



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

NAVSUPPACTNAPLESINST 3750.2E
N00/N3
18 Sep 24

NAVSUPPACT NAPLES INSTRUCTION 3750.2E

Subj: PRE-MISHAP PLAN

- Ref: (a) OPNAVINST 3750.6S, Naval Aviation Safety Management System
(b) OPNAVINST 3100.6K, Special Incident Reporting (OPREP-3 Pinnacle, OPREP-3 Navy Blue, And OPREP-3 Navy Unit SITREP) Procedures
(c) SECNAV M-5210.1, Department of the Navy Records Management Program
(d) NAVPERS 15560D, Naval Military Personnel Manual
(e) COMNAVAIRFORINST 4790.2D The Naval Aviation Maintenance Program
(f) OPNAV M-5090.1, Environmental Readiness Program Manual
(g) STANAG 3531 Safety Investigation and Reporting of Accidents/Incidents Involving Military Aircraft, Missiles, and/or UAVS
(h) NAVSUPPACTNAPLESINST 3750.1J CH-1

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 will preclude logical and warranted actions should such situations arise. If a death or serious injury occurs, personnel will not discuss the matter with sources outside the command. Individual names will not be released, except to authorized naval authorities, without the expressed permission of the Commanding Officer (CO), U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy.

2. Cancellation. NAVSUPPACTNAPLESINST 3750.2D

3. Scope. Prompt, accurate, and detailed investigation and reporting of mishaps are a direct responsibility of each custodian of naval aircraft. References (a) through (h) 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, Central (CNREURAFCENT). As Immediate Superior in Command (ISIC), CNREURAFCENT does not maintain a permanent Aviation Mishap Board (AMB).

(1) If the NAVSUPPACT Naples CO is involved in an aircraft mishap, a senior member will be appointed by CNAL (Class A), or CNREURAFCENT (Class B/C) who will be senior to the CO and will work with the NAVSUPPACT Naples AMB to investigate and report the mishap. CNREURAFCENT 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 CO remains reporting custodian and retains endorsement authority.

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

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

d. XO. The XO will act as the Senior Mishap of the AMB unless one is otherwise provided per subparagraphs (a) or (b) of this instruction. If a senior member is provided to the command by higher authority, the XO will 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 will assist the CO in the management of the Pre-Mishap Plan and periodically brief all stakeholders on their responsibilities. The ASO will conduct and document quarterly drills to simulate execution of this plan to ensure familiarity by watch standers. Furthermore, he or she will conduct quarterly training sessions with 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. AMB Members. Standing AMB members will be designated in writing by the CO per 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 will not be used to determine legal accountability.

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

5. Changes. Proposed changes or updates to this instruction will be forwarded to the NAVSUPPACT Naples ASO via phone at DSN: 626-4460/6897.

6. 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).

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 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.

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Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I and II

Electronic via NAVSUPPACT Naples website:

<https://cnreurafcnt.cniv.navy.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>

MISHAP INITIAL NOTIFICATION INSTRUCTIONS

*******GET AS MANY PEOPLE AS YOU NEED TO HELP YOU*******

- **THIS BINDER WILL WALK YOU THROUGH THE MISHAP REPORTING PROCESS STEP BY STEP.**
- **EACH TAB HAS INSTRUCTIONS. FOLLOW THE TABS, IN ORDER, AS THEY APPLY.**
- **REFER TO THE TABLE OF CONTENTS FOR QUICK REFERENCES.**

TABS OF NOTE:

TAB 3 – IMMEDIATE RECALL LIST (LIST OF PEOPLE WHO MUST BE INFORMED OF A MISHAP)

TAB 5 – CDO ACTION CHECKLIST (LIST OF REQUIRED ACTIONS IN THE EVENT OF MISHAP)

TAB 10 – REQUIRED REPORTS CHECKLIST (LISTS ALL REPORTS AND TIME LIMITS TO MAKE THEM)

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THIS IS THE QUARTER DECK NOTIFYING YOU THAT WE ARE CURRENTLY RUNNING AN AIRCRAFT MISHAP DRILL AND YOU ARE PART OF OUR RECALL LIST. IN THE EVENT THAT THIS WAS AN ACTUAL EXERCISE, AND THE COMMANDING OFFICER HAD DIRECTED THE EOC RECALL TO BE INITIATED, YOU WOULD BE DIRECTED TO REPORT TO THE EOC IMMEDIATELY FOR FURTHER INFORMATION. AGAIN, THIS IS ONLY A DRILL AND NO ACTION IS REQUIRED. THANK YOU.

NAVSUPPACT Naples Pre-Mishap Plan
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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 081-568-5912 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

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(8) AFTER INITIAL NOTIFICATION: Move on to TAB 4 – IMMEDIATE RECALL LIST.

(9) When the CDO arrives, go to TAB 5 and ensure TAB 1 through TAB 3 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 5 – CDO ACTION CHECKLIST**

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.

TAB	Intended Personnel	Name of person w/TAB	Time returned	Complete?
1	CDO/ACDO			
2	CDO/ACDO			
3	CDO/ACDO			
4	CDO/ACDO			
5	CDO			
6	CDO			
7	CDO/Helper			
8	CDO/SECO			
9	CDO			
10	CDO/Helper			
11	CDO/ACDO			
12	CDO/Helper			
13	ASO			
14	CDO/ADMIN			
15	AMB/ASO			
16	ADMIN/CACO			

TAB 3

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>
COMMANDING OFFICER	(W) 626-6289 (C) 334-609-2891	_____
EXECUTIVE OFFICER	(W) 626-6289 (C) 366-622-5211	_____
AIR OPERATIONS OFFICER	(W) 626-5216 (C) 334-661-3136	_____
AVIATION SAFETY OFFICER	(W) 626-4460	_____

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

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. SEAN QUINN	(W) 626-3585	_____
EMO	(C) 340-248-7894	
	(C) 334-661-7894	
	(W) 626-5222	_____
FIRE CHIEF	(C) 331-616-3236	
	(W) 629-6300	_____
FLIGHT SURGEON	(C) 787-667-1681	
	(W) 626-5411	_____
SECURITY	(C) 366-630-7136	
	(W) 626-6897	_____
ASST OPERATIONS OFFICER		
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) 335-576-3276	
	(W) 626-6817	_____
COMMAND CHAPLAIN	(C) 331-646-0168	

<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	_____
ADMIN OFFICER	(W) 626-5544	_____
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 4

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)

<u>NAME</u>	<u>TYPE AIRCRAFT</u>	<u>PHONE</u>	<u>NOTIFIED</u>
NAS SIGONELLA	C-26	624-2527	_____
TACC/AMC	USAF C-5/17/141/CatB	312-779-0324	_____
86 th AIRLIFT WING COMMAND POST	USAF C-130	480-2121 0321-0320-0323	_____
BASE OPS/T-line	TRANSIENT AIRCRAFT	626-5223 /5235 / 5382	_____
NATO CHANNEL FLIGHT	NATO AIRCRAFT	081-721-5214 / 3217	_____
ITALIAN BASE OPERATIONS (BOC)	FOREIGN AIRCRAFT	081-705-5444/5388	_____
<u>Possible Navy Transient Aircraft</u>			
CTF-63 TASKED	C-9/C-40/C-130	(W) 626-3150 (C) 335-723-5521	_____

**CONTINUE TO TAB 7 FOR SAR
IF SAR NOT REQUIRED TURN TO TAB 8**

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 tabs 1 – 3: continue with tab 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>DEADLINE</u>	<u>REPORT / ACTION</u>.....	<u>RESONSIBILITY</u>	<u>TAB</u>	<u>TIME</u>
ASAP	COLLECT INITIAL MISAP DETAILS	CDO	1	_____
ASAP	BEGIN MISHAP LOG/ INITIATE IMMEDIATE RECALL LIST	CDO	2 & 3	_____
ASAP	DETERMINE AIRCRAFT REPORTING CUSTODIAN	CDO	6	_____
ASAP	INITIAL MISHAP CATEGORY/SEVERITY	CDO/ASO	10	_____

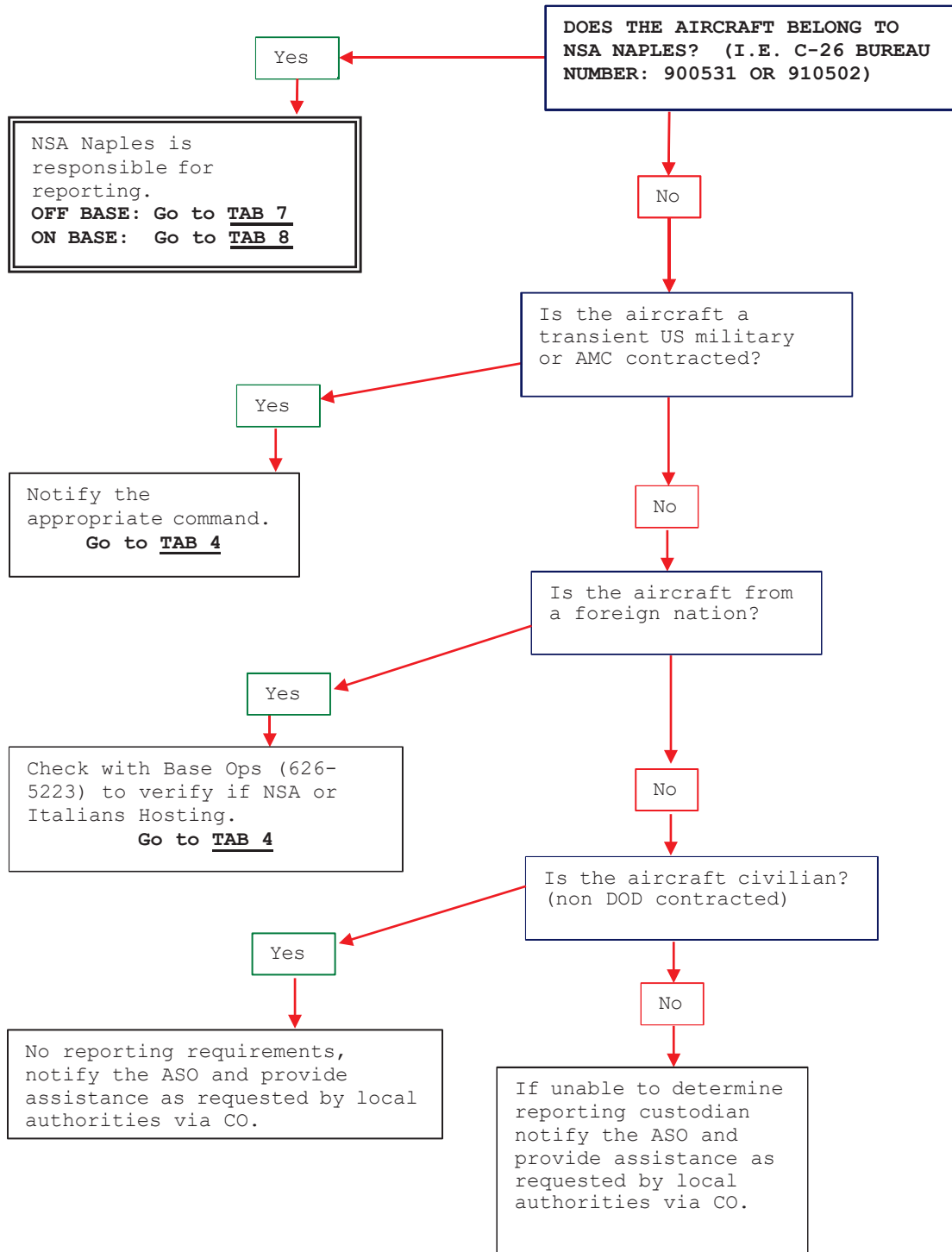
ASAP	DETERMINE OPREP-3	CDO	10	_____
<u>5 MIN</u>	SEND OPREP-3 COMNAVREG EUROPE PHONE REPORT (DO NOT DELAY)	CDO	10C	_____
<u>15 MIN</u>	SEND OPREP-3 COMNAVREG EUR PHONE REORT (DO NOT DELAY)	CDO	10D	_____
<u>20 MIN</u>	SEND INITIAL OPREP-3 COMNAV AIRLANT PHONE REPORT (DO NOT DELAY)	CDO	10E	_____

<u>60 MIN</u>	DRAFT AND SEND OPREP-3 PINNACLE OR NAVY BLUE REPORT	CDO	10F	_____
<u>60 MIN</u>	NAVAL SAFETY CENTER PHONE CALL (CLASS A)	ASO/CDO	11*	_____
<u>4 HRS</u>	SEND OPREP-3 COMNAVVAIRLANT PHONE PHONE REPORT (DO NOT DELAY)	CDO	10G	_____
<u>4 HRS</u>	CO MAKE COMNAVVAIRLANT CHIEF OF STAFF PHONE REPORT	CO	10H	_____
<u>4 HRS</u>	RMI INITIAL NOTIFICATION (CLASS A OR B)	ASO/AMB	12	_____
<u>24 HRS</u>	RMI INITIAL NOTIFICATION (CLASS C)	ASO/AMB	12	_____
<u>4 HRS</u>	SEND BUPERS NOK NOTIFICATION PHONE REPORT	ADMIN	16	_____
<u>4 HRS</u>	SEND BUPERS NOK NOTIFICATION MESSAGE REPORT	ADMIN	16	_____
<u>4 HRS</u>	SEND BUPERS CASUALTY MESSAGE REPORT	ADMIN	16	_____
<u>24 HRS</u>	HAZREP (SEVERE HAZARD ONLY)	ASO/AMB	3750.6S	_____
<u>48 HRS</u>	DRAFT AND SEND CO LETTER FATALITY TO NOK	CO/ADMIN	NMP MAN	_____
<u>7 DAYS</u>	BASH REPORT TO RMI	ASO/AMB	3750.6S	_____
<u>7 DAYS</u>	FIRST SAFETY INVESTIGATION REPORT ENDORSEMENT	ASO/AMB	3750.6S	_____
<u>30 DAYS</u>	HAZREP RMI INITIAL SUBMISSION	ASO/AMB	3750.6S	_____
<u>30 DAYS</u>	SAFETY INVESTIGATION REPORT (SIR)	ASO/AMB	3750.6S	_____

TAB 6

AIRCRAFT REPORTING CUSTODIAN

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



TAB 7

SAR INITIATION

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

Use this script when making notification:

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.

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 ASSISTANCR 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)

TURN TO TAB 8 – MISHAP SITE SECURITY

TAB 8

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 3**) 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 3**) 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 8A - 8D for additional security information

TAB 8A

SECURING THE MISHAP SITE & SECURITY PERSONNEL AT 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 8B**.
3. Ensure the security guard detail is given multiple copies of **TAB 8C - MISHAP SITE SECURITY BRIEFING GUIDE** and **TAB 8D - GUIDANCE FOR RELEASE OF INFORMATION AT THE MISHAP SITE**.

TAB 8B

LIST OF MISHAP SITE SECURITY GUARDS

RATE	NAME	COMMAND	RECALL#
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TAB 8C

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 8D

RELEASE OF INFORMATION AT THE MISHAP SITE

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

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

"THE NAVY IS ANXIOUS TO DETERMINE THE CAUSE OF THE MISHAP. A TEAM HAS BEEN FORMED TO INVESTIGATE THE MISHAP. FURTHER INFORMATION RELATING TO THE MISHAP WILL BE AVAILABLE TO THE PRESS THROUGH THE NAVSUPPACT PUBLIC AFFAIRS OFFICER."

- IT IS NOT PROPER TO SPECULATE ON THE CAUSE OF THE MISHAP PRIOR TO THE COMPLETION OF THE INVESTIGATION.

PRESS RELATIONS

- MAKE EVERY EFFORT TO DISCOURAGE PHOTOGRAPHERS FROM TAKING PHOTOGRAPHS OF DECEASED OR INJURED PERSONNEL OR OTHER PHOTOGRAPHS IN POOR TASTE. THE AMB SENIOR MEMBER AND THE PUBLIC AFFAIRS OFFICER MUST BE ADVISED IMMEDIATELY IF ANY SUCH PHOTOGRAPHS HAVE BEEN TAKEN. THE SENIOR MEMBER MUST THEN INITIATE COMMUNICATION WITH THE PHOTOGRAPHER'S EMPLOYER IN AN EFFORT TO DISCOURAGE THE USE OF SUCH PHOTOGRAPHS.
- **DO NOT ATTEMPT TO STOP NEWS PHOTOGRAPHERS FROM TAKING PICTURES UNLESS CLASSIFIED MATERIAL IS INVOLVED.** IN THIS CASE REQUEST PICTURES NOT BE TAKEN AND ANY EXPOSED FILM BE TURNED OVER TO THE PUBLIC AFFAIRS OFFICER FOR SECURITY REVIEW. IF THE PHOTOGRAPHER DOES NOT COMPLY WITH THIS REQUEST, INFORM HIM THE US EMBASSY MUST BE NOTIFIED OF HIS ACTIONS. OBTAIN THE PHOTOGRAPHERS ADDRESS AND HIS ORGANIZATION, AND GIVE THIS INFORMATION TO THE PAO AND SENIOR

MEMBER. THE US EMBASSY SHALL BE NOTIFIED IF CLASSIFIED MATERIAL HAS BEEN PHOTOGRAPHED.

