



DEPARTMENT OF THE NAVY
NAVAL POSTGRADUATE SCHOOL
1 UNIVERSITY CIR
MONTEREY, CA 93943-5000

IN REPLY REFER TO:

NPSINST 3750.1
011AA
16 Nov 12

NPS INSTRUCTION 3750.1

Subj: AVIATION PRE-MISHAP PLAN

Ref: (a) OPNAVINST 3750.6R W/CH-4
(b) NAVAIR 00-80T-116-Vols 1-4
(c) OPNAVINST 1650.24C
(d) OPNAVINST 3100.6J CH-2
(e) OPNAVINST 3710.7U
(f) OPNAVINST 3750.16C
(g) NAVAVNLOGCENINST 4710.1
(h) OPNAVINST 4790.2J
(i) BUMEDINST 5100.11
(j) OPNAVINST 5100.19E
(k) OPNAVINST 5102.1D W/CH-2
(l) SECNAVINST 5211.5E
(m) SECNAVINST 5212.5D
(n) SECNAVINST 5300.28E
(o) BUMEDINST 5360.1
(p) SECNAVINST 5720.42F
(q) JAGINST 5800.7C
(r) BUMEDINST 6510.2F
(s) OPNAVINST 5090.1C CH-1
(t) NAVAIRINST 3750.5C
(u) NAVPGSCOLINST 3500.39

Encl: (1) Naval Postgraduate School Aviation Pre-Mishap Plan

1. Purpose. This instruction provides a standardized guide for initial notification and reporting, investigation procedures, and subsequent action required for the first 24 hours in the event of an aviation mishap under the cognizance of President, Naval Postgraduate School (NPS). This instruction shall be the primary pre-mishap instruction for all NPS flight activities.

2. Cancellation. This is a new instruction and should be read in its entirety.

3. Background. References (a) through (u) set forth the requirements, conditions, and general procedures to follow in the submission of reports, conduct of investigations, and

promulgation of other administrative correspondence associated with aircraft mishaps.


4. Scope. This plan will promote timely, accurate, and consistent notification and reporting procedures of aviation mishaps involving NPS aircraft and/or personnel.

5. Action

a. The Aviation Safety Officer (ASO) is responsible for implementing and administering the Pre-Mishap Plan and ensuring prescribed administrative procedures meet the criteria of governing instructions to the maximum extent possible.

b. The Assistant Chief of Staff for Aviation Activities (ACOS-AA), ASO, and all NPS aircraft owners and operators shall review the pre-mishap plan contents upon receipt.

6. Changes. Proposed changes or updates to this instruction shall be forwarded to the NPS ASO via e-mail or COMM: (831)656-2220.


Z. M. HALE
Chief of Staff

Distribution:

ASO

ACOS-AA

Director Field Experimentation

http://intranet.nps.edu/Code00/Instructions/IndexNew_page02.html



NAVAL POSTGRADUATE SCHOOL AVIATION PRE-MISHAP PLAN

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CHAPTER 1 OBJECTIVES AND RESPONSIBILITIES

1. Aviation Mishap Reporting and Investigation Responsibilities
 - a. General. Any person who has knowledge of a mishap involving injury to personnel or damage to government property shall immediately report the facts to the Aviation Safety Officer (ASO), or the Assistant Chief of Staff for Aviation Actives (ACOS-AA). In the event neither of the above can be reached, report the incident to the Command Duty Officer (CDO) or Officer of the Deck (OOD). Except as outlined in this instruction, personnel shall not divulge information, either officially or unofficially, to any other party including civilians or other government agencies.
 - b. Specific. In the event of an aviation mishap, the ASO and ACOS-AA are responsible for immediate implementation of the pre-mishap plan and retain responsibility for the mishap response. The ASO and ACOS-AA shall immediately contact and begin delegating authority to NPS members to satisfy necessary reporting and administrative requirements in the most timely and efficient manner possible. In the event of a death or serious injury, personnel shall not discuss the matter with sources outside the command until information has been released by proper authority. Any injured or deceased individual's name shall not be released to anyone including the involved personnel's immediate family (except to authorized Naval authorities) without the express permission of the NPS President. Nothing in this instruction shall preclude logical and warranted actions.
 - c. JAG Investigation. Reference (q) provides guidelines to determine if a JAG Manual investigation of an aircraft mishap is necessary. If a JAG Manual investigation is required it must be conducted separately from the Aviation Mishap Board (AMB) investigation. No individual shall be assigned to both investigations. Both investigations shall have access to all non-privileged evidence but may not share privileged witness statements or deliberations. The privileged status of the AMB investigation must be protected.
 - d. The Concept of Privilege. Use of privileged information is critical to timely and complete investigation of aircraft mishaps. The protection of privileged information is essential to ensure complete and candid responses in witness statements and AMB deliberations
2. Initial Aviation Mishap Response. The ASO and ACOS-AA will *initiate* the pre-mishap plan for all NPS aviation mishaps.
3. Mishap Investigation Responsibilities. The NPS AMB shall have the responsibility for *investigating* aircraft mishaps involving NPS aircraft and/or personnel
4. Aviation Safety Officer (ASO) Responsibilities. Upon receipt of this instruction, the ASO shall:

- a. Review this instruction and provide references and enclosures to ensure compliance with **all** directives
 - b. Register and maintain an active Web Enabled Safety System (WESS)/Automated Message Handling System (AMHS) account for reporting purposes
 - c. Distribute and train NPS aircraft operators and owners
5. Assistant Chief of Staff for Aviation Actives (ACOS-AA) Responsibilities.
- a. Review this instruction and ensure compliance with all directives

CHAPTER 2 GENERAL INFORMATION / FIELD GUIDE

HOW DO I USE THE PRE-MISHAP PLAN MANUAL?

1. There are six tabs listed in this instruction. Each individual tab contains checklists and procedures for the appropriate mishap severity, but will occasionally require reference to other tabs.
2. The members initiating the mishap response will **UTILIZE TAB FLOWCHARTS AND CHECKLISTS TO ENSURE COMPLETION OF ALL TAB REQUIREMENTS BEGINNING AT TAB 1.**
3. If additional information is needed after initiating the pre-mishap plan, the OPNAV instructions listed in the references can be found in their entirety at: <http://doni.daps.dla.mil/>.

WHAT DO I DO IF I RECEIVE INFORMATION REGARDING A MISHAP?

1. When notified of a mishap, the first priority is the continued safety of personnel and to treat any injured.
2. When notified of a mishap, obtain assistance from nearby personnel while executing of the procedures contained herein. Immediately utilize as many senior/qualified personnel as required, recommended assistants at a minimum are: phone talker (notify ASO/ACOS-AA), log keeper (logs all actions and events), runner (collect required mishap materials and data).
3. The senior member present shall designate a log keeper to begin a log and record the information pertaining to the mishap as it becomes available. For this purpose a MISHAP LOG worksheet is provided on **TAB 1-C/PG 4**. Additionally, complete the INITIAL NOTIFICATION WORKSHEET located on **TAB 1-C/PG 2** in order to contact the ASO/ACOS-AA and assist in releasing the WESS Initial Notification.

HOW DO I ESTIMATE THE DAMAGE OF MISHAP IN ORDER TO DETERMINE THE SEVERITY OF THE MISHAP?

1. In the event you cannot find a member of the research team to assist with the mishap response, ask a supervisor or director. If you are unsure of the damage costs/injury severity, err on the side of the higher mishap severity for reporting purposes. Mishap severity can always be corrected by the ASO at a later time.
2. If there is a fatality involved with the mishap, the severity of the mishap is always, Class ALPHA.

WHAT IS THE DIFFERENCE BETWEEN A FLIGHT MISHAP, FLIGHT RELATED MISHAP AND AN AIRCRAFT GROUND MISHAP?

1. If the safety department is unavailable to help you determine the category of the mishap, and you cannot determine it from **(TAB E/PG 1)** refer to reference (a) for the exact definitions of each. Mishap category can always be corrected by the ASO at a later time.
2. Incidents involving naval aircraft in any manner will either be reported as Flight Mishaps, Flight Related Mishaps, or Aircraft Ground Mishaps IAW reference (a). An example of an Flight Related Mishap, Class CHARLIE severity: Aircraft taxiing (not taking active runway), taxis into a parked flight support vehicle. Minor injuries of flight crew, propeller has a sudden stoppage and needs an engine change, and there is damage to the equipment.
3. Mishaps not involving naval aircraft will be reported as non-aviation mishaps utilizing OPNAVINST 5102.1 procedures. (Example: GS worker is killed by truck when entering flight line. Category is Ground Mishap, severity is Class ALPHA.) Please contact the NPS CDO/OOD.

VOICE REPORTS, OPREP-3 MESSAGES, AND MISHAP REPORTING: GENERAL INFORMATION

1. There are requirements to make phone/voice reports and send messages pertaining to the mishap as outlined in this instruction. The ASO/ACOS-AA and/or CDO/OOD shall attempt to obtain NPS President approval prior to releasing any messages or making mishap related phone calls, but meet timelines if approval cannot be obtained.
2. Do not delay reporting to obtain additional information. Meet all reporting timelines. If information is unavailable state "TBD" and update at a later time.
3. OPREP-3, 5-minute voice reports are required for all Class ALPHA and Class BRAVO aviation mishaps. The five minute phone report is not required for Class CHARLIE aviation mishaps.
4. OPREP-3 electronic message templates for all required messages are on file with Flag Admin. Contact the duty yeoman for assistance.
5. WESS Initial Notification reports are non-privileged. Do not include privileged information in the text. Refer to **TAB 6** for WESS Initial Notification procedures.
6. There are no immediate safety reports required for a Class CHARLIE mishap. However, the NPS President may elect to send an immediate OPREP-3 NAVY UNIT SITREP which, if required, should be released within 60 minutes of the mishap IAW reference (b).

DO NOT RELEASE THE NAMES OF ANY PERSONNEL INVOLVED IN THE MISHAP UNDER ANY CIRCUMSTANCE

1. Higher authority and relatives of involved personnel may attempt to gain information about the mishap. **DO NOT RELEASE THE NAMES OF PERSONNEL INVOLVED TO ANYONE**

OUTSIDE OF THE COMMAND OR IN ANY OF THE REQUIRED REPORTS UNTIL
GIVEN COMMAND APPROVAL

2. Do not release personnel information when performing the required recall. When conducting AMB/Squadron recall simply state that your command is activating the pre-mishap plan and request the member report to work as soon as possible.

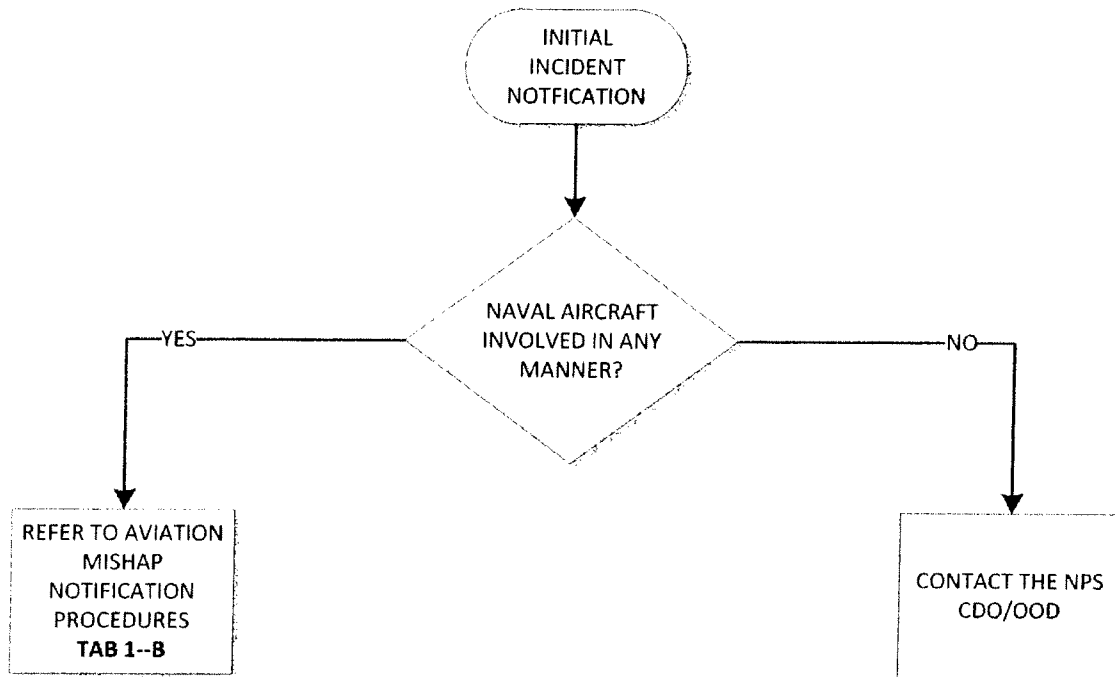
HOW DO I HANDLE THE MEDIA?

