☐ UNKNOWN☐ WEAPONS POD☐ WINDSHIELD☐ WING LEFT☐ WING RIGHT

15. Species (Select one):

☐ ANIMAL☐ BIRD☐ OTHER☐ UNKNOWN

16. Describe type bird/animal/other:

## **TAB 22**

### **NSA NAPLES DEPARTMENTAL MISHAP DUTIES**

THIS TAB DEFINES DEPARTMENTAL RESPONSIBILITIES AT NAVSUPPACT NAPLES. IT CONSISTS OF TABS 22A THRU 22M. IN THE EVENT THAT THERE ARE NO PERSONNEL CURRENTLY ASSIGNED TO ANY OF THE DUTIES AND RESPONSIBILITIES OUTLINED BELOW, IT IS UP TO THE DISCRETION OF THE SENIOR MEMBER OF THE AMB TO ASSIGN INDIVIDUALS THOSE AS REQUIRED.

REMOVE EACH SUBTAB AND GIVE IT TO THE APPROPRIATE INDIVIDUAL TO GUIDE THEM IN THE PERFORMANCE OF THEIR DUTIES. NOTE WHO WAS GIVEN EACH SUBTAB ON **TAB 2**.

AMB SENIOR MEMBER .....	22A
AVIATION SAFETY OFFICER .....	22B
OPERATIONS REPRESENTATIVE .....	22C
MAINTENANCE REPRESENTATIVE .....	22D
FLIGHT SURGEON .....	22E
FIRE DEPARTMENT/CRASH CREW .....	22F
SECURITY OFFICER AND SECURITY DEPARTMENT .....	22G
ADMINISTRATIVE OFFICER .....	22H
PUBLIC AFFAIRS OFFICER .....	22I
PUBLIC WORKS OFFICER .....	22J
CHAPLAIN .....	22K
SPECIAL SECURITY OFFICER .....	22L
CMS CUSTODIAN .....	22M

#### **AVIATION MISHAP BOARD**

CDR Gaugler (SENIOR MEMBER)

LCDR Libby (OPERATIONS REPRESENTATIVE; ALTERNATE ASO)

LCDR Vaught (FLIGHT SURGEON)

LT McKnight (MAINTENANCE REPRESENTATIVE)

LT Emert (AVIATION SAFETY OFFICER)

#### **ALTERNATES**

LCDR Omundson (ASO)

LT Hall (FLIGHT SURGEON)

LT Monahan

LT Coppa

## **TAB 22A**

### **AMB SENIOR MEMBER**

1. Upon notification of an aircraft mishap, the Senior Member will ensure that all members of the AMB are notified prior to proceeding to the mishap site. The Senior Member will take full charge of the investigation and make all decisions regarding the disposition of personnel and material. Additionally, the Senior Member shall ensure periodic meetings, attended by the entire AMB, are held to ensure a prompt, complete, and accurate investigation and subsequent report. All mishap investigations will be conducted utilizing the procedures set forth in OPNAVINST 3750.6S.
2. The Senior Member shall coordinate all activities of the board, assigning individual investigative duties to the members. Areas to be investigated include:
  - a. Wreckage: Examine the mishap site, make a diagram, take appropriate photographs, and examine specific parts to determine cause factors.
  - b. Witnesses: Identify and obtain statements.
  - c. Records: Sequester flight, maintenance, training and operations records for possible cause factors.
  - d. Medical: Sequester medical and physiological records.
3. Until the Senior Member releases the wreckage for removal/salvage, every effort will be made to maintain the security of wreckage and existing evidence.
4. Any special requirements for personnel or equipment shall be submitted to the cognizant officer as soon as possible by the Senior Member.
5. The Senior Member shall ensure prompt and complete submission of all required Safety Investigation Reports.
6. The Senior Member shall be fully aware, and inform the other members of the board, that a Safety Investigation Report can be used ONLY for analysis and statistical studies for the prevention of future aircraft mishaps. Additionally, the Senior Member shall be aware of the restrictions placed on information and evidence gained through the board's investigation as specified per OPNAVINST 3750.6S.
7. The Senior Member has the authority to call upon any member of this command to assist in the investigation.