- **UNDER NO CIRCUMSTANCES SHALL MILITARY PERSONNEL USE ANY DEGREE OF FORCE TO PREVENT OR OTHERWISE INTERFERE WITH CIVILIAN PHOTOGRAPHERS.**
- DO NOT TELL THE REPORTER WHAT TO WRITE.
- MILITARY PERSONNEL IN THE AREA SHALL BE CAUTIONED AGAINST MAKING STATEMENTS, EXPRESSING OPINIONS OR GIVING OUT INFORMATION CONCERNING THE MISHAP.
- THE STATEMENT "**THE MISHAP INVESTIGATION HAS JUST BEGUN AND IT IS IMPOSSIBLE TO MAKE STATEMENTS**" IS A TRUTHFUL STATEMENT AND FULLY UNDERSTOOD BY REPORTERS.
- ADVISE REPORTERS THE NAVSUPPACT 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.

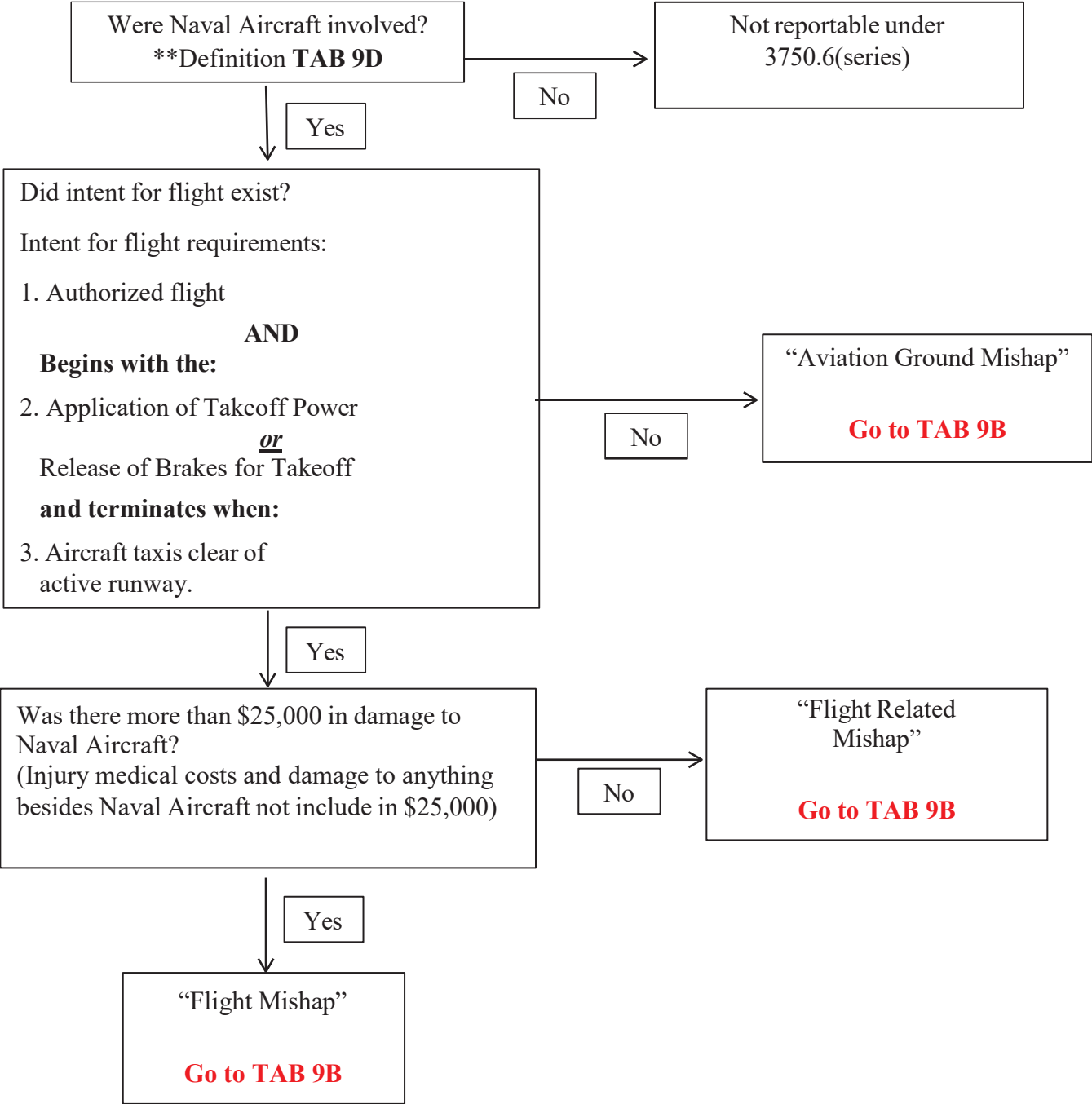
TAB 9

MISHAP CLASSIFICATION

- (1) If Naval Aircraft were **not** involved, mishap is **not** reportable under OPNAVINST 3750.6(series).
- (2) Determine mishap subcategory and severity utilizing **TAB 9A** and **TAB 9B**, **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. (**SEE TAB 5**) Continue with **TAB 10**.
 - 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 14**.
 - e. If severity is less than Class **E** criteria, the ASO might need to generate a HAZREP, go to **TAB 15**.
- (3) Use **TAB 9C** for reference and to define key terms used to determine mishap category and severity.

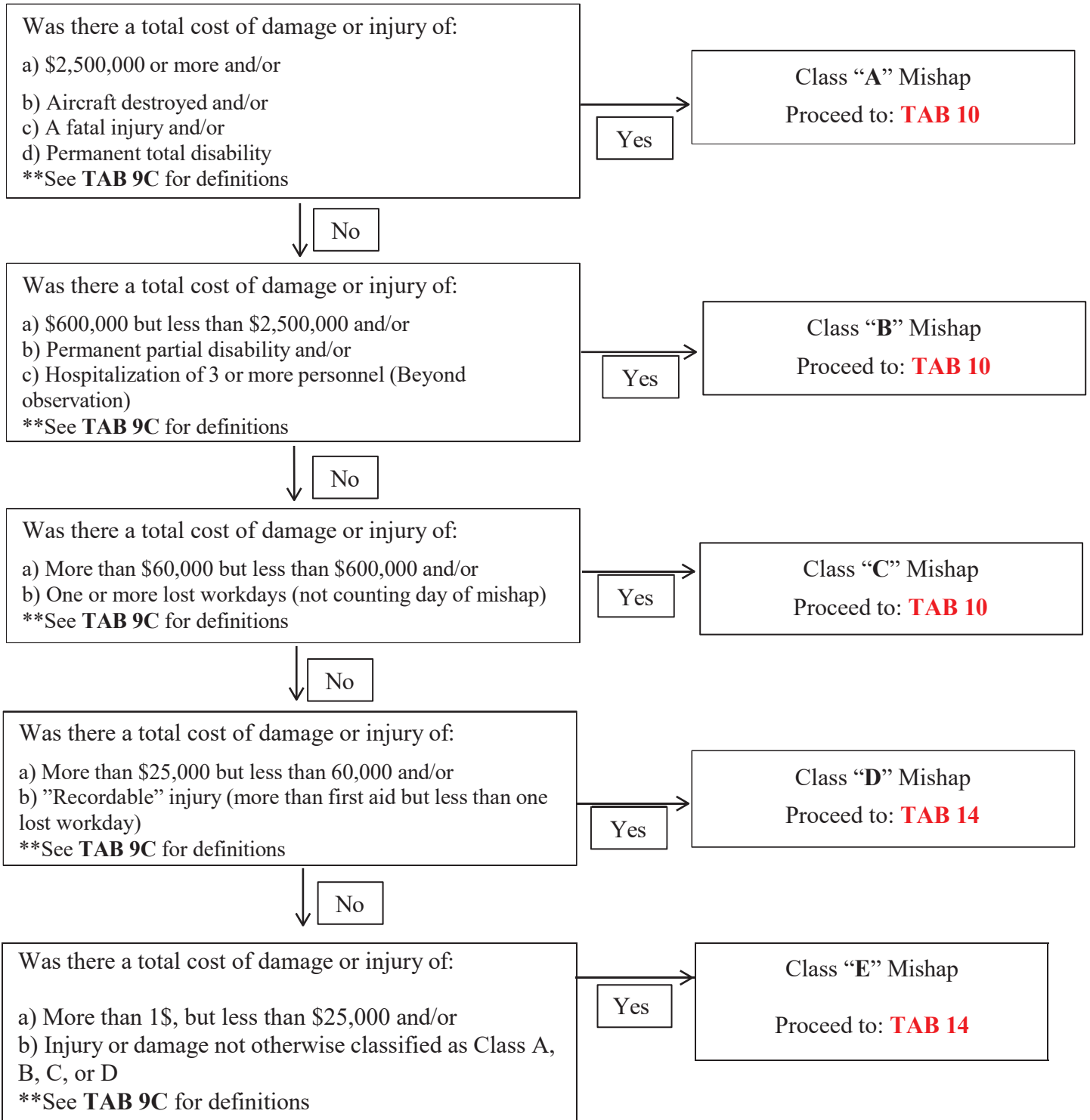
TAB 9A

MISHAP SUBCATEGORY DECISION TREE



TAB 9B

SEVERITY CLASSIFICATION DECISION TREE



TAB 9C

MISHAP INJURY DEFINITIONS

Ref: OPNAVINST 3750.6(series), 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 9D

NAVAL AIRCRAFT DEFINITION (FOR MISHAP REPORTING)

Ref: OPNAVINST 3750.6(series), 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, man-rated 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 10

OPREP-3 REPORTS CHECKLIST

- (1) DETERMINE WHETHER YOU NEED TO SUBMIT AN OPREP-3 PINNACLE (TAB 10A) OR AN OPREP-3 NAVY BLUE (TAB 10B).
- (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 10C**, **TAB 10D** AND **TAB 10E**. IF EITHER A PINNACLE OR A NAVY BLUE IS REQUIRED, ALL 3 COMMANDS WILL BE NOTIFIED. THE CO WILL NOTIFY **COMNAVAIRLANT CHIEF OF STAFF** UTILIZING **TAB 10F**.
- (4) FOLLOW FORMATS FOR OPREP-3 MESSAGES FOUND IN **TAB 10G** AND **TAB 10H**. 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 14**.

TAB 10A

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 10C/D/E/F/G** *

***** IF THE MISHAP DOES NOT FIT THE ***
CRITERIA PROCEED TO TAB 10B**

TAB 10B

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 10C/D/E/F/H** *

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

TAB 10C

OPREP-3 COMNAVEUR TELEPHONE REPORT

"COMNAVREG EUR"

(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 (for pinnacle) / IMMEDIATE (for Navy Blue)" (select
precedence, as appropriate)

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

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

"LINE 1 SERIAL: Not applicable"

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

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

- A. Time (ZULU DTG of incident): _____
- B. Location: _____
- C. Narrative: _____
- D. Loss/Damage: _____
- E. CO's Estimate (if available): _____
- F. Remarks: _____

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

"**LINE 5 AUTHENTICATION**" (if necessary, generally not applicable): _____

"**OPREP Message Report to follow. OVER**"

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

The voice report must be made to either COMNAVREG EUR, 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 DSN: 312-227-6340/1/2/3

COMMAND CENTER Commercial: 99-001-703-697-6340/1/2/3

TAB 10D

OPREP-3 COMNAVREGEUR TELEPHONE REPORT

"COMNAVREG EUROPE"

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

This is the same data as TAB 10C. It's just going to a different Commander.

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

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

COMNAVREGEUR WILL RESPOND:

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

THE DUTY OFFICER WILL RESPOND:

"COMNAVREGEUR THIS IS NAVSUPPACT NAPLES"

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

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

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

"LINE 1 SERIAL: Not applicable"

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

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

A. Time (ZULU DTG of incident): _____

B. Location: _____

C. Narrative: _____

D. Loss/Damage: _____

E. CO's Estimate (if available): _____

F. Remarks: _____

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

"**LINE 5 AUTHENTICATION**" (if necessary, generally not
applicable): _____

"OPREP Message Report to follow. OVER"

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

COMNAVREGEUR CDO

COMM: 0039-335-772-6279

TAB 10E

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//
COMNAVAIRESYS COM WASHINGTON DC//JJJ//
CHNAVPERS 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//

MSGID/OPREP-3P/NAVSUPPACT NAPLES IT/_____ / _____ //
(note a) (note b)

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 g)

_____ //
(note h)

RMKS/AMPLIFYING INFO AND MISHAP REPORT TO FOLLOW//

COMMANDER'S ESTIMATE:

//

(note i)

BT

18 Sep 24

TAB 10F

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.

TAB 10G

OPREP-3 COMNAV AIRLANT TELEPHONE REPORT
"COMNAV AIRLANT"

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

<p style="text-align: center;"><u>COMNAV AIRLANT</u></p> <p style="text-align: center;">DSN: 312-564-4259/2928 Commercial: 757-444-4259/2928</p>

1. Reporting Custodian: (Whose aircraft is it?)
NSA NAPLES OR _____
2. Aircraft Type and BUNO: _____
3. Mishap Location: _____

4. Brief Narrative: _____

5. Damage (If known): _____

6. Injuries or Fatalities (If known, DO NOT GIVE NAMES): _____

7. Points of Contact: Commercial: 39-081-568-XXXX
DSN: 314-626-XXXX

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

TAB 11
NAVAL 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, 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:

ASO

Cell: +1 402-690-1257, Commercial: +39-081-568-4460, DSN: 314-626-4460

Flight Surgeon

Commercial: +39-081-811-5836, DSN: 314-626-5836

Request Naval Safety Center investigation assistance.”

GO TO TAB 15

TAB 12
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 9**.

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 10E/F**).

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.

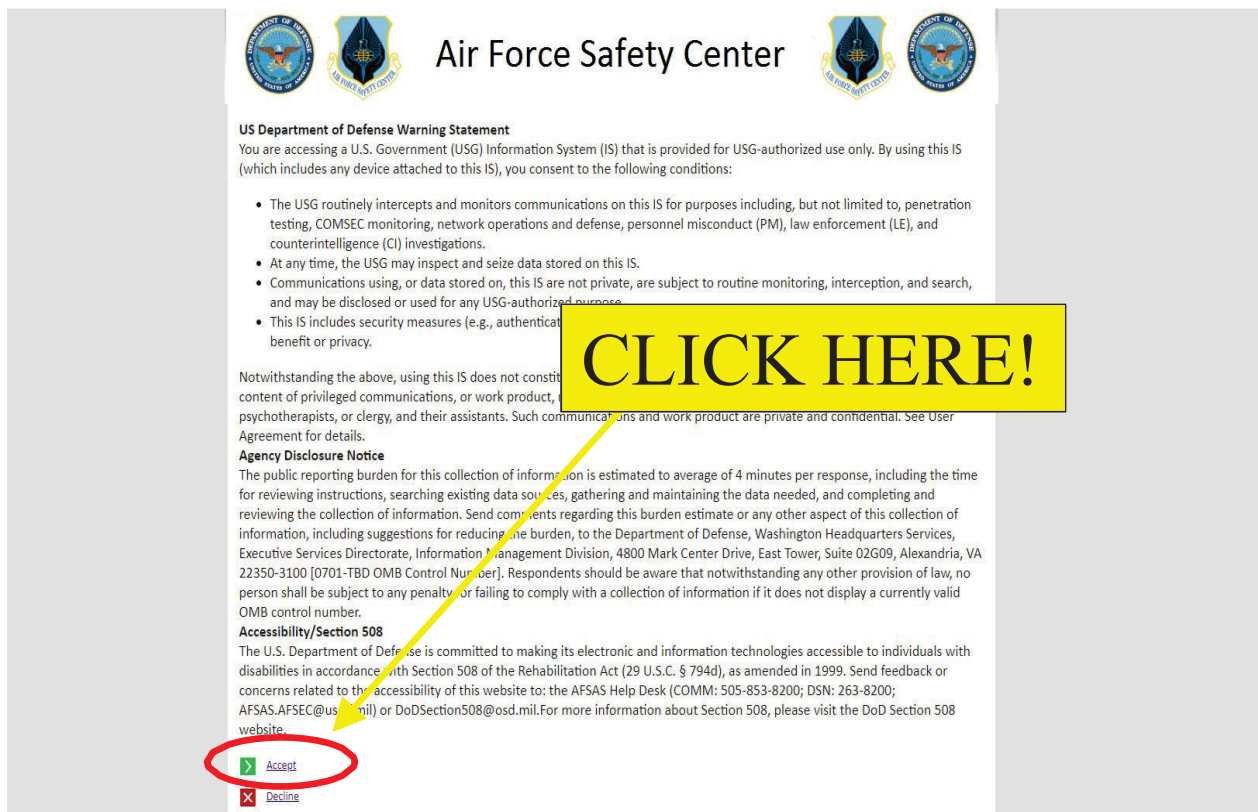
NAME	<u>RANK</u>	WORK#	CELL#
MATT WILLFORD*	LT	626-4460	+1 402-690-1257

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 PRELIMINARY MESSAGE – STEP-BY-STEP

1. To initiate the Initial Notification, open Internet Explorer and navigate to:
<https://afsas.safety.af.mil/my.policy>
2. RMI 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.