1. If the civilian press contacts an aviation member directly, politely refer them to the PAO. **DO NOT RELEASE ANY INFORMATION TO THE PRESS WHATSOEVER.**
2. A PAO press release is required anytime an OPREP-3 PINNACLE or NAVY BLUE report is made. The PAO press release worksheet is the lowest priority on all checklists.

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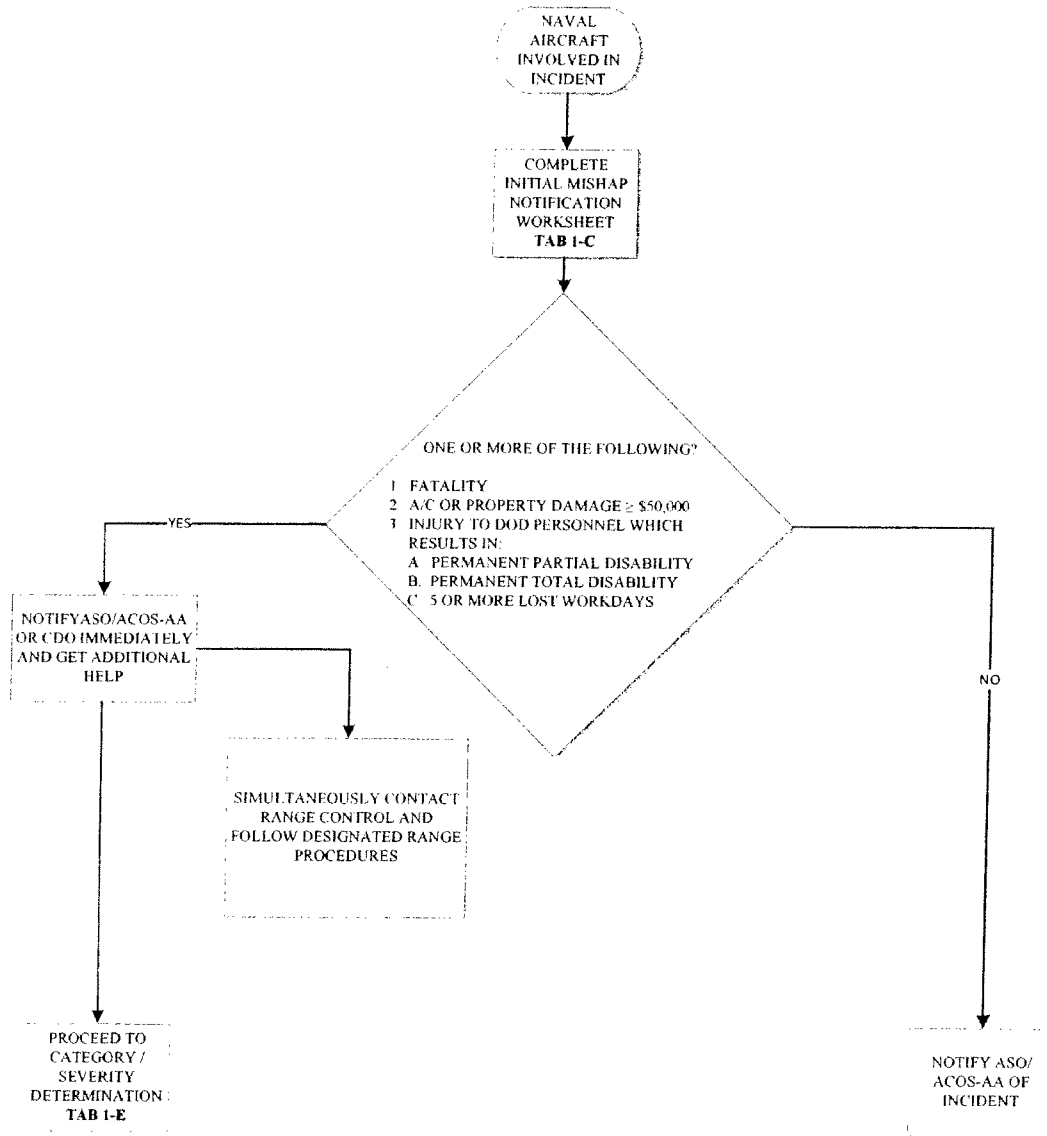
INCIDENT NOTIFICATION

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TAB 1-A

AVIATION MISHAP NOTIFICATION



TAB 1-B

INITIAL NOTIFICATION OF THE MISHAP

IF THE NOTIFICATION OF THE MISHAP WAS RECEIVED BY AN EXTERNAL SOURCE (EXTERNAL TO THE COMMAND OR EXERCISE) VIA TELEPHONE, THEN:

- Politely ask the caller to remain on the phone in order to obtain point of contact information.
- Ask caller if he / she can direct fire, police, or ambulance personnel to the mishap scene (if required).
- Advise the caller of potential explosive hazards and hazardous materials and of need to warn others when appropriate.
- Ask caller to attempt to keep people out of the area.
- **IMPORTANT: VERIFY THE CALL BY HANGING UP AND MAKING A RETURN CALL TO THE NUMBER GIVEN BY THE CALLER.**
- Proceed to (TAB 1-C/PG 2) to start the initial notification worksheet.

TAB 1-C/PG 1

INITIAL NOTIFICATION WORKSHEET

GENERAL INSTRUCTIONS

1. Remove a blank Initial Notification Worksheet (TAB 1-C/PG 3) and record as much information as possible.
2. Notify the ASO (C)831-264-3108/(W)831-656-2220 and/or the ACOS-AA (C)703-309-5608/(H)831-920-1631/(W)831-656-3094
3. At a minimum, utilize three qualified military personnel and assign the following duties:
 - A. **PHONE TALKER:** Answer the phone and initiates the recall when tasked.
 - B. **LOG KEEPER:** Keep a log of all actions/events.
 - C. **RUNNER:** Collect required information and assist as needed.
4. Remove blank Mishap Log Sheets (TAB 1-C/PG 4) and ensure the LOG KEEPER records pertinent actions/events as they occur. When in doubt, write it down and tell the ASO/ACOS-AA.
5. Determine Category and Severity Classification. (TAB 1-E)

TAB 1-C/PG 2

INITIAL NOTIFICATION WORKSHEET

Time of Call: _____
Caller's Initial Description of Mishap: _____

Caller's Name: _____ (Rank): _____
Phone Number: _____ (Organization): _____
Time of mishap (Local): _____ (Zulu): _____
Location: (nearest crossroads, be as specific as possible): _____

Did caller witness mishap? YES NO

Type of aircraft? _____

Did you see parachute(s)? YES NO UNKNOWN

How many? _____

Are there survivor(s)? YES NO UNKNOWN

Condition: _____

Were people injured on the ground? YES NO UNKNOWN

Condition: _____

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

Description: _____

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

Police ONSCENE CONTACTED UNKNOWN

Fire Department ONSCENE CONTACTED UNKNOWN

Ambulance ONSCENE CONTACTED UNKNOWN

Is a helo landing site available? YES NO UNKNOWN

Location: _____

Weather at scene: _____

Will caller remain on site? YES NO

If no, caller's destination: _____

Caller's home address: _____

Caller's home phone: _____

Were there any other witnesses? YES NO

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

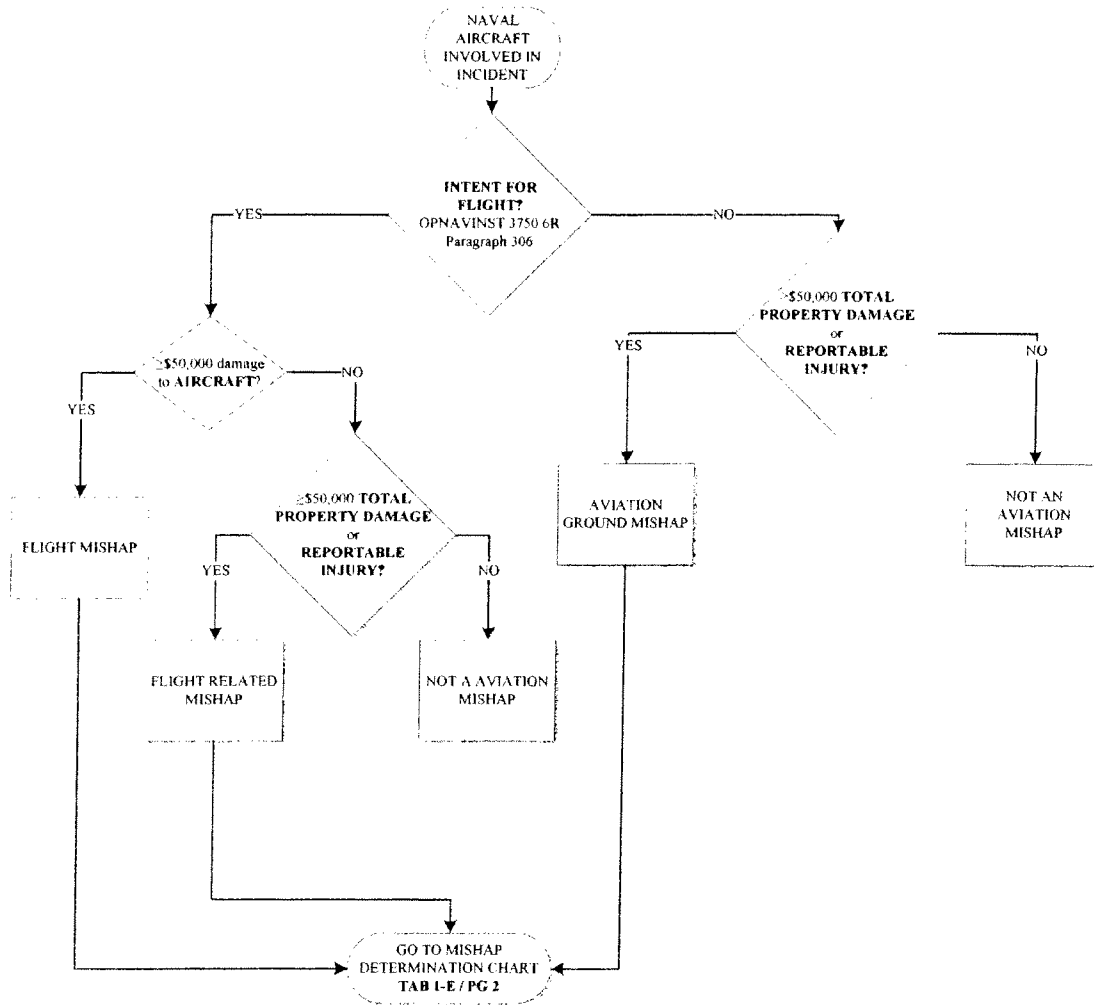
Phone: _____

TAB I-C/PG 3

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MISHAP CATEGORY DETERMINATION



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

a. Intent for flight exists when the aircraft or UAV's brakes are released or takeoff power is applied to begin an authorized flight. For catapult takeoffs, flight begins first motion of the catapult after pilot has signaled readiness for launch. For UAV rocket-assisted takeoff (RATO), flight begins at the first sign of RATO bottle ignition. For UAV pneumatic launches, flight begins at first sign of pneumatic launcher motion after the pilot has signaled readiness for launch.

b. Intent for flight continues until:

- (1) The aircraft or UAV taxis clear of the runway or landing area.
- (2) Helicopter or vertical takeoff and landing (VTOL), flight ends when the aircraft has alighted at the termination of the flight and the landing gear supports the aircraft weight. Touch-and-go or stop-and-go landings are not terminations of flight.
- (3) UAV flights end in the net or when captured by another recovery system.