## **TAB 22B**

### **AVIATION SAFETY OFFICER**

1. The Aviation Safety Officer (ASO) is the principle advisor to the CO on all matters regarding aviation safety. The ASO shall be a Naval Aviator, a graduate of a formal Aviation Safety Officer School, and be designated a member of the AMB. The ASO's duties and responsibilities include, but are not limited to:
  - a. Coordinate with CDO to ensure completion of Pre-Mishap Plan immediate action items.
  - b. Assist the AMB Senior Member with:
    - i. Ensuring appropriate records are secured and properly retained.
    - ii. Ensuring applicable reports are submitted within prescribed times while meeting appropriate formatting and content requirements.
    - iii. Ensuring members of the AMB are familiar with applicable instructions.
    - iv. Arranging for Pre-Mishap Kit transport to the mishap scene when required.
    - v. Arranging for security, food, water, and shelter at the mishap site, as well as transportation to/from mishap site.
    - vi. Coordinating the plan to proceed to crash site and initiate mishap investigation.
    - vii. Coordinating with local civil authorities, applicable LNOs, applicable country DAOs, etc. in the event of incidents occurring outside the confines of a US military base.
    - viii. Supervising the search for, and interview of, witnesses.
    - ix. Supervising photographing of wreckage.
    - x. Supervising preparation of crash site diagram.
    - xi. Maintaining liaison with CNAL/Ech IV Safety Officers.
    - xii. Maintaining liaison with Naval Safety Center investigators as appropriate.
    - xiii. Ensuring the Public Works Officer has arranged for transportation and salvage equipment, as necessary.
2. Assist CO with preparation of command endorsement of SIR.

## **TAB 22C**

### **OPERATIONS REPRESENTATIVE**

Upon notification that an aircraft mishap has occurred, the Operations Representative shall:

1. Ensure the CDO/ACDO notified all personnel on the **IMMEDIATE RECALL LIST (TAB 4)** and compiled the information necessary for and completed the initial telephone and message reports (**TAB 14 - 16**).
2. Provide the following information about each crew member to ASO/Senior Member of AMB as soon as possible (utilize Operations Mishap Report Data Form below).
  - a. Name, rank, SSN, designator/NEC.
  - b. Latest NATOPS qualification date.
  - c. Years of experience as pilot/aircrew.
  - d. Flight hours in last 24 hours and 7, 30, 60, 90 days, total flight hours in T/M/S, and total flight time.
  - e. Simulator hours in last 7, 30, 60, and 90 days.
  - f. Special qualifications (NI, Special instrument rating, check aircrew, etc.)
  - g. Date of last aviation physiology, and SERE.
3. Provide applicable flight documents to ASO/Senior Member of the AMB.
  - a. DD-175/ICAO 1801
  - b. DD-175-1
  - c. NOTAMS
  - d. Clearance Records
  - e. Lift Request
  - f. Flight Schedule
  - g. Passenger Manifest
  - h. Cargo Manifest
  - i. ATC Records
4. Sequester logbooks and training records of all personnel involved to forward to the AMB. Remove involved flight crews from the flight schedule until cleared by the Flight Surgeon.
5. Ensure Sharp data has been captured and provided to ASO and Senior Member of AMB.
6. Obtain a special weather observation from appropriate weather office to forward to the AMB (**TAB 18**).
7. Request copies of radio/radar/video recordings applicable to mishap and investigation.
8. Arrange transportation to and from the mishap site for both AMB members and security force.
9. If the mishap occurred on a logistics mission, call the Operations Duty Officer of the last departure point plus any en route stops and request a copy of both the passenger and cargo manifests.