Air Force Safety Center

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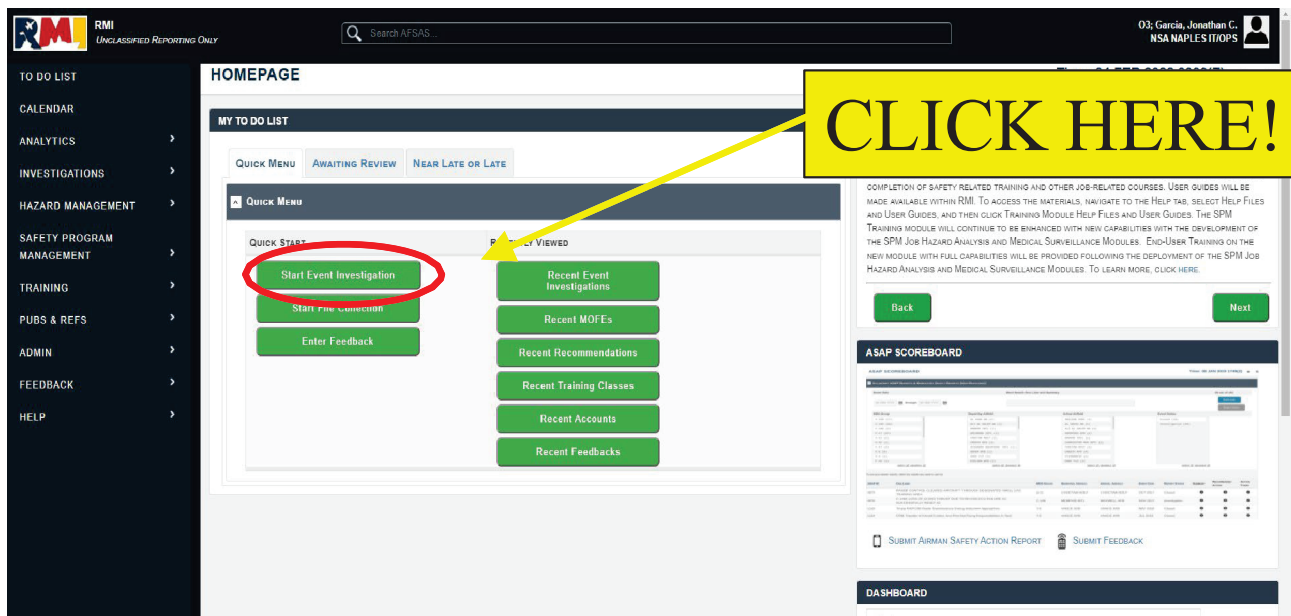
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Accept
 Decline

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



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: * Hanned

Event Type Tier 1: * Midair collision

Cross Category: * None

Mishap Class: * A

Event Date, Local: * 04 FEB 2022

Event Duty Status: * On-Duty Off-Duty

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

▲ Based on the responses above, you are conducting a Privileged Safety Investigation IAW 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 when 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 Misc in Work, Due: Preliminary, 1 days
 Duty Status: On-Duty Accto Org: -- Conv Auth: -- Accto 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: - Show More

1 INTERIM SAFETY BOARD

ACTION	POSITION	GRADE	NAME	ORGANIZATION TIER 1	ORGANIZATION TIER 2	PHONE	EMAIL
	Investigating Officer	O3	Garcia, Jonathan C.	USN	NAVSAFECEN DET NAVAL		

DISPLAYING RESULTS 1 - 1 OF 1 RECORDS EXPORT TO:

Add New Investigator

Done With Investigating Personnel

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

GENERAL INFORMATION Time: 04 FEB 2022 1002(Z)

Event Header

Event Report #: 767967 Class: A Event Date: 04 FEB 2022 Misc in Work, Due: Preliminary, 1 days
 Duty Status: On-Duty Accto Org: -- Conv Auth: -- Accto Base: --
 Investigation Process: Privileged Safety Investigation with a Promise of Confidentiality

SHORT LINKS: Event • Messages • Data Viewer • Worksheet

Event Information

Event Type: Tier 1:

Unit Control Number:

Conveying Authority Tier 1:

Conveying Authority Tier 2:

Accounting Organization Tier 1:

Accounting Organization Tier 2:

Same as Conveying Authority

EVENT ONE LINER

INSTRUCTIONS: The ONE LINER WILL NOT CONTAIN PRIVILEGED SAFETY INFORMATION

INFORMATION: 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 activity? *

What happened? *

What was damaged/broken/injured? *

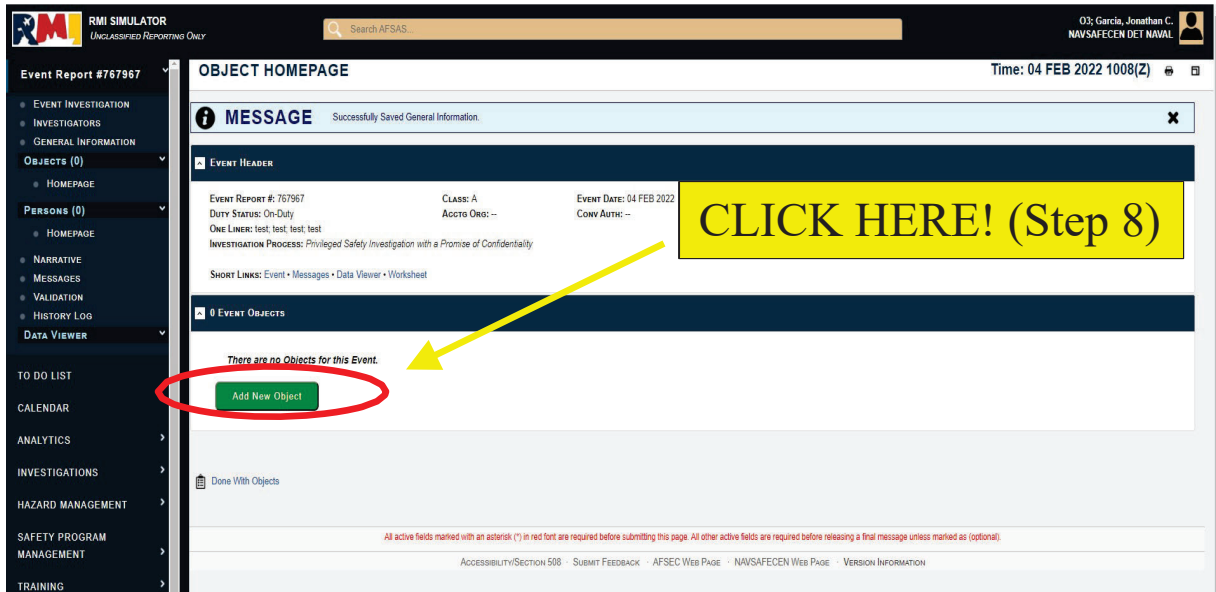
What was the outcome? *

Spell Check

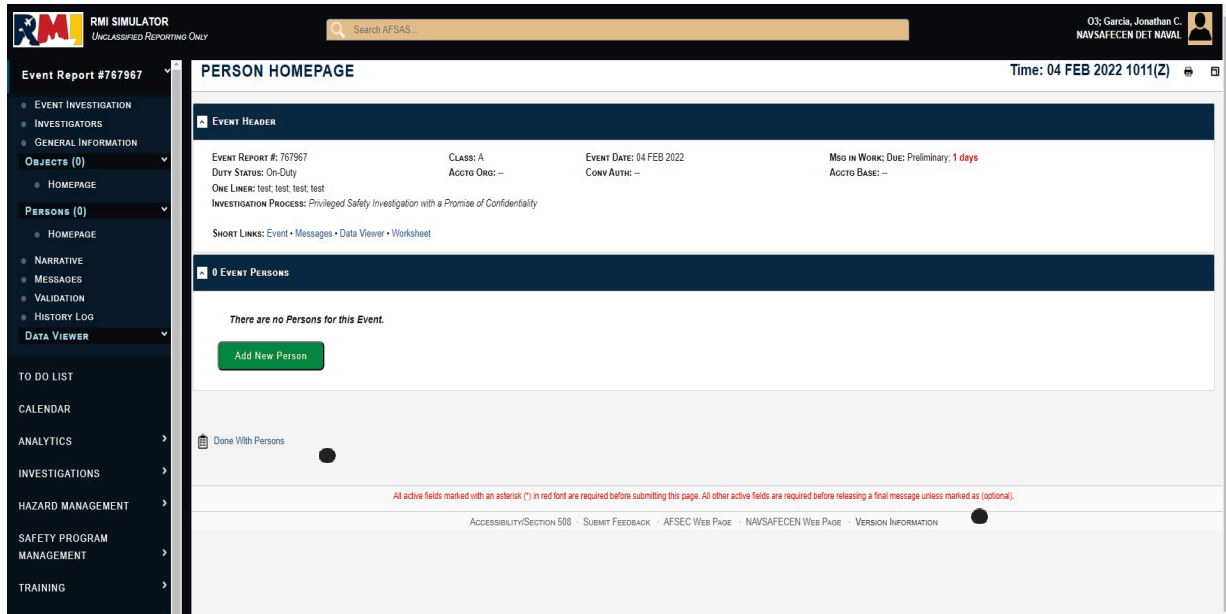
test; test; test; test
116 CHARACTERS REMAINING ON YOUR INPUT LIMIT (WORD COUNT: 4)

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

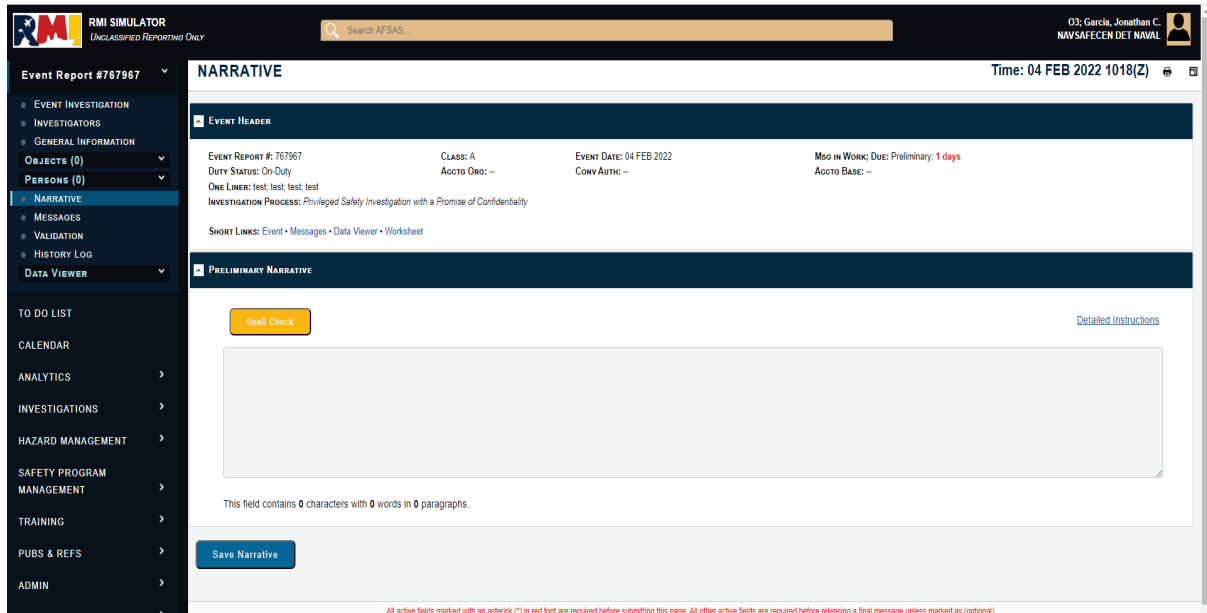
- a. Aircraft T/M/S: “C-26D” Be patient, the search takes 5-15 seconds to populate.
- b. BUNO: 900531 or 910502 = Tail number XXX
- c. Reporting Custodian: NSA Naples = “N62588”
- d. Departure: 4 digit ICAO code for departure airport. Can be found on the flight schedule.
- e. Destination: 4 digit ICAO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



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.

NAVSUPPACTNAPLESINST 3750.2E
18 Sep 24

PROCEED TO TAB 13

TAB 13

DUTY FORECASTER'S REPORT

CONTACT THE DUTY FORECASTER AT 21ST 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 14

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."



RISK MANAGEMENT INFORMATION

RISK MANAGEMENT INFORMATION- STREAMLINED INCIDENT REPORTING (RMI-SIR) USER GUIDE

RMI-SIR Safety- Preliminary Message

Revision Update: 12 MARCH 2019

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Risk Management Information- Event Investigator

1.0 Left-Hand Menu Navigation

To access Safety Investigations from the RMI Homepage, navigate using the left-hand menu and select "Safety."

- Investigations is under the "Safety" option
- Click "Safety" to expand the menu

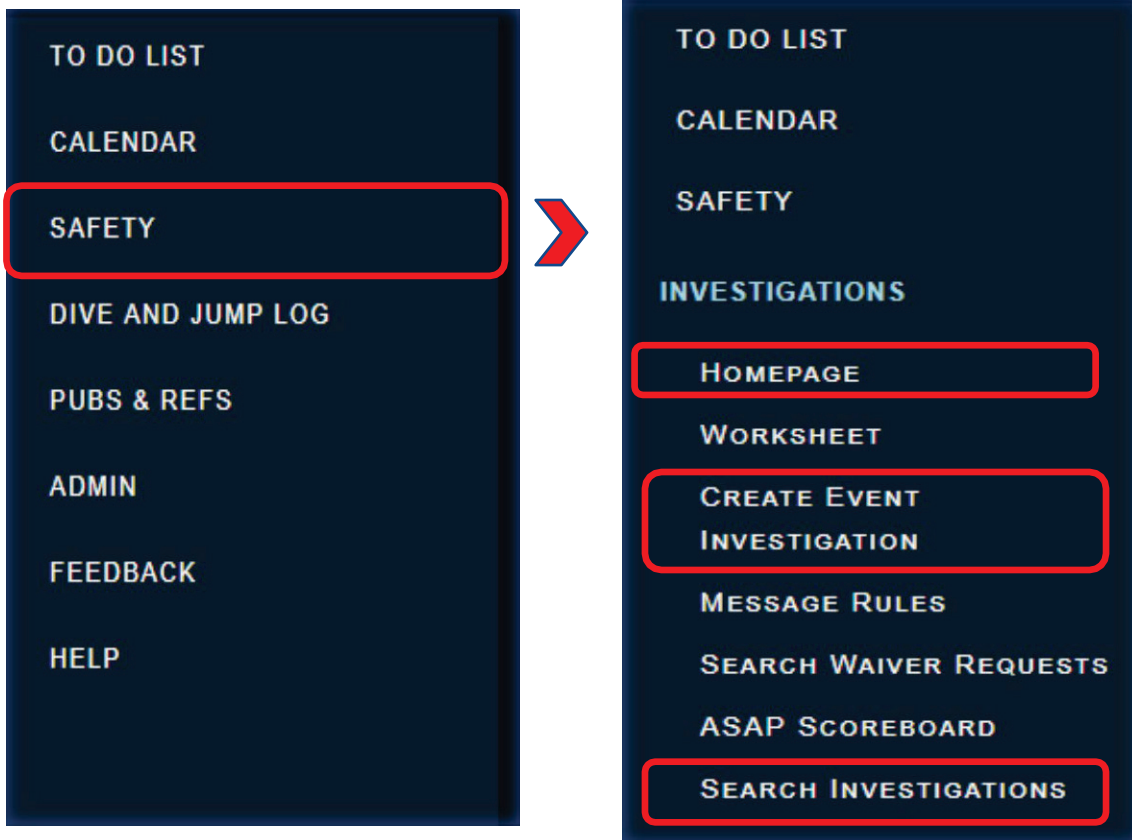


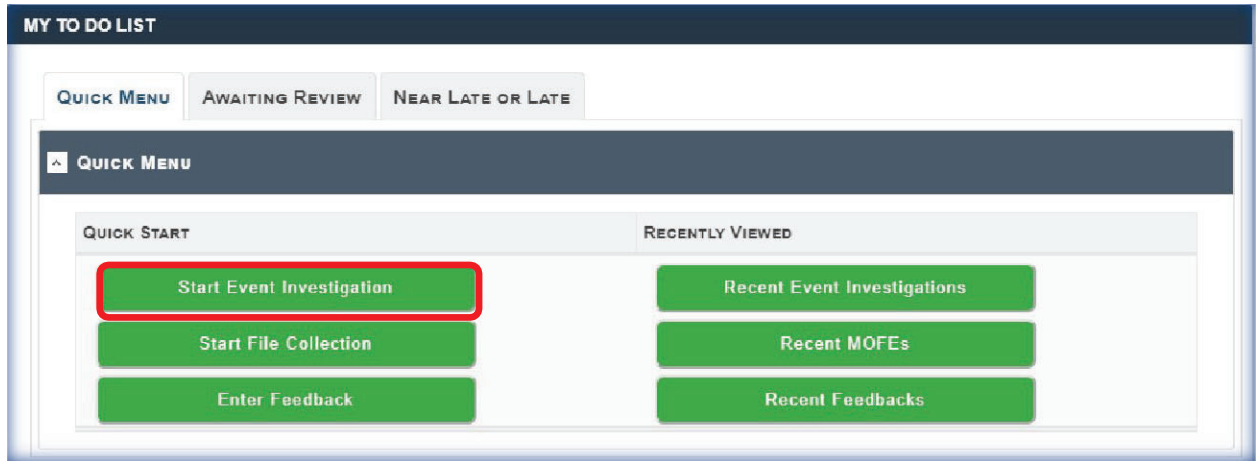
Figure 1.1 Safety Menu

- **Homepage**- Provides overview and quick links for investigations awaiting your review, your investigations, your organization's investigations, wildlife and psychological investigations
- **Create Event Investigation**- Start Create Investigations
- **Search Investigations**- Provides search/refinement filters to easily locate an investigation

RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER
GUIDE

2.0 Create Event Investigation

Investigations can be created using the left-menu item or the green icon from the RMI dash board



The **CREATE EVENT INVESTIGATION** page will load in the main window.