INJURY DEFINED

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

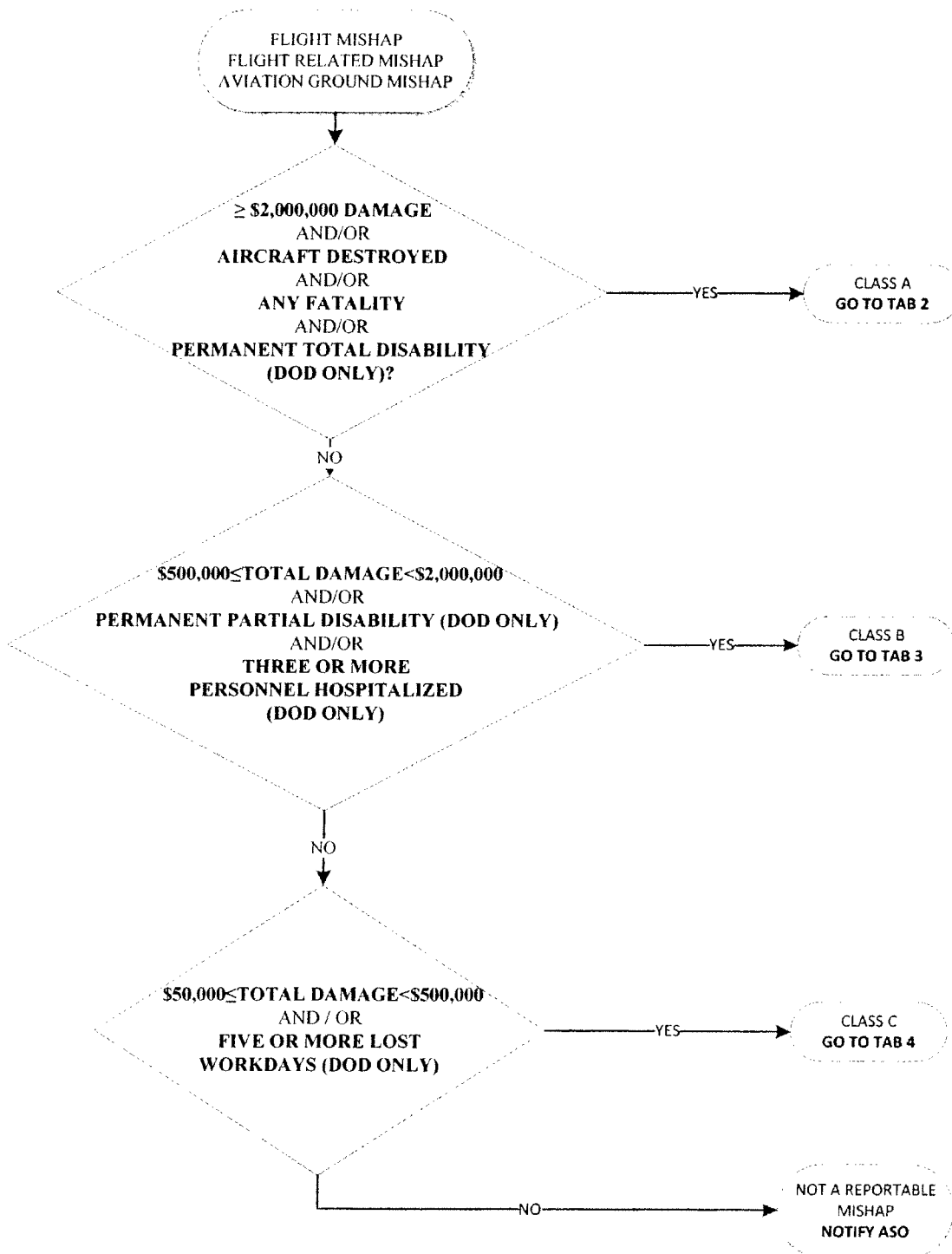
- (1) Fatality, regardless of the time between injury and death.
- (2) Permanent total disability.
- (3) Permanent partial disability.
- (4) Lost workday injuries - defined as causing the loss of 5 or more workdays (not including the day of injury). An incident is not reportable if the injury results in 4 or less lost workdays and damage to the aircraft or UAV does not exceed \$20,000. A Hazard Report would be appropriate in such cases.

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

- (1) All injuries to active duty, on or off-duty, DOD military personnel (including reservists).
- (2) All injuries to on-duty DOD civilian personnel, including Foreign Nationals attached to the DOD.
- (3) Fatal injuries to anyone.

TAB 1-D/PG 1

MISHAP SEVERITY DETERMINATION



TAB 1-D/PG 2

MISHAP CATEGORY AND SEVERITY DETERMINATION

DETERMINE MISHAP CATEGORY AND SEVERITY

1. INSTRUCTIONS FOR DETERMINING CATEGORY AND SEVERITY: REFERENCE THE OPNAVINST 3750. 6R W/CH 4 TO ASSIST IN DEFINING THE MISHAP CATEGORY. CHAPTER 3 SPELLS OUT THE DEFINITION OF FM, FRM, AGM, "INTENT FOR FLIGHT" AND "REPORTABLE INJURY.
2. Utilize category flowchart (TAB 1-E/PG 1) then severity flowchart (TAB 1-E/PG 2) to classify the mishap.

Mishap Category: Flight Mishap (FM)
 Flight-Related Mishap (FRM)
 Aircraft Ground Mishap (AGM)

Mishap Severity: Class A
 Class B
 Class C

3. Obtain the estimated damage cost by talking to CIRPAS, ASO, or NPS Department owning the Aircraft. If unsure of damage cost, error on the side of the more severe classification for reporting purposes. Mishap severity can always be downgraded later.
4. If incident is classified as a mishap, initiate appropriate recall bill and move to the appropriate mishap tab.
 - a. TAB 2: CLASS ALPHA AIRCRAFT MISHAP
 - b. TAB 3: CLASS BRAVO AIRCRAFT MISHAP
 - c. TAB 4: CLASS CHARLIE AIRCRAFT MISHAP
5. Utilize appropriate mishap tab action checklist to meet timelines and record completed actions.

TAB 1-D/PG 3

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COMMAND / NOTIFICATION MATRIX

COMMAND RECALL

1. Contact the ACOS-AA and/or ASO using the call matrix below.

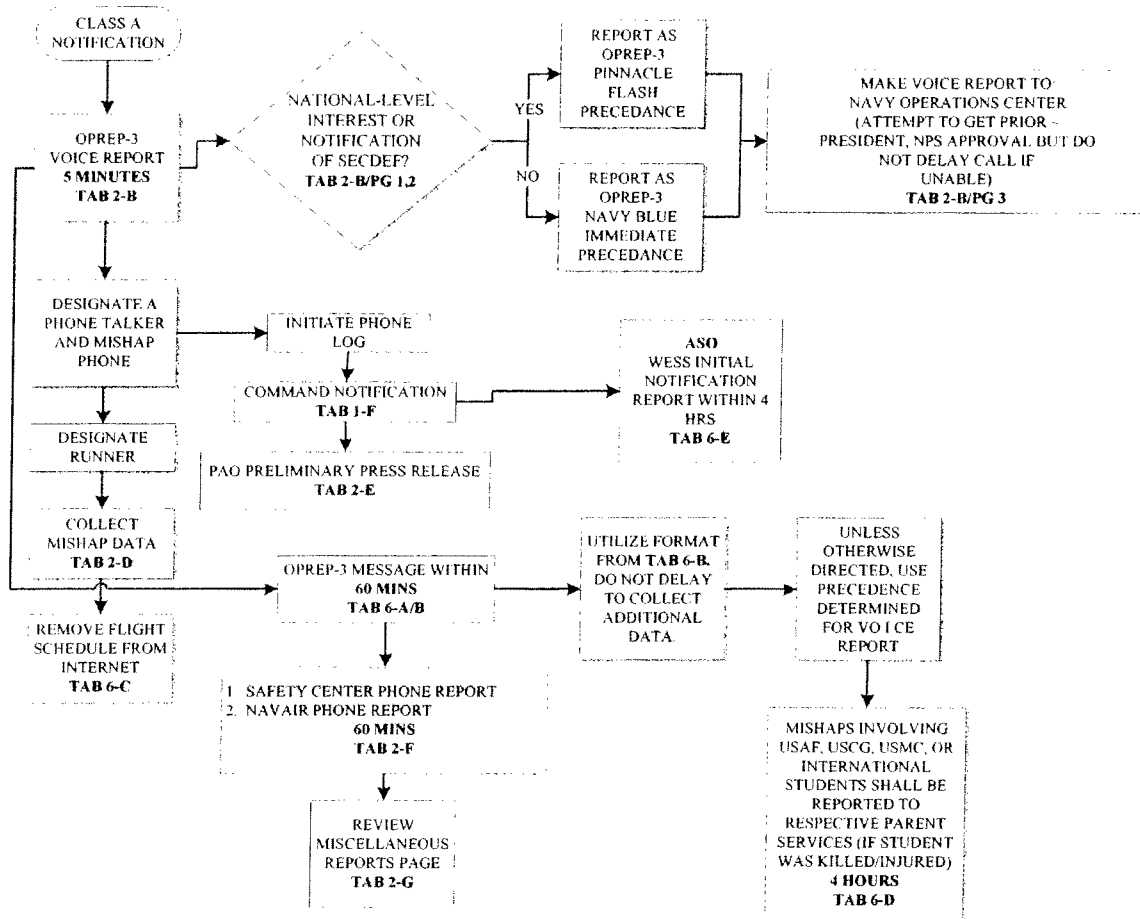
TITLE	NAME	WORK	HOME	CELL
ACOS-AA	CDR Jeff Hyink	831-656-3094	831-920-1631	831-747-0471
ASO/OPERATIONS	LCDR Mark Heller	831-656-2220	N/A	831-264-3108

2. Key Points of Contact.

TITLE	NAME	WORK	HOME	CELL
COS	COL Zoe Hale	831-656-7945	831-238-7732	703-398-9376
AO	LCDR John Leitner	831-656-3866	N/A	619-206-3902
PAO	Dr. Horvath	831-656-2228	N/A	831-241-1205
NPS CDO	N/A	N/A	N/A	831-901-6649
NPS OOD	N/A	831-656-2441	N/A	831-750-7563
NSAM SDO	N/A	N/A	N/A	831-392-5651

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CLASS ALPHA MISHAP ACTIONS



TAB 2-A/PG 1

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MISHAP ACTION CHECKLIST – CLASS A

GENERAL INFORMATION

1. Utilize this checklist to maintain timelines and ensure completion of required actions.
2. Record time the action was completed and who completed it.

TAB	DEADLINE	ACTION	COMPLETED BY	TIME
1-C	ASAP	Notification worksheet		
1-E	ASAP	Determine Aviation Mishap Category <input type="checkbox"/> Flight Mishap <input type="checkbox"/> Flight Related Mishap <input type="checkbox"/> Aviation Ground Mishap		
2-B	5-MIN	OPREP-3 voice Report <input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue		
1-F	ASAP	Initiate COMMAND NOTIFICATION		
2-D	ASAP	Collect mishap related records		
2-F	60-MIN	COMNAVSAFECEN Phone Report		
2-F	60-MIN	COMNAVAIR Phone Report		
6-A	60-MIN	OPREP-3 PINNACLE or NAVY BLUE MSG		
6-D	4-HR	USAF , USMC, USCG, International Student Parent Service Notification		
6-E	4-HR	WESS Initial Notification		
2-G	As Req	Miscellaneous Reports / Duties <ul style="list-style-type: none"> • Fluid Samples & 72 hr history Required • PNOK/SNOK Notification • Imminent Death Retirement 		

TAB 2-A/PG 2

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OPREP-3 CLASSIFICATION DETERMINATION

REFERENCE: OPNAVINST 3100.6J

OPREP-3 CLASSIFICATION (REQUIRED FOR OPREP-3 VOICE REPORT)

- Prior to making any OPREP-3 voice reports or releasing any OPREP-3 messages via AMHS, determine the type or category of the OPREP-3 report appropriate to the mishap severity and current situation. Utilize the following chart (**TAB 2-B/PG 2**) to aid in determining OPREP-3 classification.

OPREP-3 CLASSIFICATION/VOICE REPORT GENERAL INFORMATION

1. The main purpose of the OPREP-3 voice report is to provide immediate notification of a mishap to the highest levels of the Navy and/or DOD. This voice report is not intended to provide in-depth details. **Do not delay delivery of this message to obtain additional information.** Consider the following information:
 - a. OPREP-3 reports are required for all Class ALPHA and BRAVO aviation mishaps.
 - b. Ensure a reasonable effort has been made to contact the President, NPS, COS, or ACOS-AA, prior to making the voice report. However, do not delay the voice report to obtain command approval.
 - c. Incidents involving USAF, USMC, USCG or foreign national personnel which require reporting through USN channels via OPREP-3 procedures shall also be reported to respective parent services (**TAB 6-D**).
2. The OPREP-3 PINNACLE report is used to report any event or incident that could attract NATIONAL LEVEL INTEREST. A relevant example would be a aircraft mishap which resulted in civilian deaths or major civilian property damage. The voice report for this category is DUE WITHIN **5 MINUTES** of notification of an OPREP-3 level incident.
3. The OPREP-3 NAVY BLUE report is used to provide the CNO and other higher navy commands with immediate notification of incidents of military, political or media interest that are of high Navy, vice, national level interest. The voice report for this category is DUE WITHIN **5 MINUTES** of notification of an OPREP-3 level incident.
4. The OPREP-3 NAVY UNIT SITREP is used to provide the Immediate Superior in Command (ISIC) and appropriate higher authority with timely notification of any incident not meeting OPREP-3 PINNACLE or OPREP-3 NAVY BLUE special incident reporting criteria. An example would be a Class CHARLIE mishap that does not attract media interest.