## OPERATIONS MISHAP REPORT DATA FORM

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

1. Resume of Flight Experience:    MP            MCP            MAC

- 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, IFS dates
- h. Primary/collateral duties \_\_\_\_\_
- i. Total pilot/aircrew hours \_\_\_\_\_
- j. Hours last 30, 60, 90 \_\_\_\_\_  
days
- k. 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 \_\_\_\_\_



## **TAB 22D**

### **RESPONSIBILITIES OF THE MAINTENANCE REPRESENTATIVE**

1. The Maintenance Representative, 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.
2. Supervise the drawing of 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 Maintenance Representative shall locate the source of the fuel and notify the respective Fuel Services Officer for appropriate action.
3. Ensure the following documents are completed and submitted to the AMB within **ASAP** following the mishap:
  - a. Aircraft Data enclosures to the SIR.
  - b. Maintenance Discrepancy Record.
3. Provide EOD with the location of explosive cartridges or devices on the mishap aircraft and ensure all explosive cartridges or devices are rendered safe.
4. If the wreckage is submerged, coordinate with the Crash and Salvage Officer (Public Works Officer) to determine the feasibility of salvage. COMNAVAILANT 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.
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 a statement outlining the damage to the aircraft and the estimated replacement part cost as well as man-hours required for repair.
11. Ensure required reports and tear down, packaging, and shipping procedures are completed appropriately for any aircraft parts designated by the AMB for further study.
12. Provide qualified personnel as necessary to assist the AMB in their investigation.
13. Ensure material deficiency reports are issued when material failure is determined or suspected by AMB.

## **TAB 22E**

### **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. 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 and condition.
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.

## **TAB 22F**

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

1. The Fire Department/Crash Crew is a part of the crash phone network. The Italian Emergency Services will normally be the first to arrive at the mishap and are the most qualified to approach a damaged aircraft, fight related fires, extract endangered aircrew and bring the crisis under control. The American Fire Department will act as Subject Matter Experts on C-26D aircraft fire fighting and shall assist Italian Emergency Services as required. The Italian 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 Fire Chief until the site is determined to be safe.
3. Every effort shall be made to save lives, minimize injuries and minimize property damage. The 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 Fire Chief has declared the mishap scene safe, the AMB Senior Member shall become the On-Scene-Commander. The 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 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 if a fire is still burning. All efforts by the Security Department to protect the mishap scene shall be coordinated through and controlled by the Fire Chief.
  - b. Once 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. Access inside the crash perimeter shall be strictly limited to members of the Aviation Mishap Board or other personnel approved by the Commanding Officer, AMB Senior Member, or ASO.
  - 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 approved by CO, AMB Senior Member, or ASO 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 Aviation Mishap Board and personnel specifically authorized.** 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 utilize **TAB 9** to ensure the completion of:
  - a. Assignment of initial security guards.
  - b. Briefing security personnel.
  - c. Other duties as determined by the AMB Senior Member

## **TAB 22H**

### **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



## **TAB 22I**

### **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 be 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, coordinate the mishap scene photographers, and perform other duties as assigned by the AMB Senior Member.
5. If permission is requested by the media 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 (if applicable) 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 NAVSUPPACT 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. 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.

10. 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.

11. 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.**

## **PHOTO LAB PHOTOGRAPHER**

1. Photographers shall report immediately to the crash site with appropriate 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 via the PAO. 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.
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.

## **TAB 22J**

### **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 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 be responsible for 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.

## **TAB 22K**

### **CHAPLAIN**

1. When notified of a mishap, the Chaplain should contact the 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 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 CACO during the initial notification of the next-of-kin.
4. The Chaplain can expect telephone calls from aircrew members' 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.

## **TAB 22L**

### **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.
4. The current SSO for NSA Naples is the Security Manager, Ms. Chelsea Mills (DSN: 626-5620; Cell: 349-364-2098).

## TAB 22M

### 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.
3. The current CMS Custodian for NSA Naples is MM1 Porter.



## **TAB 23**

### **MISHAP INVESTIGATION GUIDELINES**

This Tab contains instructions to facilitate investigation immediately following a major mishap. Detailed information is found in OPNAVINST 3750.6S and NAVAIR 00-80T-116-1/2/3/4. (Technical Manuals, Safety Investigation Techniques).