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

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: * ⓘ	Email Notification ▼
Investigating Component: *	US Navy ▼
Investigation Owner: * ⓘ	US Navy ▼
Investigation Type: *	Mishap ▼
Category: * ⓘ	Ground ▼
Subcategory Tier 1: *	Industrial and Occupational ▼
Event Type Tier 1: * <small>Definitions & Examples</small>	Industrial ▼
Cross Category: * ⓘ	None ▼
Event Class: *	A ▼
Event Date, Local: *	08 MAR 2019 📅
Event Duty Status: * ⓘ	<input checked="" type="radio"/> On-Duty <input type="radio"/> Off-Duty
Did the event occur on base? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unable to Determine

i **Hover Help icons** provide additional information regarding the field. Click the icon to keep visible

Method of Initiation: * **i**

Hover Help-- click help icon to keep visible [x]

Method of Initiation: Select the method of communication used by the report Initiator that first brought this event to your attention

Method of Initiation: * **i** Email Notification

-- please make a selection --
 AMC Form 97
 Defense Message System
 Email Notification
 Hazard Report
 Hazardous Air Traffic Report
 OWCP Workers Compensation Form
 Supervisor's Mishap Report
 Verbal Notification
 Web Application; Airman Safety Action Program Report
 Wildlife Strike Report
 Other

Investigating Component: Organization that is the subject of the investigation

Investigating Component: * US Navy

-- select Investigating Component --
 US Navy
 US Marines

Investigating Owner: The investigating owner indicates whether the organization owner caused or incurred any reportable damage or injury and the organization owner is responsible for reporting of this event. (Damage or injury includes: damage to organization owner property; damage to public or private property; injury to organization military personnel on-duty or off-duty; injury to on-duty organization civilian personnel; injury to non-organization personnel caused by organization operations.)

Investigation Owner: * **i** US Navy

-- select Investigation Owner --
 US Navy
 US Marines
 Other

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Investigation Type: Investigation type will be Mishap or Hazard for Navy/Marine reportable events

Investigation Type: * ▼

- please make a selection --
- Mishap
- Nuclear Surety
- Incident
- Hazard
- Safety Study

Category: RMI-SIR categorizes events based upon the materiel involved (e.g., space systems, weapons, aircraft, motor vehicles, commercial carrier, person, etc.) and the state of the involved materiel (e.g., launch, orbit, existence of intent for flight, etc.) when the event occurs. For the purposes of reporting and data collection, select the one category and subcategory that best defines the event under investigation.

See DoDI 6055.7, Tables 1-6, for more details including definitions for each category and subcategory.

Events Involving Multiple Categories

Occasionally events have characteristics that fit two or more event categories. For Navy/Marine Corps events there is no designated hierarchy. Select the most appropriate category.

Category: * ⓘ ▼

- please make a selection --
- Space
- Aviation
- Weapons
- Afloat
- Motor Vehicle
- Ground

RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER GUIDE

Subcategory Tier 1: Each category chosen in the **Category** field will control the available selections for a Subcategory Tier 1.

Example: Aviation → Aircraft flight/ Aircraft Flight-Related / Aircraft Ground Related

Category

Subcategory Tier 1

```
-- please make a selection --
Space
Aviation
Weapons
Afloat
Motor Vehicle
Ground
```



```
-- please make a selection --
Aircraft Flight
Aircraft Flight-Related
Aircraft Ground Operations
```

Example: Ground → Combat Support and Training / Industrial and Occupational / Miscellaneous /Sports, Recreations, and Individual Fitness

```
-- please make a selection --
Space
Aviation
Weapons
Afloat
Motor Vehicle
Ground
```



```
-- please make a selection --
Combat Support and Training
Industrial and Occupational
Miscellaneous
Sports, Recreation, and Individual Fitness
```

Subcategory Tier 2: Some Category → Subcategory Tier 1 combinations will require additional Subcategory Tier 2 information

Example:

Aviation → Aircraft Flight

Subcategory Tier 1

Subcategory Tier 2

```
-- please make a selection --
Aircraft Flight
Aircraft Flight-Related
Aircraft Ground Operations
```



```
-- please make a selection --
Manned
Unmanned
```

Motor Vehicle → Private Motor Vehicle

```
-- please make a selection --
Government Motor Vehicle
Government Vehicle, Other
Private Motor Vehicle
```



```
-- please make a selection --
PMV-2
PMV-4
PMV-Bicycle
PMV-Pedestrian
```

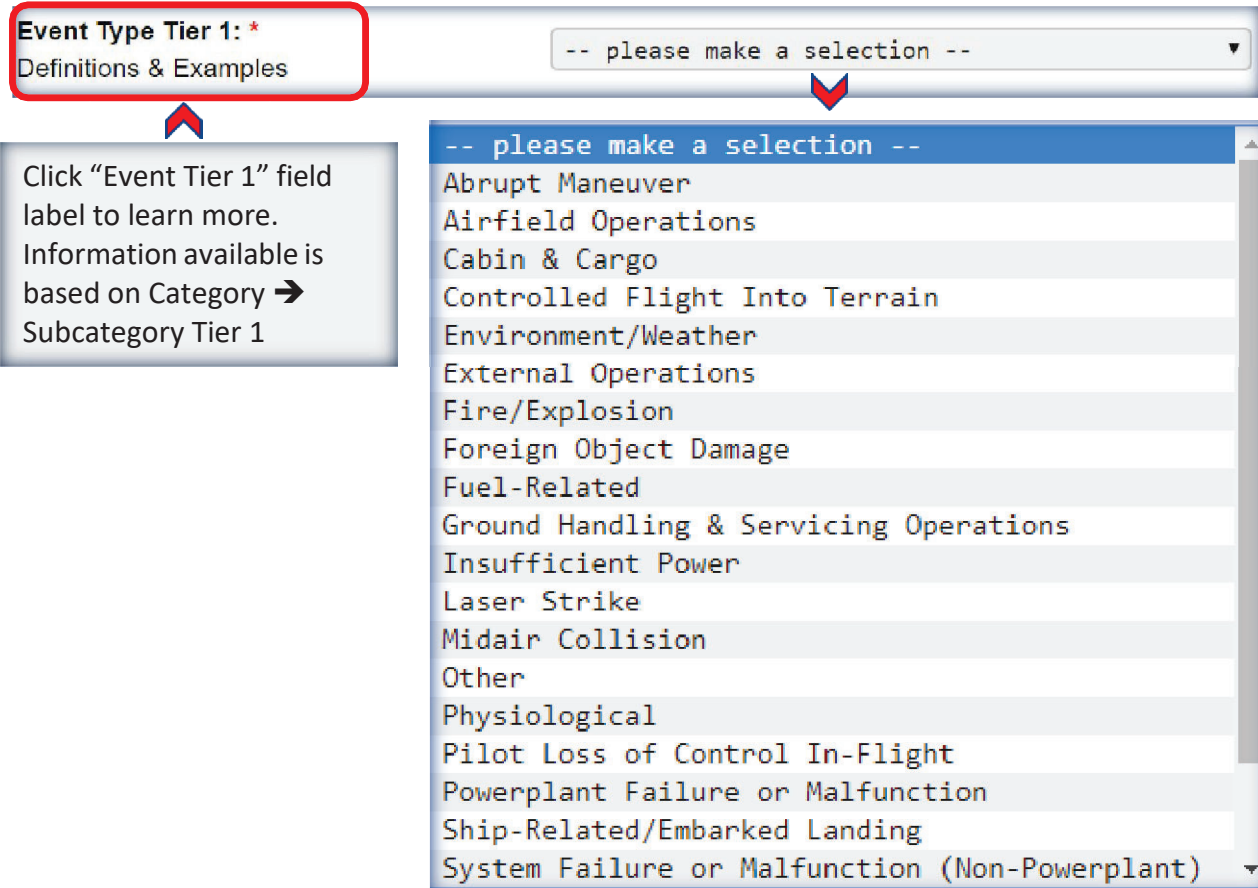
RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER
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Event Type Tier 1: Additional details specific to the Category, Subcategory Tier 1 and/or Subcategory Tier 2 selected. Required field when available.

Example:

Category → Subcategory → Tier 1

Aviation → Aircraft Flight Related → Manned



The screenshot shows a web form with a dropdown menu for "Event Type Tier 1". The dropdown is currently set to "-- please make a selection --". A red box highlights the "Event Type Tier 1: * Definitions & Examples" label. A red arrow points from this label to a callout box on the left. The callout box contains the text: "Click 'Event Tier 1' field label to learn more. Information available is based on Category → Subcategory Tier 1". Another red arrow points from the dropdown menu to a list of options that is displayed below it. The list includes: Abrupt Maneuver, Airfield Operations, Cabin & Cargo, Controlled Flight Into Terrain, Environment/Weather, External Operations, Fire/Explosion, Foreign Object Damage, Fuel-Related, Ground Handling & Servicing Operations, Insufficient Power, Laser Strike, Midair Collision, Other, Physiological, Pilot Loss of Control In-Flight, Powerplant Failure or Malfunction, Ship-Related/Embarked Landing, and System Failure or Malfunction (Non-Powerplant).

Event Type Tier 1: *
Definitions & Examples

-- please make a selection --

Click "Event Tier 1" field label to learn more.
Information available is based on Category → Subcategory Tier 1

-- please make a selection --

- Abrupt Maneuver
- Airfield Operations
- Cabin & Cargo
- Controlled Flight Into Terrain
- Environment/Weather
- External Operations
- Fire/Explosion
- Foreign Object Damage
- Fuel-Related
- Ground Handling & Servicing Operations
- Insufficient Power
- Laser Strike
- Midair Collision
- Other
- Physiological
- Pilot Loss of Control In-Flight
- Powerplant Failure or Malfunction
- Ship-Related/Embarked Landing
- System Failure or Malfunction (Non-Powerplant)

RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER
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Event Type Tier 1: *
Definitions & Examples

-- please make a selection --

AFSAS Help Viewer: Aviation Mishap Types Help

AFSAS Help Viewer will open in a new window

AVIATION EVENT TYPES	ABBREVIATION	DEFINITION	USED FOR	INCLUDES	EXCLUDES
ABRUPT MANEUVER	AMAN	Damage or injury caused by intentional abrupt maneuvering.	Flight, Flight-Related, Ground-Ops, RPA	Structural damage from aerodynamic overstress (e. g., over-g). Damage or injury when objects or people are thrown about by abrupt maneuvering.	All midair collisions (see MIDAIR). Collisions with terrain, water, trees and man-made obstacles (see CFIT). Hard landings, skids and runway excursions (see AFOPS).
AIRFIELD OPERATIONS	AFOPS	Events occurring during takeoff, landing or other powered movement on prepared airfield surfaces, austere fields and helicopter landing zones.	Flight, Flight-Related, Ground-Ops, RPA	Collisions with aircraft, RPA, flightline vehicles or equipment, or stationary objects (e. g. light poles) while moving on the ground or in hover taxi. Wing, tail or nacelle scrapes. Skids, hydroplaning, departures from prepared surfaces, and runway excursions; excessive drift on ground contact. Abnormal landings (e. g., hard, short, hot, long, heavy), accidental gear-up landings. Rejected takeoff and hot brake events. Events involving system failures when crew response was both improper/inadequate and well below reasonable expectations.	Towing events (see GHAND). Intentional gear-up landings, runway excursions and other events when primarily caused by system or powerplant failures (see SYSTEM and POWER). Wildlife strikes or wildlife activity (see BASH). Aircraft/RPA touchdown prior to available runway underrun (see CFIT).
CABIN & CARGO	CAB/CAR	Miscellaneous occurrences in either the flight deck, passenger cabin or cargo compartment.	Flight, Flight-Related, Ground-Ops	Events when there are cargo or equipment leaks (e.g., fuel from cargo, over-serviced lavatories) or cargo shifts.	Smoke & fumes from overheated or failed electrical and mechanical components (see SYSTEM).

Note: Not every combination of Category → Subcategory will have definitions available.

Cross Category: Events may have characteristics fitting two event categories. For Navy/Marine events there is no designated hierarchy. Select the most appropriate category/subcategory and cross category/subcategory

Cross Category: *

None

Items marked in red are not selectable

- please make a selection --
- Space
 - Aviation
 - Weapons
 - Afloat
 - Motor Vehicle
 - Ground
 - None

RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER GUIDE

Event Class: Choose A or B for Mishaps involving Ground, Motor Vehicle, Aviation and Afloat. Class C, Class D, and Class E Preliminary Reports for Mishaps involving Aviation are currently not configured for Navy Marine investigation but shall be available when RMI-SIR goes live.

Event Class: *

-- please make a selection --

A


B


C

D

E

Add additional information to complete the initial data entry for an Event Investigation

Event Date, Local: * 

Event Duty Status: *  On-Duty Off-Duty

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

Questions







Certain Investigation Type → Category → Subcategory combinations will generate additional (Yes/No) questions that are required to answered i.e.


Has the AFSEC/CC authorized you to offer a Promise of Confidentiality? Note: This is very rare. (Y/N) – No is the typical answer


RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER
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To continue and create the investigation with the supplied information,

- Click on the “Create EVENT Investigation” button.

Method of Initiation: * 	Email Notification
Investigating Component: *	US Navy
Investigation Owner: * 	US Navy
Investigation Type: *	Mishap
Category: * 	Motor Vehicle
Subcategory Tier 1: *	Government Motor Vehicle
Event Type Tier 1: * Definitions & Examples	Motor Vehicle
Cross Category: * 	None
Event Class: *	A
Event Date, Local: *	10 MAR 2019 
Event Duty Status: * 	<input checked="" type="radio"/> On-Duty <input type="radio"/> Off-Duty
Did the event occur on base? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unable to Determine
Has the AFSEC/CC authorized you to offer a Promise of Confidentiality? Note: This is very rare. *	<input type="radio"/> Yes <input checked="" type="radio"/> No

 Based on the responses above, you are conducting a Privileged Safety Investigation IAW AFI 91-204, but no member of the investigation may offer a Promise of Confidentiality.