TAB 2-B/PG 1

OPREP-3 CLASSIFICATION DETERMINATION

NATIONAL LEVEL INTEREST	HIGH LEVEL NAVY INTEREST	HIGHER NAVAL AUTHORITY INTEREST
OPREP - 3 PINNACLE	OPREP-3 NAVY BLUE	OPREP-3 NAVY UNIT SITREP
<ul style="list-style-type: none"> • Loss of, or substantial damage to, civilian property caused by military equipment, such as aircraft or ships, when national-level interest is indicated. • Major military, missile, or ordnance incidents (when nuclear warheads are not present). • Incidents involving reconnaissance activities. • Hijacking and related incidents. • US SAR operations in foreign countries and their territorial waters. • Grave breaches of International Law of Armed Conflict. • Loss of or substantial damage to major military equipment such as aircraft or ships when national-level interest is indicated. • Any incidents involving the use of chemical or biological agents, to include anthrax. • If doubt exists as to whether an event or incident is or could possibly develop into a matter of White House, Department of Defense, Joint Service, or media interest, submit an OPREP-3 PINNACLE report. Any occurrence reported as an OPREP-3 should be considered for submission as an OPREP-3 PINNACLE unless a positive determination can be made to the contrary. 	<p><u>OPERATIONAL INCIDENTS</u></p> <ul style="list-style-type: none"> • Class A or B Aircraft Mishaps (if not reportable by an OPREP-3 PINNACLE). • Near or actual collisions of minor significance involving Navy ships or aircraft. • Aggressive actions by foreign entities towards USN ships or aircraft. • A SAR incident initial report to include SARs that are in the alert or uncertainty phase. (The OPREP-3 NAVY UNIT SITREP will be used to provide daily updates to the chain of command.) • Any discharge of a government weapon that causes a fatality or injury to personnel. • Acts or attempts to willfully destroy property of the Navy. <p><u>PERSONNEL INCIDENTS</u></p> <ul style="list-style-type: none"> • Death of, critical injury to, or missing Commanding Officers or senior officials (flag officer or equivalent). • Incidents involving death or injury to personnel embarked in Navy ships or aircraft. • Death or serious personal injury of a civilian; this includes civilian traffic accident deaths caused by a service member. 	<ul style="list-style-type: none"> • When considered appropriate by the reporting activity. • When directed. • To update incidents previously reported via OPREP-3 NAVY BLUE when the update information does not meet OPREP-3 NAVY BLUE criteria. • Operational incidents that do not attract media attention. • Fires or floods resulting in minor damage or does not cause significant personnel injury or loss of combat capability. • Minor liberty incidents in which a service member is arrested or held for a non-serious offense by local or foreign authorities. <p><u>PERSONNEL INCIDENTS</u></p> <p>If media interest is anticipated in any of the below misconduct incidents, it should be reported via an OPREP-3 NAVY BLUE. If media interest is not anticipated, an OPREP-3 NAVY UNIT SITREP will be used.</p> <ul style="list-style-type: none"> • Domestic violence • Domestic abuse • Child Abuse / Neglect • Child Sexual Abuse • Indecent Assault • Assault with intent to commit rape or sodomy • Sexual Harassment – formal complaint or report • Suicide and Suicide attempts • Suicidal gestures: report as an OPREP-3 NAVY UNIT SITREP • Equal Opportunity Incidents, formal complaint or report • Unlawful Discrimination • Hazing

TAB 2-B/PAGE 2

OPREP-3 VOICE REPORT PROCEDURES

ONCE THE APPROPRIATE OPREP-3 CLASSIFICATION IS DETERMINED, BEGIN THE VOICE REPORT PROCEDURES LISTED BELOW

OPREP-3 VOICE REPORT PROCEDURES

1. Obtain NPS President Approval/Confirmation: Contact the NPS President/CoS.
 - a. Notify them of your determination of mishap category/ severity.
 - b. Confirm your determination of OPREP-3 classification, either PINNACLE or NAVY BLUE.
 - c. Ask for their estimate of the impact of the mishap on NPS's ability to operate (this will be used in the OPREP-3 60-minute message). Impact should be classified as: none, minimal, moderate or severe.
2. Determine the **OPREP-3 Serial Number** from the OPREP-3 Mishap Serialization Log (**Contact Admin/Duty YN via CDO**). **NOTE:** All OPREP-3 voice reports should be serialized and maintained on this log.
3. Fill in the details on the **OPREP-3 Voice Report Template (TAB 2-B/PG 5)**.

NOTE: Examples of OPREP-3 PINNACLE and NAVY BLUE Voice Reports are located in **(TAB 2-B/PG 6)**.

4. Contact the following agencies, in order, until someone is reached.

PRIORITY	AGENCY	PHONE NUMBER
PRIMARY	NAVY REGION SW	COMM: (619) 532-2492 (619) 532-2138 (619) 532-2495 (619) 532-3782
SECONDARY	NAVY OPERATIONS CENTER (NOC)	COMM: (703) 692-9284 (703) 693-2006 DSN: 222-9284 223-2006 UNCLAS Email: bwc.ptgn@navy.mil nocwo@navy.mil

TAB 2-B/PG 3

- a. Be prepared to read the completed OPREP-3 VOICE REPORT TEMPLATE (**TAB 2-B/PG 5**) **EXACTLY AS WRITTEN and IN A CHALLENGE AND REPLY FORMAT.**
 - b. **DO NOT RELEASE NAMES OF PERSONNEL INVOLVED.**
5. Annotate the time of the call and any information/ instructions received from the agency that was contacted.
 6. Annotate the incident description and DTG for the receipt of this report in the OPREP-3 Serialization Log (**TAB 6-B/PG 1**).

TAB 2-B/PG 4

OPREP-3 PINNACLE/NAVY BLUE VOICE REPORT TEMPLATE

GENERAL INSTRUCTIONS

1. Check the appropriate box, in each column.
2. Fill in any blanks.
3. In each row, read the text VERBATIM to include only checked boxes and filled in blanks.

NOTE: Text in parentheses is for amplification and should not be read.

OPREP-3 Voice Report Template					
You Say:	<input type="checkbox"/> "Navy Region SW <input type="checkbox"/> "Navy Operations Center	THIS IS THE NAVAL POSTGRADUATE SCHOOL	OPREP-3,	<input type="checkbox"/> PINNACLE <input type="checkbox"/> NAVY BLUE	OVER."
They Respond:	"NAVAL POSTGRADUATE SCHOOL	THIS IS <input type="checkbox"/> Navy Region SW <input type="checkbox"/> Navy Operations Center	SEND OPREP-3	<input type="checkbox"/> PINNACLE <input type="checkbox"/> NAVY BLUE	OVER."
You Say:	<input type="checkbox"/> "TBD <input type="checkbox"/> "Navy Operations Center	THIS IS THE NAVAL POSTGRADUATE SCHOOL	<input type="checkbox"/> FLASH (for PINNACLE) <input type="checkbox"/> IMMEDIATE (for NAVY BLUE)	<input type="checkbox"/> UNCLASSIFIED (No crypto) <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET	OPREP-3 <input type="checkbox"/> PINNACLE" <input type="checkbox"/> NAVY BLUE"
	"LINE ONE	INCIDENT	(Type Incident) _____ (Location) _____ (Zulu Time) _____		
	"LINE TWO	NARRATIVE	(Brief description of mishap. Do not speculate!) _____ _____ _____ _____ _____		
You Say:	"MY NAME IS _____ (Rank, Name)"	"YOU CAN REACH MY UNIT AT _____ (Give Duty Office phone number.)"			OVER."
	"REQUEST THE DATE TIME GROUP FOR YOUR RECEIPT OF THIS REPORT				OVER."

OPREP-3 VOICE REPORT EXAMPLES

OPREP-3 PINNACLE EXAMPLE:

"NAVY OPERATIONS CENTER, THIS IS NAVAL POSTGRADUATE SCHOOL, OPREP-3, PINNACLE, OVER."

"NAVAL POSTGRADUATE SCHOOL, THIS IS NAVY OPERATIONS CENTER, SEND OPREP-3, PINNACLE, OVER."

"NAVY OPERATIONS CENTER, THIS IS NAVAL POSTGRADUATE SCHOOL, FLASH, UNCLASSIFIED, OPREP-3, PINNACLE.

LINE ONE, INCIDENT, AIRCRAFT ACCIDENT, CAMP ROBERTS, CA, ONE EIGHT ZERO ZERO ZULU.

LINE TWO, NARRATIVE, UAS IMPACTED BUS ON HIGHWAY KILLING NUMEROUS CIVILIANS, PERIOD. EMERGENCY RESPONSE IN PROGRESS, PERIOD. OVER."

OPREP-3 NAVY BLUE EXAMPLE:

"NAVY OPERATIONS CENTER, THIS IS NAVAL POSTGRADUATE SCHOOL, OPREP-3, NAVY BLUE, OVER."

"NAVAL POSTGRADUATE SCHOOL, THIS IS NAVY OPERATIONS CENTER, SEND OPREP-3, NAVY BLUE, OVER."

"NAVY OPERATIONS CENTER, THIS IS NAVAL POSTGRADUATE SCHOOL, IMMEDIATE, UNCLASSIFIED, OPREP-3, NAVY BLUE.

LINE ONE, INCIDENT, AIRCRAFT ACCIDENT, CAMP ROBERTS, CA, ZERO TWO THREE ZERO ZULU.

LINE TWO, NARRATIVE, UAS LOST DURING TEST FLIGHT OFFSHORE, PERIOD. AIRCRAFT LOST AT SEA, PERIOD. OVER."

COLLECTION OF MISHAP RECORDS

GENERAL INFORMATION

1. Required for all defined aviation mishaps regardless of severity.
 2. Delegate this to a qualified officer if available.
 3. Hold records until the ASO or ACOS-AA takes custody.
-

1. COLLECT THE FOLLOWING OPERATIONS INFORMATION:

- Original Flight Schedule (working copy with all annotated changes)
- Aircrew Logbook(s)
- Aircrew Training Record(s)
- Copy of current SOP

2. COLLECT THE FOLLOWING WEATHER INFORMATION:

- Forecast Weather Conditions at the mishap site
- Actual Weather Conditions at the mishap site

3. COLLECT THE FOLLOWING MAINTENANCE INFORMATION:

- Record of recent changes/modifications
- Experiment details
- Other pertinent maintenance records/documents

4. COLLECT THE FOLLOWING SAFETY INFORMATION:

- Current copy of OPNAVINST 3750.6R
- Current IFC

TAB 2-C

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PAO PRELIMINARY PRESS RELEASE WORKSHEET

At approximately _____ a.m./p.m. today a
_____ from the Naval Postgraduate School based on board
(type of aircraft)

Naval Support Activity Monterey, crashed at _____
(sea / near town)

A _____ was _____
(pilot) (injured/ killed)

while conducting routine testing. The name(s) of the deceased are being withheld pending a 24 hour period after next of kin notification. An investigation is underway to determine the cause of the mishap.

*** *****

TAB 2-D

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COMNAVSAFCEN (SAFETY CENTER) AND COMNAVAIR (NAVAIR) VOICE REPORTS

GENERAL INFO

1. **DUE WITHIN 60 MINUTES** of a Class A mishap (COMNAVSAFECEN) and for Class A & B mishaps (COMNAVAIR).
2. Do not delay the call if details are not available.
3. Do not release names of personnel involved.
4. Fill in the following information and use for both voice reports:
 - a. Reporting custodian. Naval Postgraduate School
 - b. Aircraft type and BUNO. _____
 - c. Mishap location. _____
 - d. Brief Narrative. _____
 - e. Damage. _____
 - f. Injuries/Fatalities. _____
 - g. Points of contact. _____

Example:

- | | |
|----------------------------|--|
| a. Reporting custodian: | NAVAL POSTGRADUATE SCHOOL |
| b. Aircraft type and BUNO: | T/M/S, BUNO. |
| c. Mishap location: | Camp Roberts, CA |
| d. Brief Narrative: | Aircraft lost power and crash-landed on highway 1. |
| e. Damage: | Unknown. |
| f. Injuries / Fatalities: | Unknown. |
| g. POC: | NPS ASO, COMM (831) 264-3108. |

*****DO NOT RELEASE THE NAMES OF INVOLVED PERSONNEL TO ANY AGENCY UNTIL
AUTHORIZED TO DO SO*****

TAB 2-E/PG 1

COMNAVSAFCEM (SAFETY CENTER) AND COMNAVAIR (NAVAIR) VOICE REPORTS

SAFETY CENTER VOICE REPORT (CLASS A WITHIN 60 MINUTES)

1. Call the NAVAL SAFETY CENTER and read the filled-in template from above.

MISHAP TELEPHONE REPORT LINE (Manned 24 hr)

DSN: 564-3520 (follow prompts)

COMM: (757) 444-3520

NOTE: Passing additional information in subsequent calls is encouraged, as it becomes available. This includes requests for investigative assistance.

COMNAVAIR (NAVAIR) NOTIFICATION (CLASS A & B WITHIN 60 MINUTES)

1. The NPS President, if available, may desire to make this call.
2. Call the NAVAIR Duty Officer as listed below and read the filled in template from above. **DO NOT, UNDER ANY CIRCUMSTANCE, RELEASE THE NAMES OF PERSONNEL INVOLVED.**

NOTE: NAVAL POSTGRADUATE SCHOOL SHALL REPORT BY TELEPHONE ALL CLASS A OR B FLIGHT, FLIGHT RELATED OR AVIATION GROUND MISHAPS TO COMMANDER NAVAL AIR SYSTEMS COMMAND DUTY PERSONNEL. TELEPHONE REPORTS OF AIRCRAFT MISHAPS SHOULD BE AS DETAILED AS POSSIBLE, BUT SHOULD NOT BE DELAYED FOR LACK OF INFORMATION. THE TELEPHONE REPORT SHALL BE MADE TO NAVAIR HEADQUARTERS IMMEDIATELY FOLLOWING INITIATION OR COMPLETION OF INITIAL PREVENTION MEASURES, AT ONE OF THE FOLLOWING NUMBERS:

Greg Rucci (NAVAIR ACCO 5.0D)	(301) 757-8617
NAVAIR SAFETY	(301)342-SAFE
NAVAIR CDO	(240)298-8010.