AMB SENIOR MEMBER GUIDANCE .....	23A
MISHAP INVESTIGATION GENERAL CHECKLIST .....	23B
MISHAP INVESTIGATION AMPLIFIED CHECKLIST .....	23C
AMB SPECIAL REQUIREMENT FORM .....	23D
INSTRUCTIONS FOR OBTAINING WITNESS STATEMENTS .....	23E
WITNESS STATEMENT FORM .....	23F
SUBMERGED WRECKAGE .....	23G
COMPOSITE MATERIAL PROCEDURES. ....	23H
HAZARDOUS MATERIALS AND EQUIPMENT .....	23I

## **TAB 23A**

### **AMB SENIOR MEMBER GUIDANCE**

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 3750.6S 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.

## **TAB 23B**

### **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. Co-Pilot: (bailout) (normal deplane) (crashed in A/C) \_\_\_\_\_

c. 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: 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: Ensure photos are labeled or marked in a way as to make them valuable during Board discussions away from the mishap site.**

15. Public Information Releases. Ensure the 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)

## **TAB 23C**

### **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) VHF1: \_\_\_\_\_

(b) VHF2: \_\_\_\_\_

(c) UHF: \_\_\_\_\_

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

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

(f) TACAN/VOR 1&2: \_\_\_\_\_

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

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

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

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

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

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

(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 bottles fired? \_\_\_\_\_

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: \_\_\_\_\_

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) Hydraulic pressure: \_\_\_\_\_

(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? \_\_\_\_\_

f. TACAN channel: \_\_\_\_\_

g. Gyros turning: \_\_\_\_\_

h. HSI, Wet Compass agreement: \_\_\_\_\_

i. Antenna selector position: \_\_\_\_\_

k. Pressure altimeter

(1) Setting: \_\_\_\_\_

(2) Sticking: \_\_\_\_\_

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

l. Navigation information/publications in cockpit: \_\_\_\_\_

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).

Advice to Witness Statement 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) EGT: \_\_\_\_\_

(e) SHP: \_\_\_\_\_

(f) Oil pressure & temp: \_\_\_\_\_

(g) Hydraulic Pressure: \_\_\_\_\_

(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? \_\_\_\_\_

(12) Survival equipment worn, carried, used, condition

(a) Clothing: \_\_\_\_\_

(b) Boots: \_\_\_\_\_

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

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

(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? \_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_

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(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: \_\_\_\_\_

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---

(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: \_\_\_\_\_

## **TAB 23D**

### **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 \_\_\_\_\_

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\_\_\_\_\_  
Senior Member, AMB

## **TAB 23E**

### **INSTRUCTIONS FOR OBTAINING WITNESS STATEMENTS**

1. Witness statements may be 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 that testimony (oral or written) is not taken under oath and offer the assurance of privilege as defined in OPNAVINST 3750.6S as required. 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 3750.6S 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, record witness interviews

## **TAB 23F**

### **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. Have the witness execute an "Advice to Witnesses," (privilege or non-privilege as required) 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 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

## **TAB 23G**

### **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.

## TAB 23H

### COMPOSITE MATERIAL 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 the Fitness Center and the Fire Department.

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 23I**

### **HAZARDOUS MATERIALS AND EQUIPMENT**

1. The following is a list of some of the equipment on the aircraft that may present a danger to first responders or investigators following a mishap.
  - a. Fuel
  - b. Hydraulic fluid 2 types MIL-H-83282 and MIL-H-5606
  - c. CAWI (Methanol and Water mixture)
  - d. Oil (Mobil Jet 2)
  - e. Oxygen bottles (1 main and 1 portable)
  - f. Hand held fire extinguishers (2)
  - g. Tires (Nitrogen)
  - h. Batteries (2 Lead acid)
  - i. Life raft (2) Co2 bottle for inflation
  - j. Passenger life vests (16 total) Co2 bottle for inflation
2. This list may change based on the requirements of the mission but is a good starting point for equipment to be aware of.



## **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: 626-4551/2  
Commercial: 99-081-568-4551/2

#### **3. COMNAVREGEUR CDO**

Commercial: 99-335-772-6279

#### **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**

DSN: 314-489-2133  
Commercial: 99-0049-631-536-2133