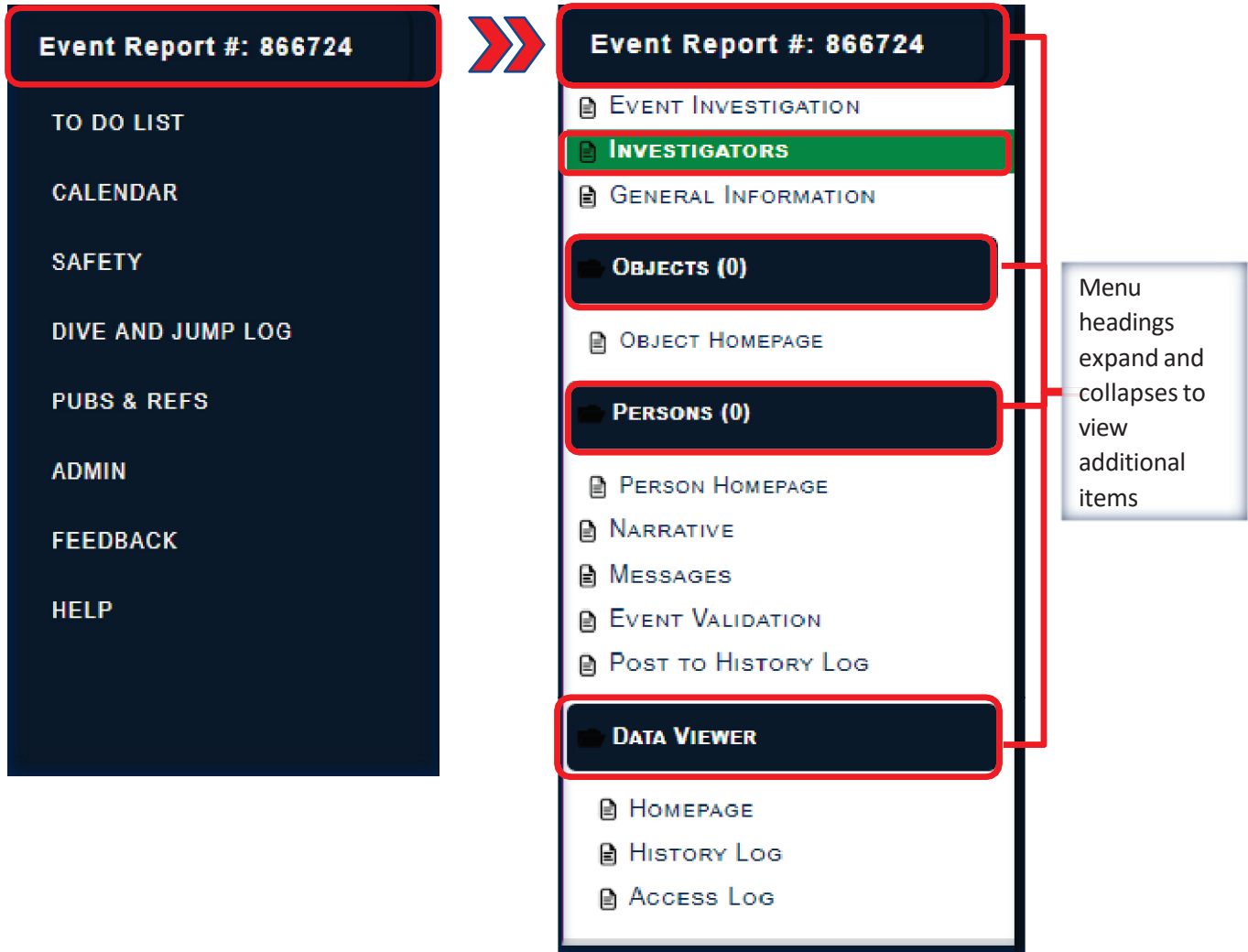
Create Event Investigation  Click to save and continue to complete Preliminary message

The “Create Event Investigation” button will save the record. The record will be assigned an Event Report # and added to Safety Homepage. Using details provided in screenshot above will generate an Event Investigation for a Class A Motor Vehicle Mishap that occurred while on duty, on base, on 10-MAR-19. The owning organization is the US Navy and the investigating organization is the US Navy. The mishap was first reported through email notification.


- To send a preliminary message and completing the primary report, additional information will be required (i.e. persons, objects, and location) and will presented based on the Investigation Type, Category, Event Class, etc. provided.

3.0 Completing Event Report to Send Preliminary Message

When the Event Report is created, the left-hand menu will display the navigation menu items and components for the Event Report.



Event Report # - Numerical value assigned by the system to identify and locate Event Reports. The number will display at the top of the left menu when a report is open for review or modification.

Hand Menu Headings Menu items can expand and collapse to review addition submenu items. Click on the menu headings to hide and show times. The page icon indicates  that a menu item will navigate the right-hand screen to a new page. A green bar will highlight the current page menu item the right-hand screen is displaying.

RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER
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Left Hand Menu and Color-Coded Items

Event Report #: 866724

- EVENT INVESTIGATION**
- INVESTIGATORS
- GENERAL INFORMATION**
- OBJECTS (0)**
- PERSONS (0)**
- NARRATIVE**
- MESSAGES
- EVENT VALIDATION
- VIEW VALIDATION RESULTS**

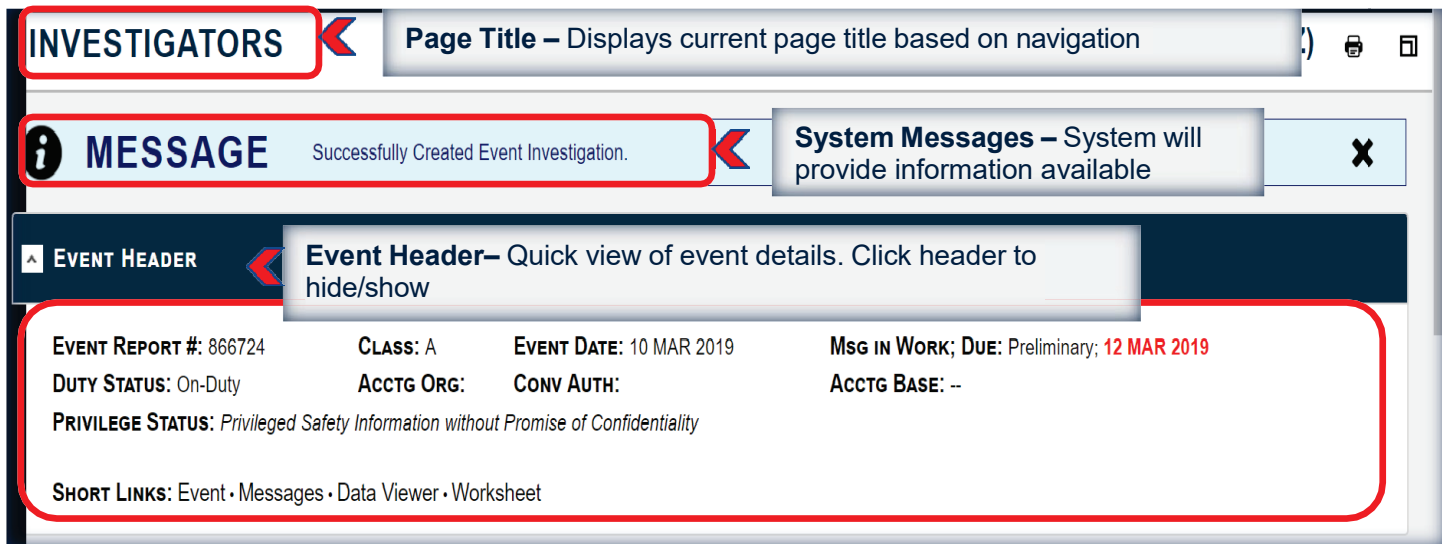
Green Menu Bar- Indicates current right-hand page screen location

Red Menu Color - After running, Event Validation Tool, incomplete or incorrect items will appear in **RED**

Green Menu color- After running, Event Validation Tool, complete items will appear in **GREEN**

Right-Hand Window Display Screen

The right-hand window is the active screen that is selected by the left-hand navigation screen.



INVESTIGATORS ← Page Title – Displays current page title based on navigation

MESSAGE Successfully Created Event Investigation. ← System Messages – System will provide information available

EVENT HEADER ← Event Header– Quick view of event details. Click header to hide/show

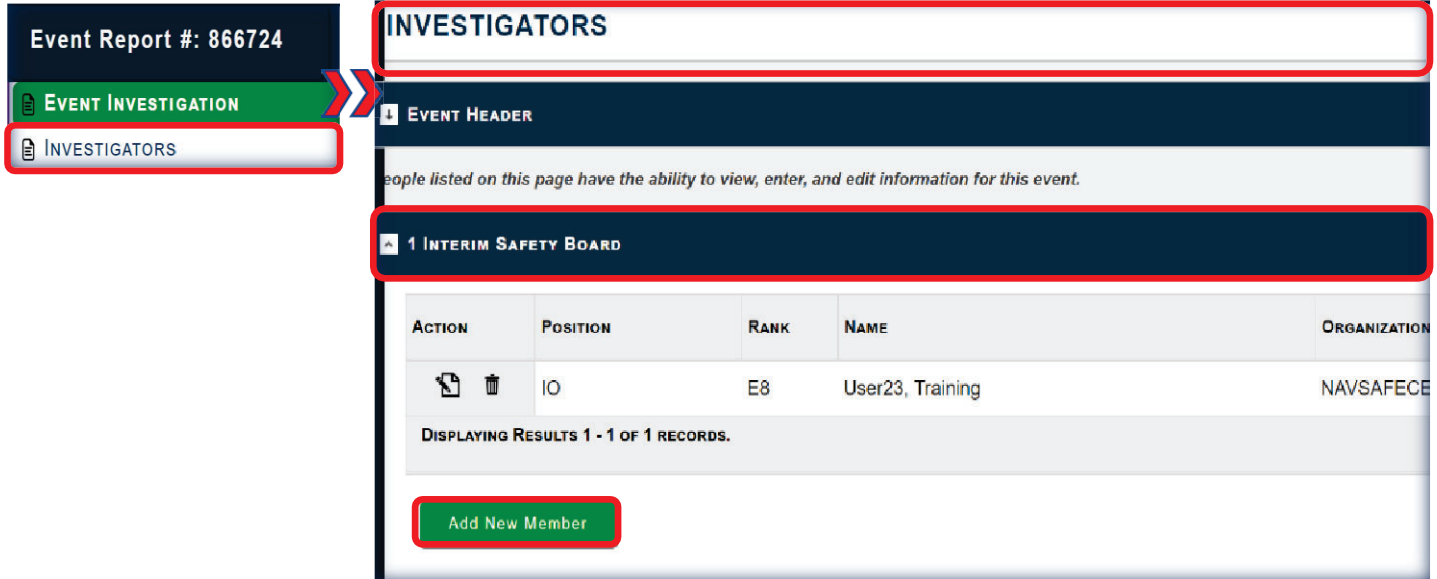
EVENT REPORT #: 866724	CLASS: A	EVENT DATE: 10 MAR 2019	MSG IN WORK; DUE: Preliminary; 12 MAR 2019
DUTY STATUS: On-Duty	ACCTG ORG:	CONV AUTH:	ACCTG BASE: --
PRIVILEGE STATUS: Privileged Safety Information without Promise of Confidentiality			

SHORT LINKS: Event • Messages • Data Viewer • Worksheet

3.1 INVESTIGATORS

To enter or modify the Investigators for an Event Report,

- Click on the Menu Icon on the left-hand menu.



Event Report #: 866724

EVENT INVESTIGATION



INVESTIGATORS

INVESTIGATORS

EVENT HEADER

people listed on this page have the ability to view, enter, and edit information for this event.



1 INTERIM SAFETY BOARD

ACTION	POSITION	RANK	NAME	ORGANIZATION
 	IO	E8	User23, Training	NAVSAFECE

DISPLAYING RESULTS 1 - 1 OF 1 RECORDS.

Add New Member

Interim Safety Board – Persons identified on the investigation Interim Safety Board. Preliminary Messages only require one person to be added to send the message. By default, the person who initiated the report will be added. The complete Safety Board members, if a Safety Board is required, will need to be added to release the final message.

- Click “Add New Member” to add additional people.
- Click the Action icon to  edit or the  to delete.

Off-Site Support – To include additional members outside of the Interim Safety board,

- Click “Add New Member” in the Off-Site Support subsection



0 OFF-SITE SUPPORT

No Off-Site Support members have been entered yet.

Add New Member

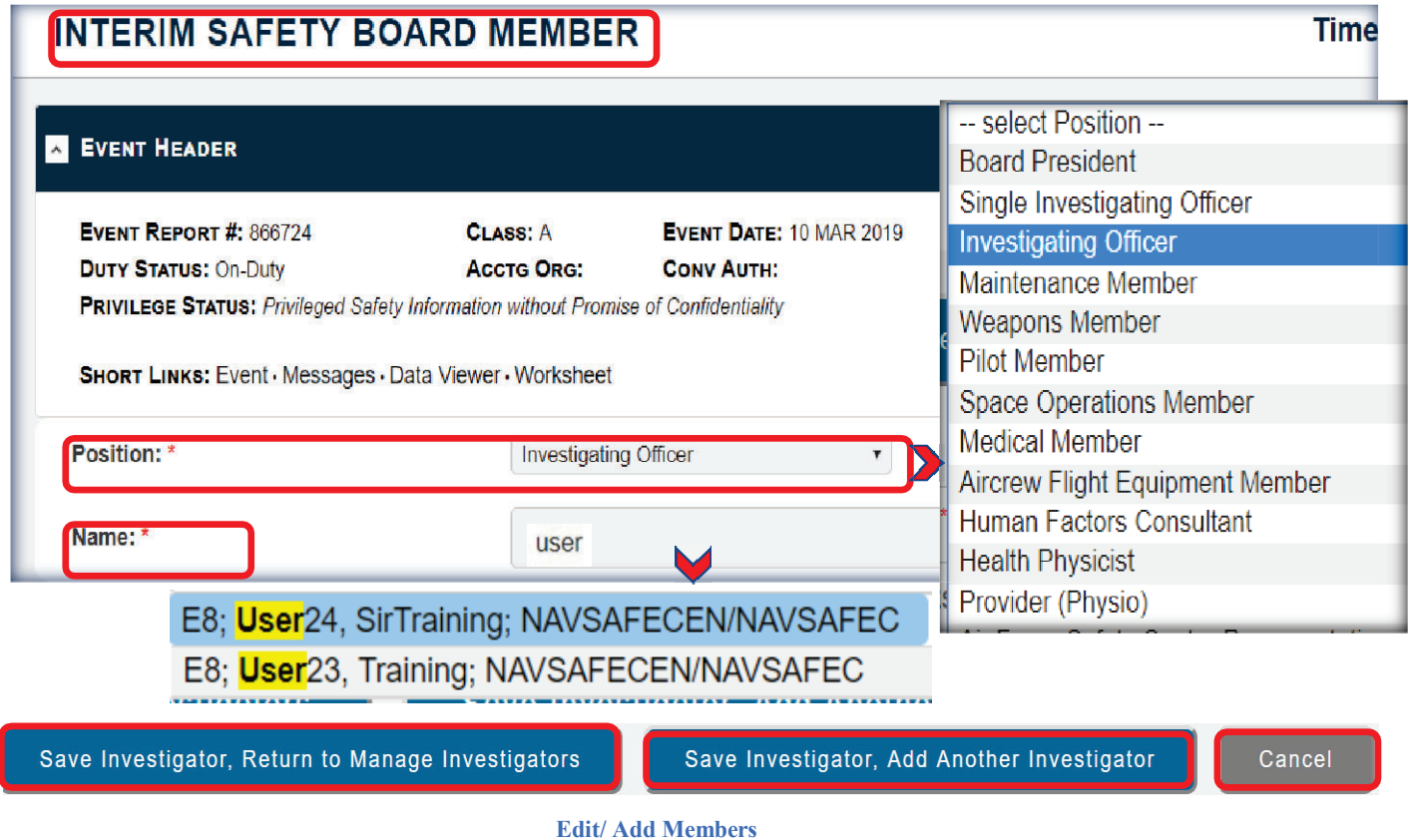
Done With Investigating Personnel

Click to exit Investigation-Person sub-menu and continue

RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER
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When editing and/or adding an **Interim Safety Board Member** or **Off-Site Support** use the drop-down menus to update **Position** field. The **Name** field will autocomplete based on text entered.