TAB 2-E/PG 2

MISCELLANEOUS REPORTS/DUTIES

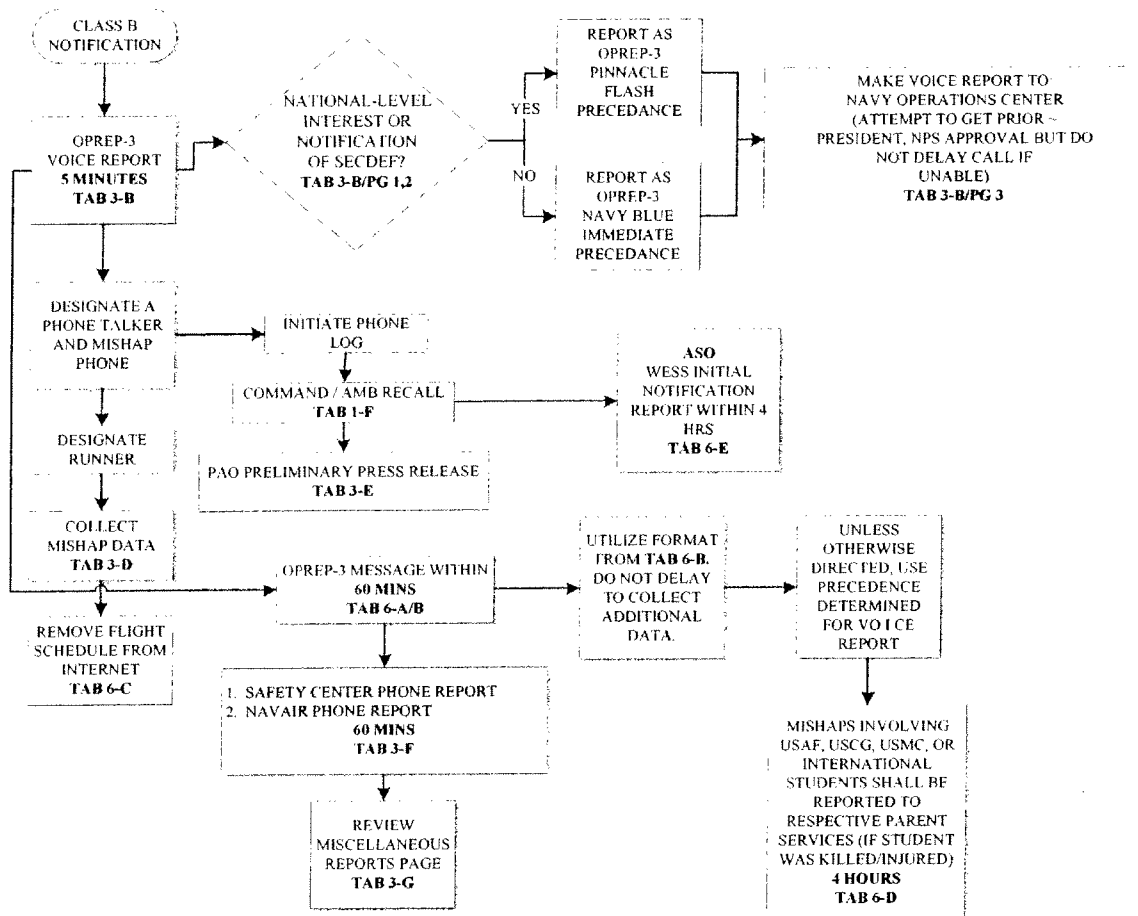
GENERAL INFORMATION

1. If a NPS fatality has occurred, contact the command Casualty Assistance Calls Officer (CACO) to initiate PNOK and SNOK notification.
2. If death is imminent for a military member, contact the ADMIN Officer immediately to initiate Imminent Death Retirement procedures.
3. For all Class A & B mishaps (and when necessary for Class C mishaps) send individuals directly involved in the mishap to medical to have biological samples taken. Though not uniformly required in the case of Class C mishaps, if any doubt exists about the ultimate classification of the mishap (i.e., Class C or B) or any circumstances surrounding the mishap, error on the "safe" side and send individuals to have biological sampling done. Consult your flight surgeon with questions.
4. If a NPS fatality occurred or a NPS member is seriously injured, contact the ADMIN Officer to draft a Personnel Casualty Report (PCR). Deadline: 4 hours. Reference: MILPERSMAN 1770-030 and 1770-080.
5. If weather could have played a significant role in the mishap, task a squadron pilot to gather perishable data such as weather warnings (e.g., convective SIGMETs) and radar/satellite imagery from weather websites. Take screen shots and print out hard copies (as required) from websites such as NOAA's Aviation Digital Data Service (ADDS) and Intellicast.com. Such reports are often referred to as "historicals".

TAB 2-F

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CLASS BRAVO MISHAP ACTIONS



TAB 3-A/PG 1

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MISHAP ACTION CHECKLIST – CLASS B

GENERAL INFORMATION

1. Utilize this checklist to maintain timelines and ensure completion of required actions.
2. Record time the action was completed and who completed it.

TAB	DEADLINE	ACTION	COMPLETED BY	TIME
1-C	ASAP	Notification worksheet		
1-E	ASAP	Determine Aviation Mishap Category <input type="checkbox"/> Flight Mishap <input type="checkbox"/> Flight Related Mishap <input type="checkbox"/> Aviation Ground Mishap		
3-B	5-MIN	OPREP-3 voice Report <input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue		
1-F	ASAP	Initiate COMMAND NOTIFICATION		
3-D	ASAP	Collect mishap related records		
6-C	ASAP	Remove flight schedule from Internet		
3-E	60-MIN	COMNAVSAFECEN Phone Report		
3-E	60-MIN	COMNAVAIR Phone Report		
6-A	60-MIN	OPREP-3 PINNACLE or NAVY BLUE MSG		
6-D	4-HR	USAF , USMC, USCG, International Student Parent Service Notification		
6-E	4-HR	WESS Initial Notification		
3-F	As Req	Miscellaneous Reports / Duties <ul style="list-style-type: none"> • Fluid Samples & 72 hr history Required • PNOK/SNOK Notification • Imminent Death Retirement 		

TAB 3-A/PG 2

NPSINST 3750.1
16 Nov 12

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OPREP-3 CLASSIFICATION DETERMINATION

REFERENCE: OPNAVINST 3100.6J

OPREP-3 CLASSIFICATION (REQUIRED FOR OPREP-3 VOICE REPORT)

- Prior to making any OPREP-3 voice reports or releasing any OPREP-3 messages via AMHS, determine the type or category of the OPREP-3 report appropriate to the mishap severity and current situation. Utilize the following chart (**TAB 3-B/PAGE 2**) to aid in determining OPREP-3 classification.

OPREP-3 CLASSIFICATION/VOICE REPORT GENERAL INFORMATION

1. The main purpose of the OPREP-3 voice report is to provide immediate notification of a mishap to the highest levels of the Navy and/or DOD. This voice report is not intended to provide in-depth details. **Do not delay delivery of this message to obtain additional information.** Consider the following information:

- a. OPREP-3 reports are required for all Class ALPHA and BRAVO aviation mishaps.
- b. Ensure a reasonable effort has been made to contact the President, NPS, COS, or ACOS-AA, prior to making the voice report. However, do not delay the voice report to obtain command approval.
- c. Incidents involving USAF, USMC, USCG or foreign national personnel which require reporting through USN channels via OPREP-3 procedures shall also be reported to respective parent services (**TAB 6-D**).

2. The OPREP-3 PINNACLE report is used to report any event or incident that could attract NATIONAL LEVEL INTEREST. A relevant example would be a aircraft mishap which resulted in civilian deaths or major civilian property damage. The voice report for this category is DUE WITHIN **5 MINUTES** of notification of an OPREP-3 level incident.

3. The OPREP-3 NAVY BLUE report is used to provide the CNO and other higher navy commands with immediate notification of incidents of military, political or media interest that are of high Navy, vice, national level interest. The voice report for this category is DUE WITHIN **5 MINUTES** of notification of an OPREP-3 level incident.

4. The OPREP-3 NAVY UNIT SITREP is used to provide the Immediate Superior in Command (ISIC) and appropriate higher authority with timely notification of any incident not meeting OPREP-3 PINNACLE or OPREP-3 NAVY BLUE special incident reporting criteria. An example would be a Class CHARLIE mishap that does not attract media interest.

TAB 3-B/PAGE 1

OPREP-3 CLASSIFICATION DETERMINATION

NATIONAL LEVEL INTEREST	HIGH LEVEL NAVY INTEREST	HIGHER NAVAL AUTHORITY INTEREST
OPREP - 3 PINNACLE	OPREP-3 NAVY BLUE	OPREP-3 NAVY UNIT SITREP
<ul style="list-style-type: none"> • Loss of, or substantial damage to, civilian property caused by military equipment, such as aircraft or ships, when national-level interest is indicated. • Major military, missile, or ordnance incidents (when nuclear warheads are not present). • Incidents involving reconnaissance activities. • Hijacking and related incidents. • US SAR operations in foreign countries and their territorial waters. • Grave breaches of International Law of Armed Conflict. • Loss of or substantial damage to major military equipment such as aircraft or ships when national-level interest is indicated. • Any incidents involving the use of chemical or biological agents, to include anthrax. • If doubt exists as to whether an event or incident is or could possibly develop into a matter of White House, Department of Defense, Joint Service, or media interest, submit an OPREP-3 PINNACLE report. Any occurrence reported as an OPREP-3 should be considered for submission as an OPREP-3 PINNACLE unless a positive determination can be made to the contrary. 	<p style="text-align: center;"><u>OPERATIONAL INCIDENTS</u></p> <ul style="list-style-type: none"> • Class A or B Aircraft Mishaps (if not reportable by an OPREP-3 PINNACLE). • Near or actual collisions of minor significance involving Navy ships or aircraft. • Aggressive actions by foreign entities towards USN ships or aircraft. • A SAR incident initial report to include SARs that are in the alert or uncertainty phase. (The OPREP-3 NAVY UNIT SITREP will be used to provide daily updates to the chain of command.) • Any discharge of a government weapon that causes a fatality or injury to personnel. • Acts or attempts to willfully destroy property of the Navy. <p style="text-align: center;"><u>PERSONNEL INCIDENTS</u></p> <ul style="list-style-type: none"> • Death of, critical injury to, or missing Commanding Officers or senior officials (flag officer or equivalent). • Incidents involving death or injury to personnel embarked in Navy ships or aircraft. • Death or serious personal injury of a civilian; this includes civilian traffic accident deaths caused by a service member. 	<ul style="list-style-type: none"> • When considered appropriate by the reporting activity. • When directed. • To update incidents previously reported via OPREP-3 NAVY BLUE when the update information does not meet OPREP-3 NAVY BLUE criteria. • Operational incidents that do not attract media attention. • Fires or floods resulting in minor damage or does not cause significant personnel injury or loss of combat capability. • Minor liberty incidents in which a service member is arrested or held for a non-serious offense by local or foreign authorities. <p style="text-align: center;"><u>PERSONNEL INCIDENTS</u></p> <p>If media interest is anticipated in any of the below misconduct incidents, it should be reported via an OPREP-3 NAVY BLUE. If media interest is not anticipated, an OPREP-3 NAVY UNIT SITREP will be used.</p> <ul style="list-style-type: none"> • Domestic violence • Domestic abuse • Child Abuse / Neglect • Child Sexual Abuse • Indecent Assault • Assault with intent to commit rape or sodomy • Sexual Harassment – formal complaint or report • Suicide and Suicide attempts • Suicidal gestures: report as an OPREP-3 NAVY UNIT SITREP • Equal Opportunity Incidents, formal complaint or report • Unlawful Discrimination • Hazing

TAB 3-B/PG 2

OPREP-3 VOICE REPORT PROCEDURES

ONCE THE APPROPRIATE OPREP-3 CLASSIFICATION IS DETERMINED, BEGIN THE VOICE REPORT PROCEDURES LISTED BELOW

OPREP-3 VOICE REPORT PROCEDURES

1. Obtain NPS President Approval/Confirmation: Contact the NPS President/CoS.
 - a. Notify them of your determination of mishap category/ severity.
 - b. Confirm your determination of OPREP-3 classification, either PINNACLE or NAVY BLUE.
 - c. Ask for their estimate of the impact of the mishap on NPS's ability to operate (this will be used in the OPREP-3 60-minute message). Impact should be classified as: none, minimal, moderate or severe.