- Click **Save Investigator, and Return to Manage Investegators** to save and exit to Investigator Menu
- Click **Save Investigator, Add Another Investigator** , to contunue updating investigators
- Click **Cancel** to navigate away from edit screen



INTERIM SAFETY BOARD MEMBER Time

EVENT HEADER

EVENT REPORT #: 866724 CLASS: A EVENT DATE: 10 MAR 2019
 DUTY STATUS: On-Duty ACCTG ORG: CONV AUTH:
 PRIVILEGE STATUS: *Privileged Safety Information without Promise of Confidentiality*

SHORT LINKS: Event • Messages • Data Viewer • Worksheet

Position: * ▾

Name: * ▾

E8; **User24**, SirTraining; NAVSAFECEN/NAVSAFEC
 E8; **User23**, Training; NAVSAFECEN/NAVSAFEC

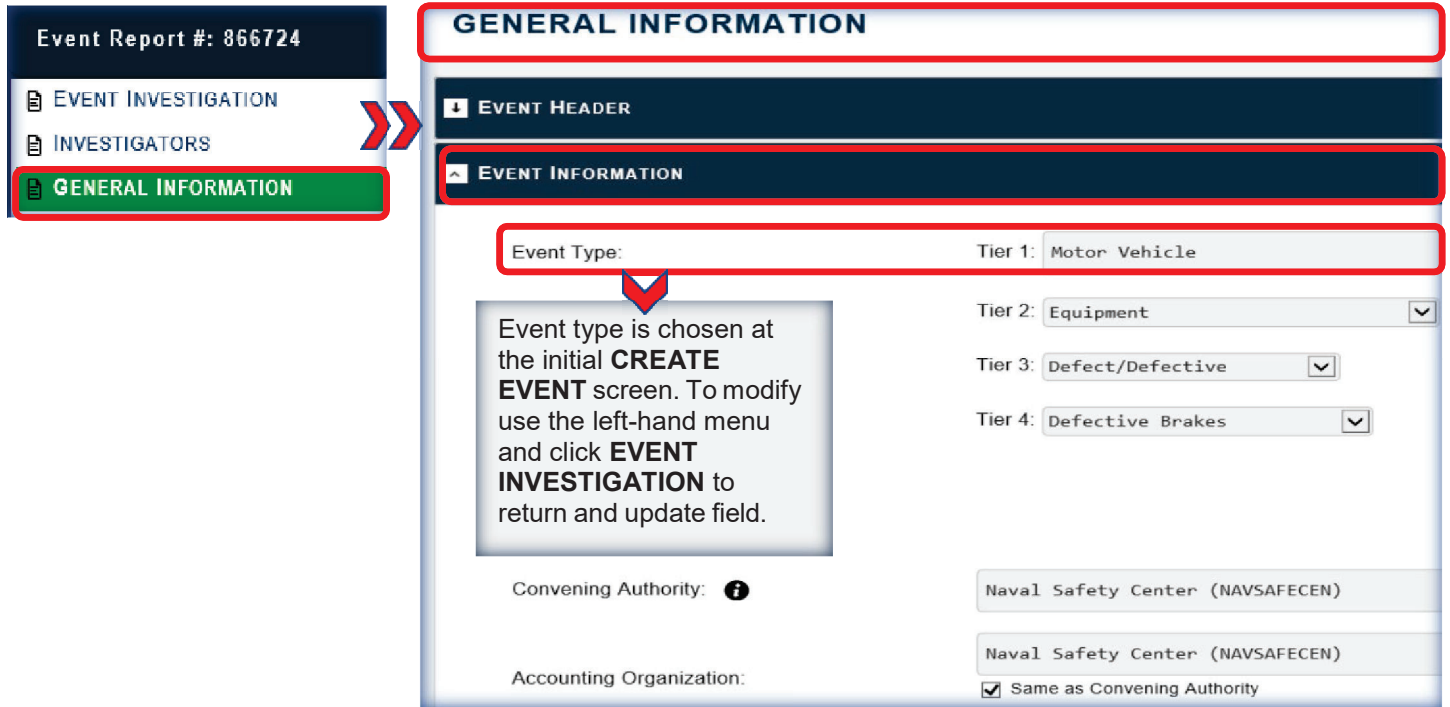
Save Investigator, Return to Manage Investigators Save Investigator, Add Another Investigator Cancel

Edit/ Add Members

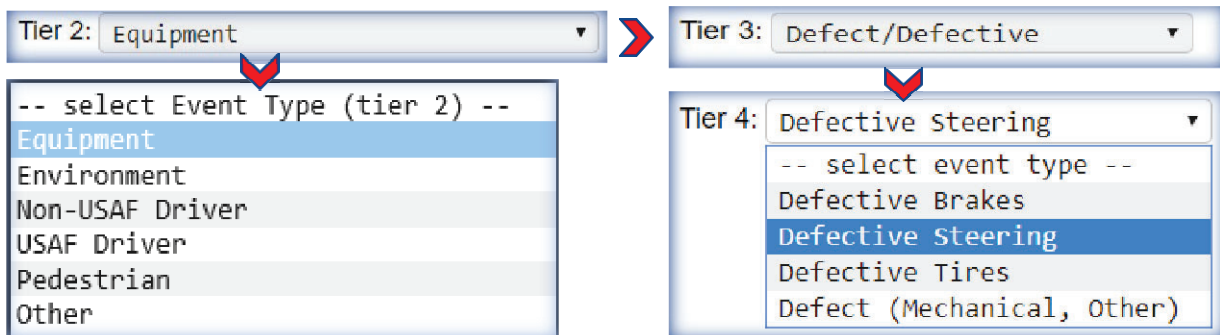
3.2 General Information

To enter or modify the General information of an Event Report

- Click **General Information** menu item on the left-hand menu



- Use the drop down menu, update the EVENT details for reported event. Each higher Tier selection will refine and update lower Tier choices.
 - Example: Tier 1 → Tier 2 → Tier 3 → Tier 4
 - Motor Vehicle → Equipment → Defect/Defective → Defective Steering



RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER
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Convening Authority - The convening authority is the individual who has the authority to order a safety investigation. Typically, this is the FLTCOM/SYSCOM for a Navy Class A event of first general officer in the chain of command for a Marine Corps Class A event and select Class B events. For Class C, D and E events the Convening Authority is typically the command experiencing the mishap. There are exceptions and the convening authority responsibility can always be pulled up the chain of command. The field will





Convening Authority:  Naval sa 

- Naval Safety Center (NAVSAFECEN)
- Naval Safety Center (NAVAL SAFETY CENTER)
- Naval Safety Center Detachment Naval School of Aviation (NAVSAFECEN DET)
- Naval Satellite Communications Detachment Hampton Roads (NAVSATCOMM)
- Naval Satellite Communications Facility Northwest (NAVSATCOMM FAC NORT)
- Naval Satellite Operations Center Detachment Alpha (NAVSOC DET ALPHA)
- Naval Satellite Operations Center Detachment Charlie (NAVSOC DET CHARLIE)
- Naval Satellite Operations Center Detachment Delta Schriever Air Force Base (NAVSOC DET DELTA)
- Naval Satellite Operations Center Point Mugu (NAVSOC PT MUGU CA)

auto-complete based on text entered.

Accounting Organization – The DoD records each reportable event/event to the organization that experienced the loss (i.e., usually damage or injury) of an owned asset (e.g., property or person) -- regardless of any determination as to the responsibility for the event/event. In cases where multiple organizations are involved, this is usually the organization which experienced the greatest loss. Generally, the event/event is recorded to the organization that has investigative responsibility.



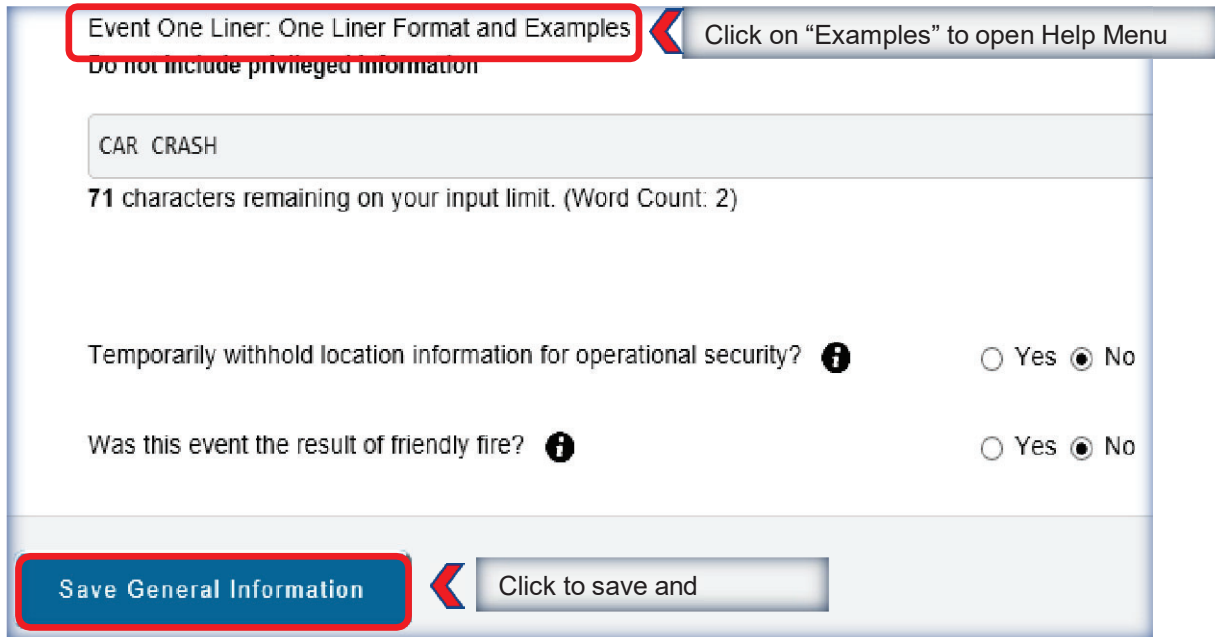
Accounting Organization: Naval Safety Center 


Same as Convening Authority

Event One Liner - Event one liners are intended to be concise, newspaper-like headlines that succinctly describe the event. The one liner should be informative and easily understood; abbreviate only when necessary.

RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER
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The one liner will not contain privileged information.





Event One Liner: One Liner Format and Examples  Click on "Examples" to open Help Menu


Do not include privileged information

CAR CRASH

71 characters remaining on your input limit. (Word Count: 2)

Temporarily withhold location information for operational security?  Yes No

Was this event the result of friendly fire?  Yes No

Save General Information  Click to save and

3.3 Objects

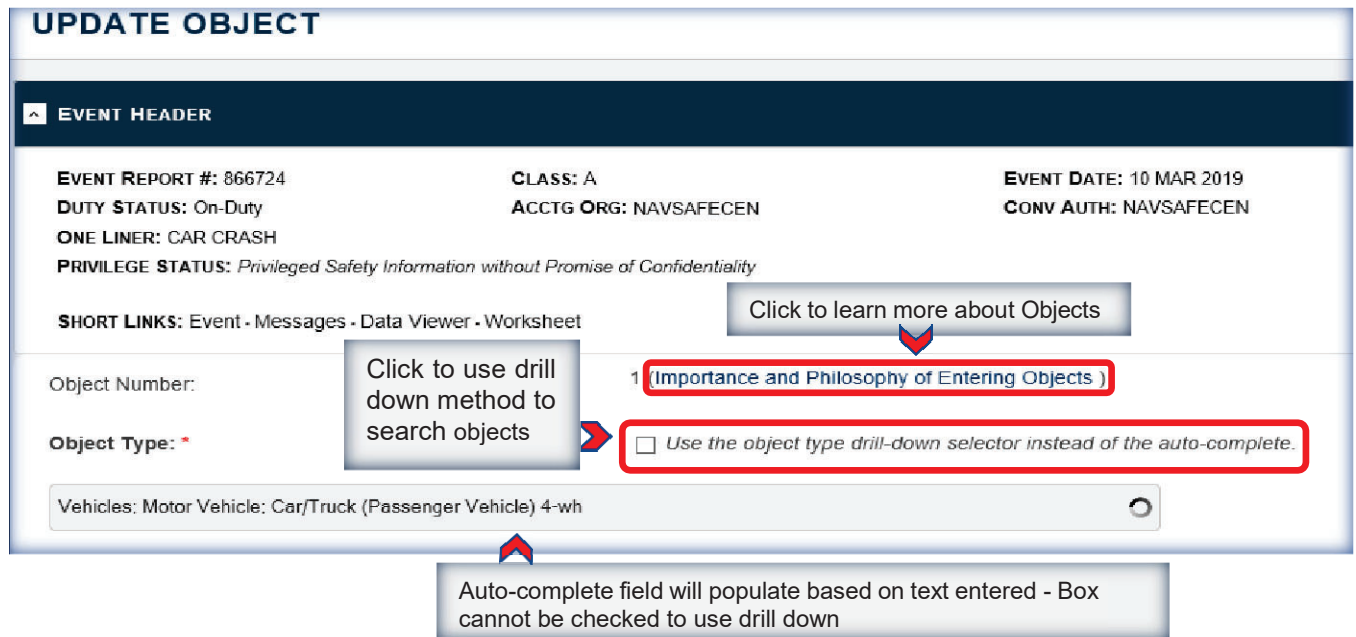
To add objects that were involved in the Event Report, from the left-hand navigation menu,

- Click **Objects Homepage** item.
- Click **Object** Menu to view any hidden submenu items. The Objects menu will display the number of items currently added to the Event Report.
- Click “Add New Object” to open the Update Object Page.



3.3.1 Adding and Updating Objects

Enter the most significant object to the event sequence as Object 1; typically, this is an end item (a final combination of end products, or component parts that is ready for its intended use). Remaining Objects should be entered in declining order of their significance to the event sequence. There are two methods to search for objects for an Event Report; (1) type text into the autocomplete field or (2) click the box to enable the use of a down-drill selector.



RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER GUIDE

• Drill Down Menu Example

Damage Description: There five choices to choose for Damage Description

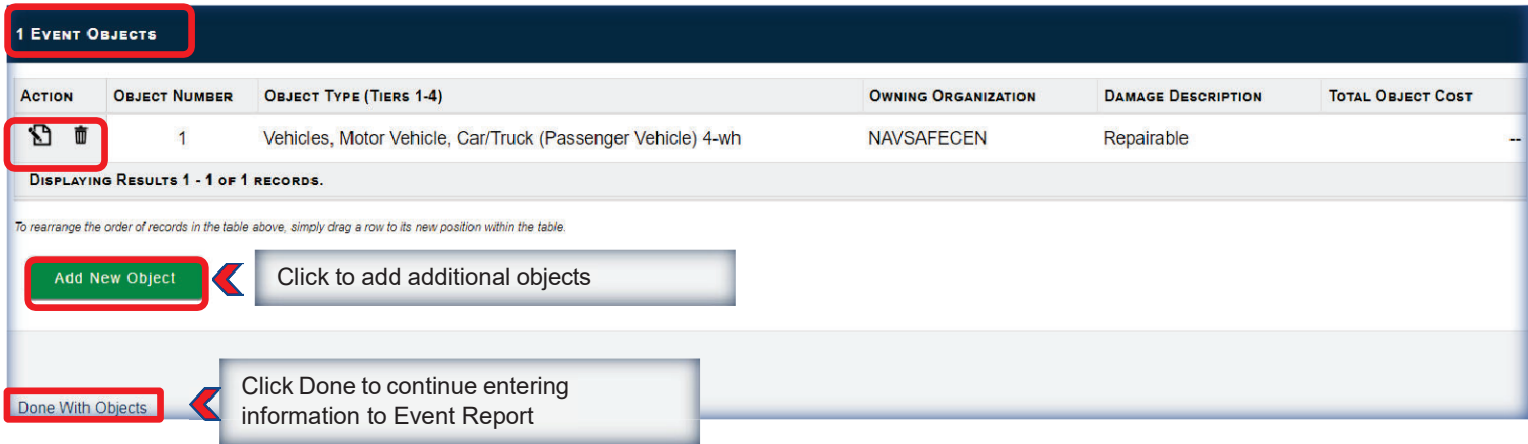
- **Destroyed:** Items rendered completely worthless, unusable. Do not include repairable objects regardless of decision (e.g., economic reasons, near end of useful life, etc.) to repair
- **Repairable:** Object is damaged but repairable at any level (e.g. field, depot, contractor, etc).
- **Degraded:** Normally applies only to Space events, includes any loss of mission capability that meets reporting criteria in AFMAN 91-222
- **Exceeded Drop Criteria:** Normally applies only to Explosive and Guided Missile events, item was dropped in excess of criteria establish in item Technical Orders
- **No Damage:** Object had a role in the event sequence but was not damaged

RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER
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Owning Service: RMI-SIR records the owning service (or other entity) for each object. Select the object's owning service (or other entity). Selecting 'Private' is appropriate if the object is owned by a corporate entity or other public organization regardless of who is operating the aircraft.

Owning Organization: The RMI-SIR records the owning organization for each DoD owned object. Select the object's owning organization at its lowest level; RMI-SIR will then determine ownership at higher levels within the organizational structure.

Objects will be displayed on Object home screen. Click the Action icon  to edit or the  to delete.





1 EVENT OBJECTS

ACTION	OBJECT NUMBER	OBJECT TYPE (TIERS 1-4)	OWNING ORGANIZATION	DAMAGE DESCRIPTION	TOTAL OBJECT COST
 	1	Vehicles, Motor Vehicle, Car/Truck (Passenger Vehicle) 4-wh	NAVSAFECEN	Repairable	--

DISPLAYING RESULTS 1 - 1 OF 1 RECORDS.

To rearrange the order of records in the table above, simply drag a row to its new position within the table.

Add New Object  Click to add additional objects

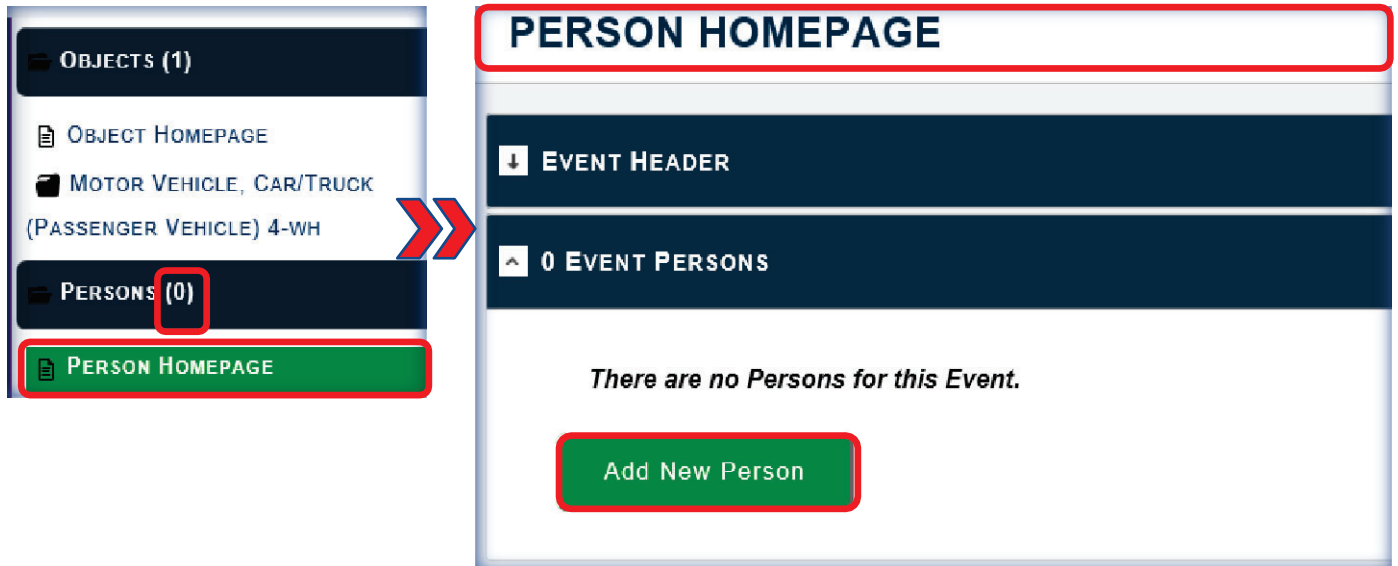
Done With Objects  Click Done to continue entering information to Event Report

RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER
GUIDE

3.4 Persons

To add people who were involved in the Event Report, from the left-hand navigation menu:

- Click on the **Persons Homepage** menu item
- Click the **Persons** menu to view any hidden submenu items
- The Persons menu will display the number of items currently added to the Event Report
- Click “Add New Person” to open the Update Person Page



RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER
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3.4.1 Adding and Updating Persons

Information for people will be collected if one of the four criteria is met. The amount of information collected for each person varies on the criteria met. If (1) of the (4) questions are answered “Yes”, the system will display additional questions involving that person.

- Click radio button to answer Yes or No to the corresponding people

EVENT HEADER

EVENT REPORT #: 866724	CLASS: A	EVENT DATE: 10 MAR 2019	MSG IN WORK; DUE: Preliminary; 12 MAR 2019
DUTY STATUS: On-Duty	ACCTG ORG: NAVSAFECEN	CONV AUTH: NAVSAFECEN	ACCTG BASE: --
ONE LINER: CAR CRASH			
PRIVILEGE STATUS: <i>Privileged Safety Information without Promise of Confidentiality</i>			

SHORT LINKS: Event · Messages · Data Viewer · Worksheet

Answering “Yes” will display additional questions for that person

IF THE ANSWER TO ANY FOLLOWING QUESTION IS YES, ENTER PERSONS INFORMATION.

WAS THIS PERSON A FACTOR IN THE EVENT? * YES NO

WAS THIS PERSON INJURED IN THE EVENT? * YES NO

WAS THIS PERSON AN OPERATOR OF AN OBJECT THAT CAUSED OR RECEIVED DAMAGE? * YES NO

WAS THIS PERSON INTERVIEWED OR DID THEY PROVIDE A WRITTEN WITNESS STATEMENT AS PART OF THE EVENT INVESTIGATION? * YES NO

Last Name:

First Name:

Middle Name: *(optional)*

Employment Status Tier 1: *

Employment Status Tier 2: *

Grade:

DOD ID:



-- select employment status --
 US Air Force
 US Army
 US Navy
 US Marines
 US Coast Guard
 DCMA

-- select employment status --
 Regular
 Reserve
 National Guard
 USN Civilian
 Nonappropriated Funds Civilian
 Foreign National DOD Employee
 Summer Hires/Stay in Schoolers (YOP)

Save Person

Click Save Object to add to Event Report



RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER
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- Person will be displayed on Persons home screen. Click the  Action icon to edit or the  to delete

EVENT HEADER

EVENT REPORT #: 866724 **CLASS:** A **EVENT DATE:** 10 MAR 2019 **MSG IN WORK; DUE:** Preliminary: **12 MAR 2019**
DUTY STATUS: On-Duty **ACCTG ORG:** NAVSAFECEN **CONV AUTH:** NAVSAFECEN **ACCTG BASE:** --
ONE LINER: CAR CRASH
PRIVILEGE STATUS: *Privileged Safety Information without Promise of Confidentiality*
SHORT LINKS: Event · Messages · Data Viewer · Worksheet

1 EVENT PERSONS

ACTION	PERSON NUMBER	GRADE	NAME	ROLE (REASON ENTERED)	TOXICOLOGY RESULTS PENDING?	INJURY SEVERITY
 	1	E6	User, Training	Factor Injured		Lost Time Case

DISPLAYING RESULTS 1 - 1 OF 1 RECORDS.

To rearrange the order of records in the table above, simply drag a row to its new position within the table.

Add New Person

View List of Personnel Interviewed

Click to add additional people

Done With Persons

Click Done to continue entering information to Event Report

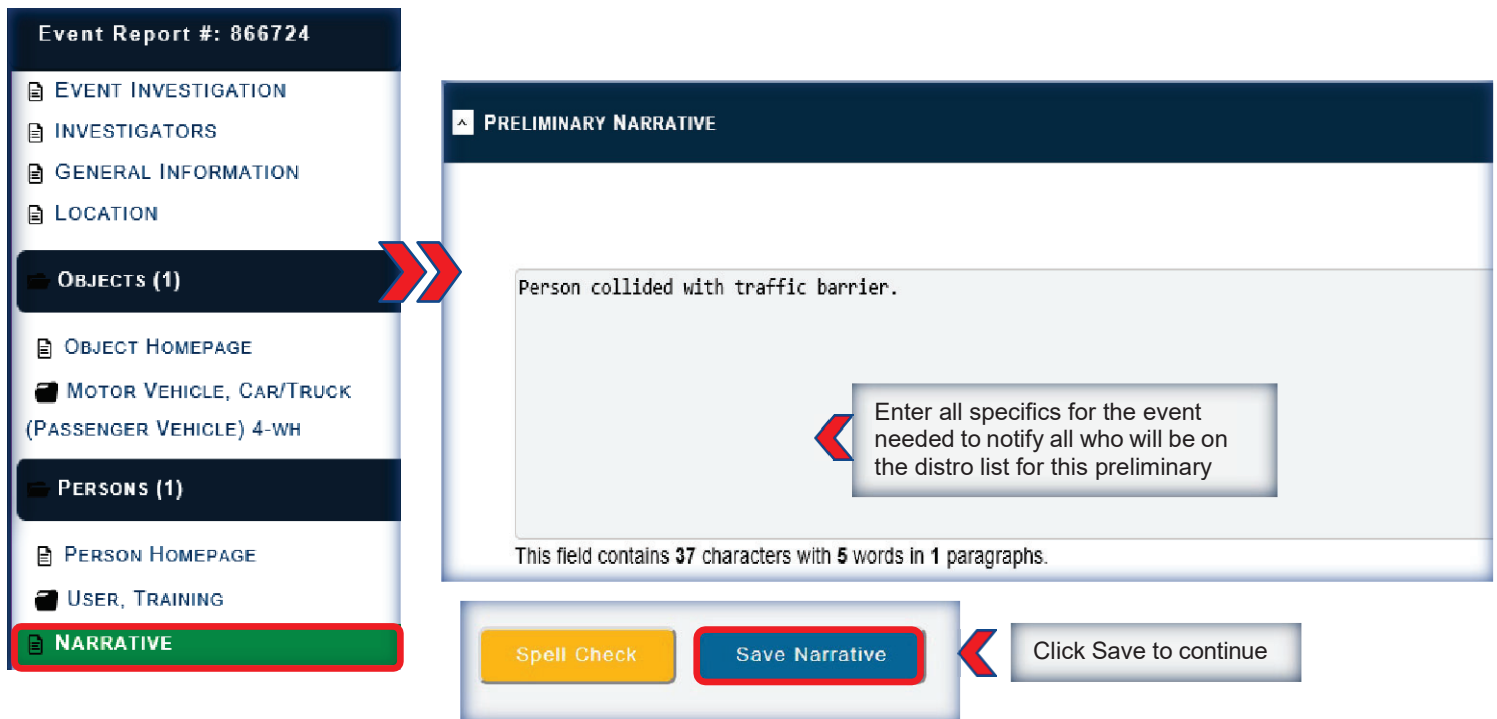
RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER GUIDE

3.5 Narrative

RMI SIR uses the Preliminary narrative and other data fields to construct the Preliminary Message. A preliminary message is required for all Class A and B mishaps. The Preliminary Narrative is fully releasable. It should be a succinct, chronological description of what happened. It may not contain any information gained through a promise of confidentiality, speculation as to why the mishap occurred, or any other privileged safety information.

From the left-hand navigation menu:

- Click on the Narrative button.



The screenshot displays the RMI SIR interface for Event Report # 866724. On the left is a navigation menu with categories: EVENT INVESTIGATION, INVESTIGATORS, GENERAL INFORMATION, LOCATION, OBJECTS (1), PERSONS (1), and NARRATIVE. The NARRATIVE option is highlighted with a red border. A red double arrow points from the NARRATIVE menu item to the main content area. The main content area is titled 'PRELIMINARY NARRATIVE' and contains a text input field with the text 'Person collided with traffic barrier.' A callout box with a red arrow points to the text, stating 'Enter all specifics for the event needed to notify all who will be on the distro list for this preliminary'. Below the text field, a status bar indicates 'This field contains 37 characters with 5 words in 1 paragraphs.' At the bottom of the main area are three buttons: 'Spell Check' (yellow), 'Save Narrative' (blue), and 'Click Save to continue' (grey). A red arrow points from the 'Save Narrative' button to the 'Click Save to continue' button.

3.6 Event Validation

The Event Validation tool will verify all required items have been entered. From the left-hand menu

- Click **Event Validation** button to launch

Event Report #: 866724

- EVENT INVESTIGATION
- INVESTIGATORS
- GENERAL INFORMATION
- LOCATION
- OBJECTS (1)**
 - OBJECT HOMEPAGE
 - MOTOR VEHICLE, CAR/TRUCK (PASSENGER VEHICLE) 4-WH
- PERSONS (1)**
 - PERSON HOMEPAGE
 - USER, TRAINING**
 - NARRATIVE
 - MESSAGES
 - EVENT VALIDATION**

YOU ARE 95% COMPLETE. AFSAS FOUND 1 ISSUES AND 0 WARNINGS... (+ EXPAND ALL | - COLLAPSE ALL)

- [0 ISSUES, 0 WARNINGS] INVESTIGATORS
- [0 ISSUES, 0 WARNINGS] GENERAL INFORMATION
- [0 ISSUES, 0 WARNINGS] LOCATION
- [0 ISSUES, 0 WARNINGS] OBJECTS
- [1 ISSUES, 0 WARNINGS] PERSONS
 - PERSON #1 USER, TRAINING
 - MISSING FIELD: DOD ID
- [0 ISSUES, 0 WARNINGS] NARRATIVE

Click red hyperlinks to correct missing item

Last Name:

First Name:

Middle Name: *(optional)*

Employment Status Tier 1: *

Employment Status Tier 2: *

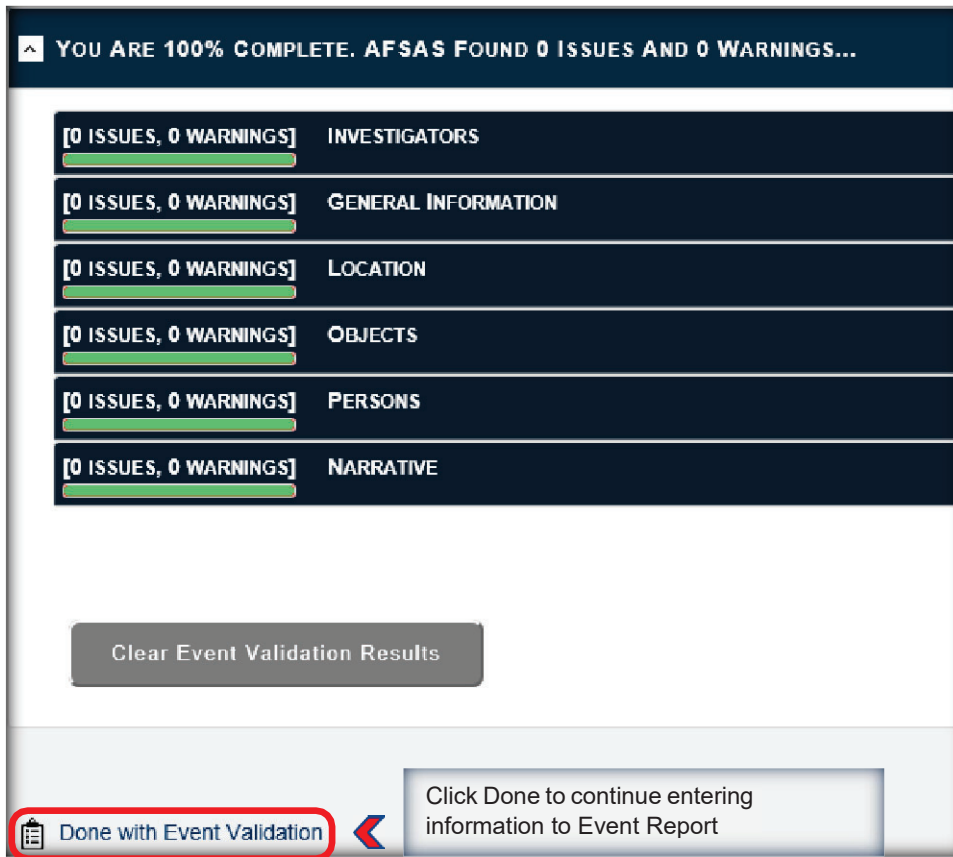
Grade:

DOD ID: Add details to missing items highlighted in yellow

Click to save information and re-run Validation tool for completeness

RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER GUIDE

All items will display green when all information has been added to the Event Report.