2. Determine the **OPREP-3 Serial Number** from the OPREP-3 Mishap Serialization Log (**Contact Admin/Duty YN via CDO**). *NOTE:* All OPREP-3 voice reports should be serialized and maintained on this log.

3. Fill in the details on the **OPREP-3 Voice Report Template (TAB 3-B/PG 5)**.

NOTE: Examples of OPREP-3 PINNACLE and NAVY BLUE Voice Reports are located in **(TAB 2-B/PG 6)**.

4. Contact the following agencies, in order, until someone is reached.

PRIORITY	AGENCY	PHONE NUMBER
PRIMARY	NAVY REGION SW	COMM: (619) 532-2492 (619) 532-2138 (619) 532-2495 (619) 532-3782
SECONDARY	NAVY OPERATIONS CENTER (NOC)	COMM: (703) 692-9284 (703) 693-2006 DSN: 222-9284 223-2006 UNCLAS Email: bwc.ptgn@navy.mil nocwo@navy.mil

TAB 3-B/PG 3

- a. Be prepared to read the completed OPREP-3 VOICE REPORT TEMPLATE (**TAB 3-B/PG 5**) **EXACTLY AS WRITTEN and IN A CHALLENGE AND REPLY FORMAT.**
- b. **DO NOT RELEASE NAMES OF PERSONNEL INVOLVED.**

5. Annotate the time of the call and any information/ instructions received from the agency that was contacted.

6. Annotate the incident description and DTG for the receipt of this report in the OPREP-3 Serialization Log (**TAB 6-B/PG 1**).

TAB 3-B/PG 4

OPREP-3 PINNACLE/NAVY BLUE VOICE REPORT TEMPLATE

GENERAL INSTRUCTIONS

1. Check the appropriate box, in each column.
 2. Fill in any blanks.
 3. In each row, read the text VERBATIM to include only checked boxes and filled in blanks.
- NOTE:** Text in parentheses is for amplification and should not be read.

OPREP-3 Voice Report Template					
You Say:	<input type="checkbox"/> "Navy Region SW <input type="checkbox"/> "Navy Operations Center	THIS IS THE NAVAL POSTGRADUATE SCHOOL	OPREP-3,	<input type="checkbox"/> PINNACLE <input type="checkbox"/> NAVY BLUE	OVER."
They Respond:	"NAVAL POSTGRADUATE SCHOOL	THIS IS <input type="checkbox"/> Navy Region SW <input type="checkbox"/> Navy Operations Center	SEND OPREP-3	<input type="checkbox"/> PINNACLE <input type="checkbox"/> NAVY BLUE	OVER."
You Say:	<input type="checkbox"/> "TBD <input type="checkbox"/> "Navy Operations Center	THIS IS THE NAVAL POSTGRADUATE SCHOOL	<input type="checkbox"/> FLASH (for PINNACLE) <input type="checkbox"/> IMMEDIATE (for NAVY BLUE)	<input type="checkbox"/> UNCLASSIFIED (No crypto) <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET	OPREP-3 <input type="checkbox"/> PINNACLE" <input type="checkbox"/> NAVY BLUE"
	"LINE ONE	INCIDENT	(Type Incident) _____ (Location) _____ (Zulu Time) _____		
	"LINE TWO	NARRATIVE	(Brief description of mishap. Do not speculate!) _____	OVER."	
You Say:	"MY NAME IS (Rank, Name)"				
	"YOU CAN REACH MY UNIT AT		(Give Duty Office phone number.)"		
	"REQUEST THE DATE TIME GROUP FOR YOUR RECEIPT OF THIS REPORT				OVER."

TAB 3-B/PAGE 5

OPREP-3 VOICE REPORT EXAMPLES

OPREP-3 PINNACLE EXAMPLE:

"NAVY OPERATIONS CENTER, THIS IS NAVAL POSTGRADUATE SCHOOL, OPREP-3, PINNACLE, OVER."

"NAVAL POSTGRADUATE SCHOOL, THIS IS NAVY OPERATIONS CENTER, SEND OPREP-3, PINNACLE, OVER."

"NAVY OPERATIONS CENTER, THIS IS NAVAL POSTGRADUATE SCHOOL, FLASH, UNCLASSIFIED, OPREP-3, PINNACLE.

LINE ONE, INCIDENT, AIRCRAFT ACCIDENT, CAMP ROBERTS, CA, ONE EIGHT ZERO ZERO ZULU.

LINE TWO, NARRATIVE, UAS IMPACTED BUS ON HIGHWAY KILLING NUMEROUS CIVILIANS, PERIOD. EMERGENCY RESPONSE IN PROGRESS, PERIOD. OVER."

OPREP-3 NAVY BLUE EXAMPLE:

"NAVY OPERATIONS CENTER, THIS IS NAVAL POSTGRADUATE SCHOOL, OPREP-3, NAVY BLUE, OVER."

"NAVAL POSTGRADUATE SCHOOL, THIS IS NAVY OPERATIONS CENTER, SEND OPREP-3, NAVY BLUE, OVER."

"NAVY OPERATIONS CENTER, THIS IS NAVAL POSTGRADUATE SCHOOL, IMMEDIATE, UNCLASSIFIED, OPREP-3, NAVY BLUE.

LINE ONE, INCIDENT, AIRCRAFT ACCIDENT, CAMP ROBERTS, CA, ZERO TWO THREE ZERO ZULU.

LINE TWO, NARRATIVE, UAS LOST DURING TEST FLIGHT OFFSHORE, PERIOD. AIRCRAFT LOST AT SEA, PERIOD. OVER."

TAB 3-B/PAGE 6

COLLECTION OF MISHAP RECORDS

GENERAL INFORMATION

1. Required for all defined aviation mishaps regardless of severity.
 2. Delegate this to a qualified officer if available.
 3. Hold records until the ASO or ACOS-AA takes custody.
-

1. COLLECT THE FOLLOWING OPERATIONS INFORMATION:

- Original Flight Schedule (working copy with all annotated changes)
- Aircrew Logbook(s)
- Aircrew Training Record(s)
- Copy of current SOP

2. COLLECT THE FOLLOWING WEATHER INFORMATION:

- Forecast Weather Conditions at the mishap site
- Actual Weather Conditions at the mishap site

3. COLLECT THE FOLLOWING MAINTENANCE INFORMATION:

- Record of recent changes/modifications
- Experiment details
- Other pertinent maintenance records/documents

4. COLLECT THE FOLLOWING SAFETY INFORMATION:

- Current copy of OPNAVINST 3750.6R
- Current IFC

TAB 3-C

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PAO PRELIMINARY PRESS RELEASE WORKSHEET

At approximately _____ a.m./p.m. today a
_____ from the Naval Postgraduate School based on board
(type of aircraft)

Naval Support Activity Monterey, crashed at _____
(sea / near town)

A _____ was _____
(pilot) (injured/ killed)

while conducting routine testing. The name(s) of the deceased are being withheld pending a 24 hour period after next of kin notification. An investigation is underway to determine the cause of the mishap.

TAB 3-D

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COMNAVAIR (NAVAIR) VOICE REPORTS

GENERAL INFO

1. **DUE WITHIN 60 MINUTES** of a Class B mishaps
2. Do not delay the call if details are not available.
3. Do not release names of personnel involved.
4. Fill in the following information and use for both voice reports:
 - a. Reporting custodian. Naval Postgraduate School
 - b. Aircraft type and BUNO. _____
 - c. Mishap location. _____
 - d. Brief Narrative. _____
 - e. Damage. _____
 - f. Injuries/Fatalities. _____
 - g. Points of contact. _____

Example:

- | | |
|----------------------------|--|
| h. Reporting custodian: | NAVAL POSTGRADUATE SCHOOL |
| i. Aircraft type and BUNO: | T/M/S, BUNO. |
| j. Mishap location: | Camp Roberts, CA |
| k. Brief Narrative: | Aircraft lost power and crash-landed on highway 1. |
| l. Damage: | Unknown. |
| m. Injuries / Fatalities: | Unknown. |
| n. POC: | NPS ASO, COMM (831) 264-3108. |

*****DO NOT RELEASE THE NAMES OF INVOLVED PERSONNEL TO ANY AGENCY
UNTIL
AUTHORIZED TO DO SO*****

TAB 3-E/PG 1

COMNAVAIR (NAVAIR) VOICE REPORTS

COMNAVAIR (NAVAIR) NOTIFICATION (CLASS B WITHIN 60 MINUTES)

1. The NPS President, if available, may desire to make this call.
2. Call the NAVAIR Duty Officer as listed below and read the filled in template from above. **DO NOT, UNDER ANY CIRCUMSTANCE, RELEASE THE NAMES OF PERSONNEL INVOLVED.**

NOTE: NAVAL POSTGRADUATE SCHOOL SHALL REPORT BY TELEPHONE ALL CLASS A OR B FLIGHT, FLIGHT RELATED OR AVIATION GROUND MISHAPS TO COMMANDER NAVAL AIR SYSTEMS COMMAND DUTY PERSONNEL. TELEPHONE REPORTS OF AIRCRAFT MISHAPS SHOULD BE AS DETAILED AS POSSIBLE, BUT SHOULD NOT BE DELAYED FOR LACK OF INFORMATION. THE TELEPHONE REPORT SHALL BE MADE TO NAVAIR HEADQUARTERS IMMEDIATELY FOLLOWING INITIATION OR COMPLETION OF INITIAL PREVENTION MEASURES, AT ONE OF THE FOLLOWING NUMBERS:

Greg Rucci (NAVAIR ACCO 5.0D)	(301) 757-8617
NAVAIR SAFETY	(301) 342-SAFE
NAVAIR CDO	(240) 298-8010.

TAB 3-E/PG 2

MISCELLANEOUS REPORTS/DUTIES

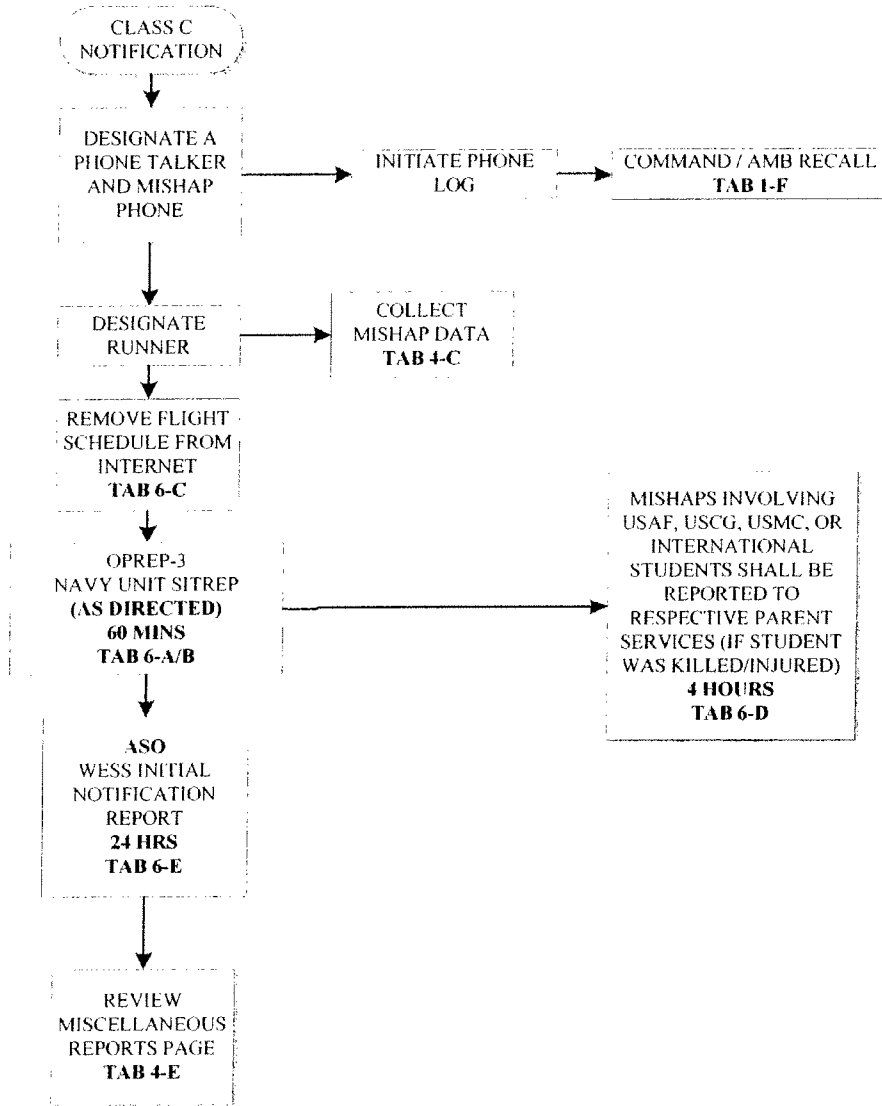
GENERAL INFORMATION

1. For all Class A & B mishaps (and when necessary for Class C mishaps) send individuals directly involved in the mishap to medical to have biological samples taken. Though not uniformly required in the case of Class C mishaps, if any doubt exists about the ultimate classification of the mishap (i.e., Class C or B) or any circumstances surrounding the mishap, error on the "safe" side and send individuals to have biological sampling done. Consult your flight surgeon with questions.
2. If a NPS fatality occurred or a NPS member is seriously injured, contact the ADMIN Officer to draft a Personnel Casualty Report (PCR). Deadline: 4 hours. Reference: MILPERSMAN 1770-030 and 1770-080.
3. If weather could have played a significant role in the mishap, task a squadron pilot to gather perishable data such as weather warnings (e.g., convective SIGMETs) and radar/satellite imagery from weather websites. Take screen shots and print out hard copies (as required) from websites such as NOAA's Aviation Digital Data Service (ADDS) and Intellicast.com. Such reports are often referred to as "historicals".

TAB 3-F

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CLASS CHARLIE MISHAP ACTIONS



TAB 4-A/PG 1

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MISHAP ACTION CHECKLIST – CLASS C

GENERAL INFORMATION

1. Utilize this checklist to maintain timelines and ensure completion of required actions.
2. Record time the action was completed and who completed it.

TAB	DEADLINE	ACTION	COMPLETED BY	TIME
1-C	ASAP	Notification worksheet		
1-E	ASAP	Determine Aviation Mishap Category <input type="checkbox"/> Flight Mishap <input type="checkbox"/> Flight Related Mishap <input type="checkbox"/> Aviation Ground Mishap		
1-F	ASAP	Initiate COMMAND / AMB Recall		
4-B	ASAP	Collect mishap related records		
6-C	ASAP	Remove flight schedule from Internet		
6-A	60-MIN	OPREP-3 NAVY UNIT SITREP (AS DIRECTED)		
6-D	4-HR	USAF , USMC, USCG, International Student Parent Service Notification		
6-E	24-HR	WESS Initial Notification		
4-E	As Req	Miscellaneous Reports / Duties <ul style="list-style-type: none"> • Fluid Samples & 72 hr history Required 		

TAB 4-A/PG 2

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COLLECTION OF MISHAP RECORDS

GENERAL INFORMATION

1. Required for all defined aviation mishaps regardless of severity.
 2. Delegate this to a qualified officer if available.
 3. Hold records until the ASO or ACOS-AA takes custody.
-

1. COLLECT THE FOLLOWING OPERATIONS INFORMATION:

- Original Flight Schedule (working copy with all annotated changes)
- Aircrew Logbook(s)
- Aircrew Training Record(s)
- Copy of current SOP

2. COLLECT THE FOLLOWING WEATHER INFORMATION:

- Forecast Weather Conditions at the mishap site
- Actual Weather Conditions at the mishap site

3. COLLECT THE FOLLOWING MAINTENANCE INFORMATION:

- Record of recent changes/modifications
- Experiment details
- Other pertinent maintenance records/documents

4. COLLECT THE FOLLOWING SAFETY INFORMATION:

- Current copy of OPNAVINST 3750.6R
- Current IFC

TAB 4-B

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OPREP-3 NAVY UNIT SITREP

REFERENCE: OPNAVINST F3100.6 SERIES, CHAPTER 5

GENERAL INFORMATION

1. The OPREP-3 NAVY UNIT SITREP message is used to provide the Immediate Superior in Command (ISIC) and appropriate higher authority with timely notification (within 60 minutes) of any incident not meeting OPREP-3 PINNACLE or OPREP-3 NAVY BLUE special incident reporting criteria. An example would be a Class CHARLIE mishap that does not attract media interest.
2. Most Class CHARLIE mishaps do not require or meet the criteria to send a Navy Unit Sitrep. However, this report may be necessary and should be sent at the NPS President's discretion.
3. Per OPNAVINST F3100.6, the below incidents warrant an OPREP-3 NAVY UNIT SITREP be submitted to the ISIC:
 - a. When considered appropriate by the reporting activity.
 - b. When directed.
 - c. To update incidents previously reported via OPREP-3 NAVY BLUE when the information does not meet OPREP-3 NAVY BLUE criteria. \
 - d. Operational incidents that do not attract media attention.
 - e. Fires or floods resulting in minor damage which do not cause significant personnel injury or loss of combat capability.
4. If the squadron CO chooses to send a NAVY UNIT SITREP, follow the procedures outlined in **(TAB 6-A,B)** and submit **WITHIN 60 MINUTES** of the mishap. Inform the CTW-4 that a NAVY UNIT SITREP will be sent.
5. All OPREP-3 message reports must be serialized, refer to the Serialization Log **(TAB 6-B/Pg 1)** for proper serialization.

TAB 4-C

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MISCELLANEOUS REPORTS/DUTIES

GENERAL INFORMATION

1. For all Class A & B mishaps (and when necessary for Class C mishaps) send individuals directly involved in the mishap to medical to have biological samples taken. Though not uniformly required in the case of Class C mishaps, if any doubt exists about the ultimate classification of the mishap (i.e., Class C or B) or any circumstances surrounding the mishap, error on the "safe" side and send individuals to have biological sampling done. Consult your flight surgeon with questions.
2. If a NPS fatality occurred or a NPS member is seriously injured, contact the ADMIN Officer to draft a Personnel Casualty Report (PCR). Deadline: 4 hours. Reference: MILPERSMAN 1770-030 and 1770-080.
3. If weather could have played a significant role in the mishap, task a squadron pilot to gather perishable data such as weather warnings (e.g., convective SIGMETs) and radar/satellite imagery from weather websites. Take screen shots and print out hard copies (as required) from websites such as NOAA's Aviation Digital Data Service (ADDS) and Intellicast.com. Such reports are often referred to as "historicals".

TAB 4-D

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MISHAP ACTION GUIDES

GENERAL INFORMATION

In the event of a mishap, distribute the following Mishap Action Guides to the appropriate command personnel.

The following guides are meant to provide a quick reference for required actions in the event of a mishap. They are not comprehensive and additional actions may be required in certain circumstances. Use the primary references as required.

TAB 5-A/PG 1

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MISHAP ACTION GUIDES

NPS PRESIDENT CHECKLIST AND GUIDE

1. The NPS President must convene the squadron Aircraft Mishap Board, JAG investigation, and originate all messages and reports relating to the mishap. This Commanding Officer's Checklist and Guide will assist in these responsibilities. The command's internal mishap response will be verified by the Chief of Staff so that the NPS President is available to respond to inquiries from the chain-of-command, press, and other external entities.
2. For a mishap involving fatalities, consideration should be given to who will accompany the NPS President in notification of the Primary Next-of-Kin/ Secondary Next-of-Kin. The following persons should be considered:
 - a. Chaplain
 - b. Flight Surgeon
 - c. Close friend
 - d. Spouse of close friend
 - e. Personnel as requested by the Emergency Data Sheet
3. The consolidated listing of reports that follows shows the required action by NPS in the event of a mishap. Those actions which require the NPS President's cognizance/action are listed on the following pages.

TAB 5-A/PG 2

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MISHAP ACTION GUIDES

<u>ACTION</u>	<u>TIME/DATE COMPLETED / REMARKS</u>
1. OPREP-3 telephone and message report. Class A & B: 5-min phone call, 60-min message.	_____
2. NAVSAFECEN/COMNAVAIR Phone Notifications. NAVSAFECEN (Class A only). COMNAVAIR-Class A and B - 60 min ODO / CDO (OPNAVINST 3750.6R)	_____
3. Notification of PNOK/ SNOK Commanding Officer (MILPERSMAN 1770)	_____
4. Personnel Casualty Report	_____
5. If death is imminent for a military member, contact the Admin Officer immediately to initiate Imminent Death Retirement procedures.	_____
6. Aviation Mishap Board Convened: SENIOR MEMBER: _____ ASO: _____ _____ _____	_____
<u>Within 4 Hours:</u>	
1. WESS Initial Notification Class A and B (OPNAVINST 3750.6)	_____
2. PCR	_____
3. USAF, USCG, USMC, Foreign National notification of parent service	_____
<u>Within 24 Hours:</u>	
1. WESS Initial Notification Verify/ Update (OPNAVINST 3750.6 series)	_____

MISHAP ACTION GUIDES

<u>ACTION</u>	<u>TIME/DATE COMPLETED / REMARKS</u>
<u>Within 48 Hours:</u>	
1. Letters to next of kin (MILPERSMAN 1770-140)	_____
2. Update WESS Initial Notification (when required) OPNAVINST 3750.6 series)	_____
3. JAGMAN investigation, recommended determination w/in 48 hours	_____
<u>Within 30 Working Days:</u>	
1. Safety Investigation Report (OPNAVINST 3750.6 series)	_____
2. Flight Surgeon's Report (OPNAVINST 3750.6 series)	_____
<u>Other Reports (as required) :</u>	
1. JAGMAN Investigation (ICO Death, 20 calendar days; if no death, 30 calendar days)	_____
<u>MILPERSMAN CASUALTY</u>	
<u>CHECK-OFF LIST</u>	
1. 1770-170 CO, personal call	_____
2. 1770-010 Message to CHNAVPERs	_____
3. 1770-170 First message to NOK (ICO serious injury)	_____
4. 1770-170 Follow-up message to NOK (ICO serious injury)	_____
5. 1070-270 (NAVPERs 601-2) Others Notified	_____
6. 1770-170 CO, letter of circumstances / condolences to NOK completed	_____
7. 1070- 270 Death Gratuity Paid	_____
8. Personal Effects inventoried	_____
9. Line of duty investigation completed (JAGMAN)	_____

TAB 5-A/PG 4

MISHAP ACTION GUIDES

ACOS-AA CHECKLIST AND GUIDE

1. The ACOS-AA is responsible for assisting the NPS President in the oversight of the command's response in the event of a mishap. In this endeavor, the ACOS-AA shall ensure that each department is progressing toward the completion of their mishap responsibilities and will act as a buffer between NPS personnel and the NPS President in order to free the NPS President for external responsibilities, reports and inquiries.
2. In the event of a mishap the ACOS-AA will:

<u>ACTION</u>	<u>TIME/DATE COMPLETED / REMARKS</u>
1. Obtain copy of each department's Checklist and Guide and note the completion of action items as reported by department representatives.	_____
2. Verify completion of OPREP-3 telephone report (5 min) and message report (60 min) by ODO/CDO (OPNAVINST 3100.6)	_____
3. Verify all personnel with post-mishap responsibilities have been notified or appropriate alternates have been identified.	_____
4. Provide space for "AMB Command Post"	_____
5. Review Admin's draft of Personnel Casualty Report for NPS President's release.	_____
6. Review composition of AMB.	_____
7. Determine if a Quarters is required for the dissemination of information to NPS personnel. Possible topics include: <ol style="list-style-type: none">a. Mishap Detailsb. Status Of Personnel Involved in Mishapc. Request For Informationd. Concept Of Privilegee. How To Deal With The Pressf. Importance Of "Rumor Control"g. Avoiding Speculation About Mishap Cause.	_____

TAB 5-A/PG 5

MISHAP ACTION GUIDES

<u>ACTION</u>	<u>TIME/DATE COMPLETED / REMARKS</u>
<u>Within 4 Hours:</u> 1. Review ASO's draft of WESS Initial Notification for Commanding Officer's release.	<hr/>
<u>Within 24 Hours:</u> 1. Verify AMB's transmission of the WESS Initial Notification	<hr/>
<u>Beyond Initial 24 Hours:</u> 1. Verify completion of items on NPS President and all other post-mishap checklists.	<hr/>

TAB 5-A/PG 6

MISHAP ACTION GUIDES

AVIATION SAFETY OFFICER'S CHECKLIST AND GUIDE

1. The ASO is responsible to the Senior Member of the Aviation Mishap Board for overall coordination of aircraft mishap investigation and reporting.
2. In the event of a mishap the ASO will:

<u>ACTION</u>	<u>TIME/DATE COMPLETED / REMARKS</u>
1. If the time and location of the mishap allow, assume responsibility for the telephone report to the Naval Safety Center and draft the WESS Initial Notification. Otherwise, the ACOS-AA or ODO /CDO or will perform these actions.	_____
2. Ensure all personnel (both ground and flight) directly involved with the mishap are immediately examined by the Flight Surgeon for injury and fitness for duty.	_____
3. Ensure the Public Affairs Officer is on-scene to assist the media as required and to control the release of information regarding the mishap. Refer to Tab 2-E or 3-E.	_____
4. Ensure the area is meticulously searched.	_____
5. Ensure the Salvage Task Team is provided with support in locating and tagging debris, and is provided with the squadron mishap kit.	_____
6. Obtain a list of eyewitnesses and ensure each is issued a witness statement. Ask the local police, as applicable, for assistance in the location of eye witnesses. Obtain interpreters, if necessary.	_____
7. Establish liaison with the local police and news personnel and host air station/squadron ASO.	_____
8. Assist Commanding Officer in convening the AMB and provide each member with reference material, as required.	_____
9. Upon completion of the investigation, assist the Senior Member in preparation and submission of the SIR per reference (a) within 30 calendar days following the mishap.	_____