The screenshot displays a validation summary for an event report. At the top, a dark blue banner reads "YOU ARE 100% COMPLETE. AFSAS FOUND 0 ISSUES AND 0 WARNINGS...". Below this, a list of six categories is shown, each with a green progress bar and the text "[0 ISSUES, 0 WARNINGS]":

- INVESTIGATORS
- GENERAL INFORMATION
- LOCATION
- OBJECTS
- PERSONS
- NARRATIVE

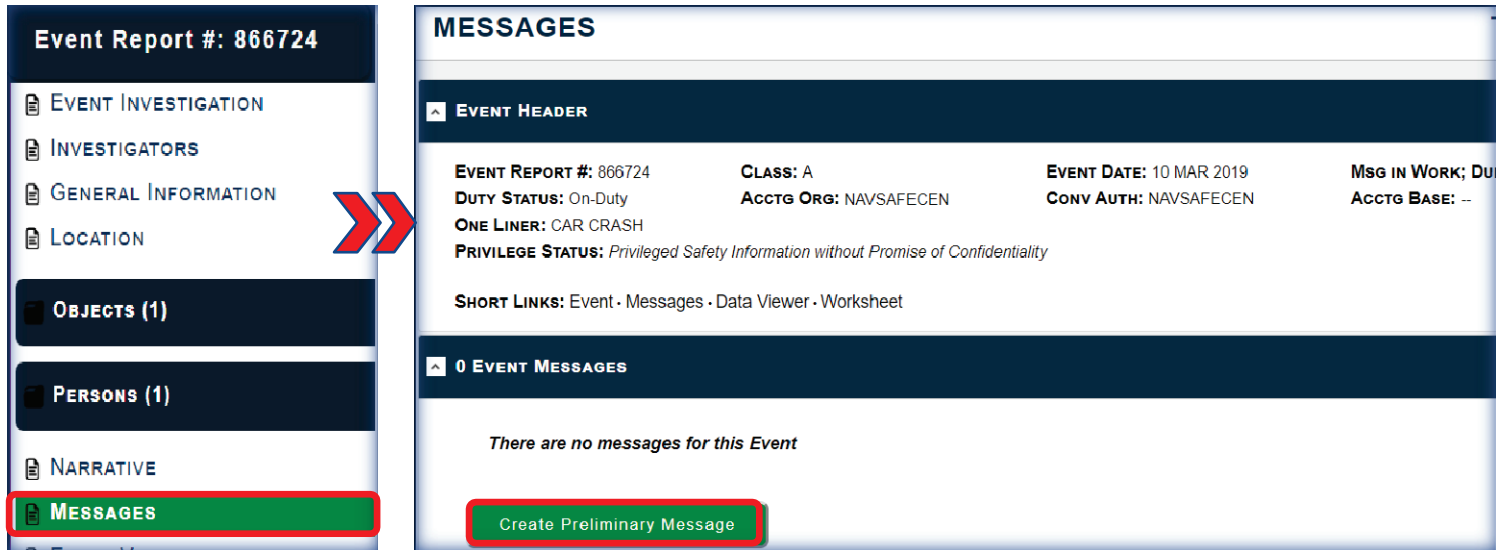
A "Clear Event Validation Results" button is located below the list. At the bottom left, a button labeled "Done with Event Validation" is highlighted with a red circle. To its right, a grey box contains the instruction: "Click Done to continue entering information to Event Report".

RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER GUIDE

3.7 Messages

To create a Preliminary Message, the Event Report must be 100% complete and verified by the Event Validation Tool. From the left-hand menu

- Click **Messages** to navigate
- Click Preliminary Message



Event Report #: 866724

- EVENT INVESTIGATION
- INVESTIGATORS
- GENERAL INFORMATION
- LOCATION
- OBJECTS (1)
- PERSONS (1)
- NARRATIVE
- MESSAGES**

MESSAGES

EVENT HEADER

EVENT REPORT #: 866724	CLASS: A	EVENT DATE: 10 MAR 2019	MSG IN WORK: DU
DUTY STATUS: On-Duty	ACCTG ORG: NAVSAFECEN	CONV AUTH: NAVSAFECEN	ACCTG BASE: --
ONE LINER: CAR CRASH			
PRIVILEGE STATUS: Privileged Safety Information without Promise of Confidentiality			

SHORT LINKS: Event - Messages - Data Viewer - Worksheet

0 EVENT MESSAGES

There are no messages for this Event

[Create Preliminary Message](#)

RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER
GUIDE

- Clicking Create Preliminary Message will create preview

MESSAGE PREVIEW (READ ONLY)

SUBJECT: Preliminary: On-Duty, Class A, 10 MAR 2019, Motor Vehicle, Govern

1. GENERAL INFORMATION
 AFSAS Report Number: 866724
 Convening Authority: Naval Safety Center
 Accounting MAJCOM, DRU or FOA: US Navy
 Event Duty Status: On-Duty
 Event Type:
 Tier 1: Motor Vehicle

2. EVENT DATE/TIME
 Event Date, Local: 10 MAR 2019

3. EVENT LOCATION
 On Base: Yes
 Nearest Base: NAVSHIPYD NORFOLK VA





4. NARRATIVE
 . Narrative:
 Person collided with traffic barrier.

5. PERSONNEL INFORMATION
PERSON NUMBER: 1
 Grade: E6
 Employment Status:
 Tier 1: US Navy
 Tier 2: Regular
 Assigned MAJCOM: US Navy
 Injury Severity: Lost Time Case

6. OBJECTS INFORMATION
OBJECT NUMBER: 1
 Object Type:
 Tier 1: Vehicles
 Tier 2: Motor Vehicle
 Tier 3: Car/Truck (Passenger Vehicle) 4-wh
 Damage Description: Repairable
 Owning Service: Navy

7. INTERIM SAFETY BOARD PERSONNEL
POSITION: INVESTIGATING OFFICER
 Name: Training User23
 Grade: E8
 Organization: NAVSAFECEN/NAVSAFEC
 Commercial USA: (555) 555-5555
 Email: training23@temp.mil

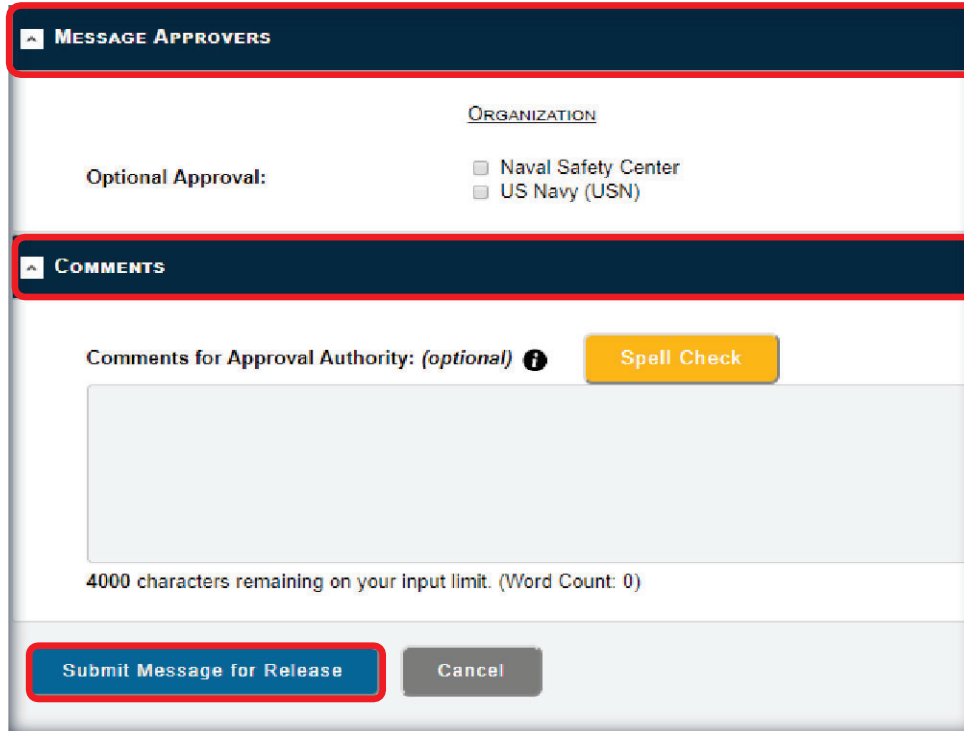
8. RELEASING OFFICIAL
This information will be populated at the time of Releasing Message

 Update Narrative
  Printer Friendly Version
  Download PDF Version
  Download Word Version

All information entered into the Event Report is populated into the Primary Message

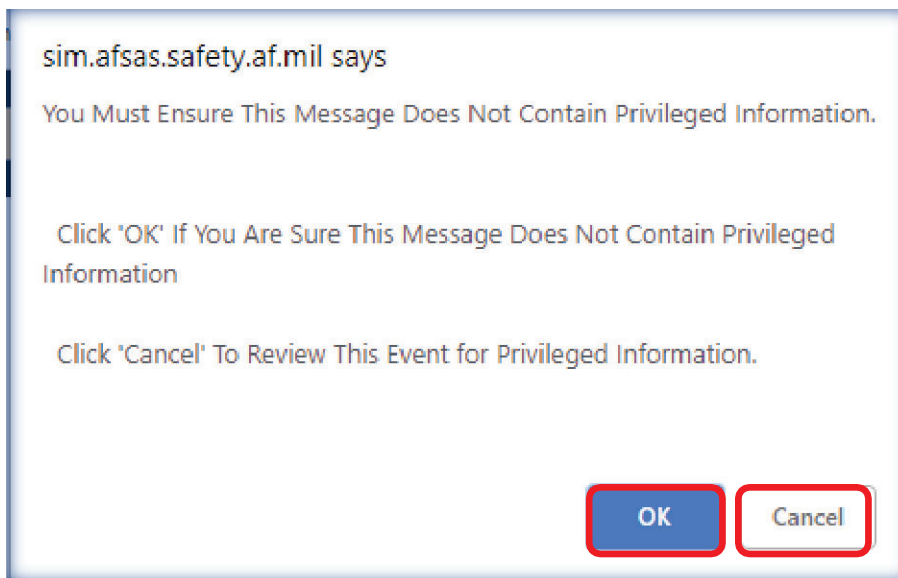
- Use action button to Update, Print or Download Preliminary Message

RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER GUIDE



- Click check box to Choose Message Approvers (This is optional)
- Add any additional comments
- Click Submit Message for Release to release message

Before the message can be released, review and verify that the message **DOES NOT CONTAIN PRIVILEGE INFORMATION.**



- Click OK to confirm or
- Click Cancel to review

RISK MANAGEMENT INFORMATION-STREAMLINED INCIDENT REPORTING USER
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MESSAGE x

EVENT HEADER

EVENT REPORT #: 866724

DUTY STATUS: On-Duty

ONE LINER: CAR CRASH

PRIVILEGE STATUS: *Privileged Safety Information without Promise of Confidentiality*

CLASS: A

ACCTG ORG: NAVSAFECEN

EVENT DATE: 10 MAR 2019

CONV AUTH: NAVSAFECEN

MSG IN WORK; DUE: 30-Day Status; 10 APR 2019

ACCTG BASE: --

SHORT LINKS: Event • Messages • Data Viewer • Worksheet

- System confirmation will display “Successfully Submitted for Release”

1 EVENT MESSAGES

ACTION	TYPE	MESSAGE STATUS	PREPARED DATE	PREPARED BY	RELEASED DATE	RELEASED BY	RELEASE COMMENTS	QC EVALUATED DATE	QC EVALUATED BY	QC COMMENTS	DUE DATE
<div style="border: 2px solid red; padding: 2px; display: inline-block;"> </div>	Preliminary	Released	12 MAR 2019 0615(Z)	E8; User23, Training; NAVSAFECEN/NAVSAFEC	12 MAR 2019 0615(Z)	E8; User23, Training; NAVSAFECEN/NAVSAFEC					12 MAR 2019

DISPLAYING RESULTS 1 - 1 OF 1 RECORDS.

Create 30-Day Status Message

Done With Messages

- Message will appear in the Event Messages
- Use Action Icons to View or download message in PDF or Word Format.
- Click on “Create 30 Day Status Message” to be released if you desire to add interim data to the Preliminary Report and release a status message prior to the Final Message.
- Click Done with messages to return to main Event Report Page

TAB 16

NEXT OF KIN (NOK) NOTIFICATION REQUIREMENTS

- (1)** In the event of a mishap involving a death or serious injury, contact the command CACO (DSN: 626-5544), 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.

TAB 17

NSA NAPLES DEPARTMENTAL MISHAP DUTIES

THIS TAB DEFINES DEPARTMENTAL RESPONSIBILITIES AT NAVSUPPACTNAPLES. IT CONSISTS OF TABS 17A THRU 17M. 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**.

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AVIATION MISHAP BOARD

- NSANAP EXECUTIVE OFFICER (SENIOR MEMBER)
- NSANAP AIR OPSO (OPERATIONS REPRESENTATIVE)
- NSANAP FLIGHT SURGEON
- NSANAP TPOC (MAINTENANCE REPRESENTATIVE)
- NSANAP ASO (AVIATION SAFETY OFFICER)

ALTERNATES

- NSANAP AIR OPS SKEDS OFFICER (OPERATION REPRESENTATIVE)
- NSANAP NATOPS OFFICER (OPERATIONS REPRESENTATIVE)

TAB 17A

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 3750.6(series).
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 3750.6(series).
7. The Senior Member has the authority to call upon any member of this command to assist in the investigation.

TAB 17B

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 17C

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 3)** and compiled the information necessary for and completed the initial telephone and message reports (**TAB 10 - 12**).
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 13**).
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. <u>Resume of Flight Experience:</u>	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			
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			
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
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 17D

RESPONSIBILITIES OF THE MAINTENANCE REPRESENTATIVE

1. The Maintenance Representative, as a member of the AMB, provides technical help as required including:
 - a. Provide various NAVSUPPACT 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 (and/or MIST) 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 Salvage Officer to determine the feasibility of salvage. COMNAVAIRLANT shall make the ultimate decision to salvage and fund the salvage effort.

5. Help determine whether material failure or maintenance malpractice might be involved in the mishap.
6. Assist the Fire Department to determine any possible hazardous materials used in Aircraft construction.
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 17E

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.

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 17F

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.
2. 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.
3. 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.
4. 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 17G

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 8** 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 17H

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 17I

PUBLIC AFFAIRS OFFICER

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 NAVSUPPACT 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 17J

PUBLIC WORKS OFFICER

1. The Public Works Officer will coordinate with the Salvage Officer to conduct the salvage effort. An aircraft mishap can present unusual problems in investigation and recovery. The Public Works Officer shall advise the Salvage Officer and AMB Senior Member of methods and equipment available to recover the wreckage as well as all expected costs associated with the removal.
2. COMNAVAILRANT shall be formally notified when extra equipment or help is needed. COMNAVAILRANT 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 COMNAVAILRANT 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 17K

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 17L

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-DSN: 626-5620.

TAB 17M

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.

TAB 18

MISHAP INVESTIGATION GUIDELINES

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

AMB SENIOR MEMBER GUIDANCE	18A
MISHAP INVESTIGATION GENERAL CHECKLIST	18B
MISHAP INVESTIGATION AMPLIFIED CHECKLIST	18C
AMB SPECIAL REQUIREMENT FORM	18D
INSTRUCTIONS FOR OBTAINING WITNESS STATEMENTS	18E
WITNESS STATEMENT FORM	18F
SUBMERGED WRECKAGE	18G
COMPOSITE MATERIAL PROCEDURES	18H
HAZARDOUS MATERIALS AND EQUIPMENT	18I

TAB 18A

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.

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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 3750.6(series) 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 18B

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 18C

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 NAVSUPPACT 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:

(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) 72 hours: _____

(c) Sleep

(1) Last 24 hours: _____

(2) Last 48 hours: _____

(3) Last 72 hours: _____

(4) Usual average: _____

(d) Food

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(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: _____

(4) Did you receive any transmission from the aircraft? _____

(a) Before the emergency? _____

(b) During the emergency? _____

(5) What action did you take? _____

(6) Have you previously observed this type of aircraft in the traffic pattern?

(7) Did this aircraft appear in any way unusual? _____

(8) Was the pattern in any way unusual? _____

(9) Give a narrative account of the entire incident: _____

(10) What aviation experience have you? _____

(11) If control may be a factor, determine witness state (physical condition and fatigue factor): _____

c. Radar controller

(1) Describe the entire aircraft track from initial acquisition:

(2) Point out where transmissions were made and/or transponder replies were changed: _____

(3) What altitudes and positions were frequency changes given and/or accomplished? _____

(4) Describe the GCA C-scan and PPI track, pointing out where corrective information was given: _____

(5) Use a penetration plate to describe PPI track and make a graph showing C-scan track and GCA PPI: _____

(6) If control may be a factor determine

(a) Fatigue factors: _____

(b) Experience: _____

(c) Supervision: _____

(7) Documentary evidence

(a) Photographs

(1) Crash scene: _____

(2) Personal cameras: _____

(3) Official photographs before the accident: _____

(b) Sound tapes: _____

(c) Sample reports

(1) Fuel: _____

(2) Oil: _____

(3) Hydraulic: _____

(d) NAVFLIR: _____

(e) Aircraft Discrepancy Book: _____

(f) Aircrew log books: _____

(g) Aircrew training jackets: _____

(h) Landing aids

(1) VASI/OLS lights: _____

(2) Sequenced strobe lights: _____

(3) Runway distance markers: _____

TAB 18D

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 _____

TAB 18E

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 3750.6(series) 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 3750.6(series) 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 18F

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 18G

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 18H

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 NAVSUPPACT 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 18I

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 19

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 20

QUICK PHONE 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