TAB 5-A/PG 7

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MISHAP ACTION GUIDES

SENIOR MEMBER, AVIATION MISHAP BOARD CHECKLIST AND GUIDE

1. The Senior Member of the Aviation Mishap Board shall supervise the AMB in investigating and reporting the mishap. He will act as liaison between members of the mishap board on the mishaps scene and NPS personnel who may be required to perform essential services and/or support. By performing this function, the Senior Member can keep the NPS President informed on the completion of required actions and reports.
2. When called to the scene of a mishap, the Senior Member will:

<u>ACTION</u>	<u>TIME/DATE COMPLETED / REMARKS</u>
1. Take charge of the mishap scene.	_____
2. Secure the mishap area immediately to prevent the loss of parts or components of the aircraft. Using force to prevent this loss if the wreckage is off government property is prohibited. Work with civilian authorities / base security forces to ensure security.	_____
3. Take note of any witnesses. Assign AMB members with the gathering of witness statements. Review all witness statements for clarity and completeness.	_____
4. Ensure photographs are taken prior to any wreckage removal. Coordinate with the Flight Surgeon for the photographing of human remains. Photographing remains in their unaltered state is required. If necessary, photograph the human remains first, then cover all remains. Accomplish this before civilian photographers arrive.	_____
5. Refer all inquiries concerning press releases to the PAO.	_____

TAB 5-A/PG 8

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MISHAP ACTION GUIDES

FLIGHT SURGEON'S CHECKLIST AND GUIDE

1. The Flight Surgeon's primary purpose on the Aviation Mishap Board is to determine the importance of human factors in the mishap.
2. In the event of a mishap the Flight Surgeon will:

<u>ACTION</u>	<u>TIME/DATE COMPLETED / REMARKS</u>
1. Investigate fully and evaluate the physical and psychological aspects of the mishap.	_____
2. Study the degree and cause of injury and evaluate the functioning of personnel, personal protective equipment, and other relative information.	_____
3. Act as the primary point of contact for the removal, storage, autopsy, and final disposition of remains. Prior liaison with local forensic officials is essential to ensure protection of evidence in the event of a mishap within a nonmilitary coroner's jurisdiction	_____
4. Complete OPNAV FORM 3759: Forms 02-07 (N3-N22), Aeromedical Forms N45 - N48, or as assigned by senior member.	_____
5. Ensure you or corpsman is at the crash site while investigation/recovery is ongoing.	_____
6. Distribute 72-hour history questionnaires to survivors.	_____
7. Obtain medical records/flight equipment / dental records for personnel involved in mishap.	_____

TAB 5-A/PG 9

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MISHAP ACTION GUIDES

ADMINISTRATION OFFICER'S CHECKLIST AND GUIDE

1. The Administration Officer is responsible to the NPS President for the completion of all required administrative reports. Furthermore, he will provide administrative support to the Aviation Mishap Board (AMB) as requested by the Senior Member.
2. In the event of a mishap, the Administration Officer will:

<u>ACTION</u>	<u>TIME/DATE COMPLETED / REMARKS</u>
1. Assist the NPS President with the assignment of Casualty Assistance Calls Officers (if required).	_____
2. Immediately provide the Commanding Officer and CACO with Emergency Data Record(s).	_____
3. If death is imminent for a military member, initiate Imminent Death Retirement procedures immediately.	_____
4. Assist CACO with the completion of duties: a. Initiate the Casualty Assistance and Reporting procedures. b. Notification of next of kin (Primary (PNOK) and Secondary (SNOK)). c. NPS President's letter to PNOK/SNOK.	_____
5. Ensure the PAO completes Preliminary Press Release as soon as possible following notification of the mishap.	_____
6. Draft Personnel Casualty Report for NPS President's release within four hours of mishap. (MILPERSMAN 1770-030 and 1770-080)	_____
7. Provide services and ensure the completion of the duties of the Legal Officer. In the event of a mishap, the Legal Officer shall: a. Assist and advise the NPS President Determine the need for a JAGMAN investigation.	_____
8. Provide appropriate travel orders for AMB personnel if the mishap occurred outside of the local area.	_____

TAB 5-A/PG 10

MISHAP ACTION GUIDES

<u>ACTION</u>	<u>TIME/DATE COMPLETED / REMARKS</u>
9. Ensure compliance with the administrative procedures contained in references (a) and this instruction: a. JAG Investigation b. Claims c. Release of information d. Prohibited use of reports	
10. Courts of Inquiry and Boards of Investigation	

TAB 5-A/PG 11

MISHAP ACTION GUIDES

LEGAL CHECKLIST AND GUIDE

1. The JAG is to report directly to the NPS President and is responsible for conducting a JAG investigation in accordance with the Manual of the Judge Advocate General. The report and investigation shall be completed as soon as possible and are **completely** separate from the AMB's report. There are four conditions which require JAG investigations:
 - a. Death.
 - b. Serious injury resulting in five or more lost workdays.
 - c. Extensive damage to government property.
 - d. Possibility of claim by or against the government.

TAB 5-A/PG 12

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OPREP - 3 MESSAGE BODY TEMPLATE

GENERAL GUIDANCE

1. The message body for each category of OPREP-3 message is basically the same. The message body template below is the NPS generated and approved template for the initial OPREP-3 NAVY BLUE message but can be tailored for all three categories, PINNACLE, NAVY BLUE, or NAVY UNIT SITREP.
2. Ideally, the Admin should pre-format message templates by UIC upon receipt of this mishap plan. Refer to (TAB 6-B/ PG S -7) for properly addressing your OPREP-3 message.

SPECIFIC GUIDANCE FOR DRAFTING THE MESSAGE BODY

1. ALL TEXT IN CAPS IS REQUIRED VERBATIM.
2. Change the items denoted in *blue lettering* to reflect your command's information.
3. Remove the items in *red lettering* prior to sending message.
4. Timely submission of an OPREP-3 report is the priority. The completeness of the report is the secondary. Do not delay submission of the report if information is unknown at the time.

OPREP-3 NAVY BLUE MESSAGE BODY TEMPLATE

Put in the subject line:

OPREP-3 NAVY BLUE *(change to reflect the category)*

The message body should contain:

UNCLAS

MSGID/OPREP-3, USMTF, 2012/NPS XX/001 // (001, 002, etc. is the sequential serial number from the last OPREP serialized for the year. If this is a follow up message, then use 001A, 002A, etc.)

REF/ A/ DESC: INITIAL VOICE REPORT/-/ DDTIMEZOCT2011 //

FLAGWORD/NAVY BLUE /-//

*TIMELOC/ DDTIMEZOCT2011 / NAVAL POSTGRADUATE SCHOOL, MONTEREY CA /INIT//
(DTG/location of incident)*

GENTEXT/ INCIDENT IDENTIFICATION AND DETAILS/

1. INCIDENT: *AIRCRAFT CRASHED SHORT OF RUNWAY* (short statement)
2. DATE OF INCIDENT: *2FEB2011*
3. TIME OF INCIDENT: *1515L*
4. LOCATION OF INCIDENT : *NAS CORPUS CHRISTI, TX*
5. INCIDENT: *(Clearly identify the incident being reported within the first two sentences. Provide known details. Cover the who, what, why, where and when if known. For aircraft mishaps, include:*
 - a. *Aircraft Model,*
 - b. *BuNo,*

TAB 6-A/PG 1

OPREP - 3 MESSAGE BODY TEMPLATE

- c. *Aircrew's ranks, service (i.e. LT USN, 1LT USMC), injuries. (If known)*
 - d. *Number of other persons on board and their injuries.*
 - e. *Mission. (i.e CROSS COUNTRY TRAINING FLIGHT or LOCAL TRAINING*
 - f. *FLIGHT, etc. Use terms non - aviators will understand. Do not use terms like Contact, FCLP, etc.)*
 - g. *Phase of flight. (i.e. TAXI, TAKEOFF, FINAL APPROACH, LANDING, etc.)*
 - h. *SAR status.*
 - i. *Aircraft damage. Provide an account of the personnel and/or unit losses or damages which were incurred as a result of the incident; report unknowns. Example of this paragraph: T- 34C AIRCRAFT, BUNO 123456, CRASHED AT 1515 CDT WHILE ON FINAL APPROACH TO NAS CORPUS CHRISTI, TX. CRASH SITE IS APPROXIMATELY FIVE MILES NORTHWEST OF NASCC IN SWAMPY SHALLOW WATER. AIRCRAFT DESTROYED. VT27 INSTRUCTOR PILOT (LT USN) SUFFERED FATAL INJURIES. VT-27 STUDENT PILOT (1STLT USMC) BAILED OUT, INJURIES UNKNOWN. LOCAL FIRE DEPARTMENT AND SHERIFF ON SCENE. SAR EFFORT IN PROGRESS. AIRCRAFT WAS CONDUCTING A ROUTINE INSTRUMENT TRAINING MISSION.*
6. REPORTING CUSTODIAN: NPS PRESIDENT
 7. MEDIA INTEREST ANTICIPATED. *or* MEDIA INTEREST NOT ANTICIPATED.
 8. COMMANDING OFFICER'S ESTIMATE: *(Ability of the unit to operate. For example, ABLE TO CONTINUE PRESENT MISSION or COMDRAWING FOUR HAS STOOD DOWN FROM ALL T-34 FLYING OPERATIONS.)*
 9. FINAL REPORT THIS INCIDENT *(if applicable, DELETE this statement if you anticipate sending a follow-up OPREP. MISHAP REPORT TO FOLLOW.*
 10. POC : LCDR HELLER. DSN 756-2220, COMM 831-656-2220, CELL 831-264-3108.//
(Phone number given should be manned 24/7)

TAB 6-A/PG 2

WESS INITIAL NOTIFICATION PROCEDURES

REFERENCE: Safety Center Website

GENERAL INFORMATION

1. As of October 3, 2010 ARMS will no longer be used to report aviation mishaps. The Mishap Data Report (MDR) has been replaced by the WESS Initial Notification Report.
2. The ASO or ACOS-AA should draft the WESS Initial Notification Message. Prior to submitting the Initial Notification, attempt to get NPS President/CoS approval, but do not delay delivery for approval.
3. Refer to **TAB 6-E/ PG 4** for the mishap information required to submit the Initial Notification. If there is any question as to what information is required or which response is appropriate, refer to the OPNAV 3750.6 SERIES, Chapter 5.

SUBMISSION DEADLINE

1. DUE WITHIN 4 HOURS for Class A and B mishaps.
2. DUE WITHIN 24 HOURS for Class C mishaps.

INITIAL NOTIFICATION REPORT PROCEDURES

1. WESS Access. Obtain access to the WESS website listed at: <http://safetycenter.navy.mil>. Select the link to WESS on the left side of the web page, and then click on the WESS banner. Select the non-email DOD certificate. WESS will give you access to the portal as long as (1) you have CAC card inserted and (2) you have a WESS account. Select PKI Login to gain access, and then select the AVIATION Module.
2. Select Initial Notification from the My Workspace window and fill in the information as necessary.
3. If any of the information is not available or is unknown, use "TBD". Do not release information that is assumed to be known.
4. Initial Notifications are generally non-privileged.
5. Once the Initial Notification is complete, select VIEW PDF. Clicking this button will automatically save this notification. Do not wait in submitting the notification if approval cannot be obtained within the submission timeline.
6. Upon review and/or approval click the submit button. SUBMIT will send the Initial Notification to the Safety Center and to all the addressees listed.
7. If the WESS reporting website is unavailable follow the procedures listed on **TAB 6-E/PG 3**. This is only to be used in the event that WESS is down and not to be used in the event that a WESS account holder is unavailable. There should always be assistance available.
8. For any WESS issues not covered in this mishap plan call the WESS helpdesk at comm: 757-444-7048.

TAB 6-B/PG 1

WESS INITIAL NOTIFICATION PROCEDURES

REQUIRED INITIAL NOTIFICATION DATA

1. Identify the addresses for your message that are not already listed in the WESS module. Refer to reference (a) for a list.
2. Your POC; name, work number and e-mail address.
3. Was this a Flight Mishap, Flight Related or Aviation Ground Mishap?
4. What class mishap (severity) or select "unknown".
5. What type of mishap was it or select "undetermined".
6. Are you requesting mishap support and if so what?
Ex. Investigator assistance, salvage support.
7. Identify name, rank, e-mail, phone, for the ASO.
8. Time Zone of command.
9. Event date of mishap.
10. Local time of mishap.
11. Day or night.
12. DOD property damage: yes/no or unknown.
13. Non- DoD property damage: yes/no or unknown.
14. Short narrative (no more than 100 characters). Example: Aircraft crashed into mountain. 4 Aircrew onboard. SAR effort ongoing.
15. Reporting command name or UIC.
16. Parent squadron if different than reporting command.
17. Number of fatalities, if any. Use 0 if unknown ("unknown" selection will be added in software update).
18. Was the location classified? In TW-4, the classification should always be "no".
19. Pick the T M/S, BuNo, Controlling Custodian, departure location, destination, # aircrew, # injured aircrew, TMR code of type of mission, was it VMC/IMC and were they using NVGs.

TAB 6-B/PG 2