



MASTER DIRECTIVES

UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12
FIRST MARINE AIRCRAFT WING, MARFORPAC
UNIT 37150
FPO AP 96603-7150

GruO 3750.3

DSS

OCT 17 1997

GROUP ORDER 3750.3 w/ch.1

From: Commanding Officer

To: Distribution List

Subj: PRE-MISHAP PLAN

Ref: (a) OPNAVINST 3750.6Q
(b) OPNAVINST 3100.7E
(c) OPNAVINST 3750.16B
(d) NAVAIR 00-80T-116-1/2/3/4
(e) FMFPacO 3750.5J
(f) WgO P5100.1G
(g) MCASO P3710.3R
(h) MCASO P11320.5
(i) GruO P3750.1A
(j) JAGINST 5800.7C

Encl: (1) Aircraft/Ground Mishap Checklist
(2) Mishap/Flash Report Definitions
(3) Duty Officer's Checklist
(4) Commanding Officer's/General Reporting Requirements
(5) Aircraft Mishap Board Responsibilities and Departmental Duties
(6) Prohibited Use of Mishap Investigation Reports as a Legal Instrument
(7) Witness Statements
(8) Orders for Sentries/Security of the Crash Area
(9) Sources of Assistance for the Aircraft Mishap Board
(10) Preservation/Release of Wreckage
(11) Mishaps Involving Classified Equipment
(12) Personal Survival Equipment
(13) Suggested Items in the Mishap Investigation Kit
(14) Deployed Telephone Lists

1. Purpose. The Pre-Mishap Plan provides a standardized method for the reporting of flight, flight related and ground mishaps as part of the aviation mishap reporting system. All MAG-12 tenant squadrons shall use this Pre-Mishap plan in the event of an actual

17 OCT 1997

mishap. This order also provides guidance concerning updates to the Group Pre-mishap plan for UDP squadrons at various deployment sites.

2. Background. This plan defines responsibilities for investigating and reporting aircraft mishaps in accordance with references (a) through (j). Thorough, accurate Mishap Investigation Reports (MIRs) are critical to provide lessons learned so that we may prevent future mishaps through the understanding of causal factors involved.

3. Information. The Pre-Mishap Plan is a tool to organize and accomplish the requirements set forth in references (a) through (j). In the event that a trained Safety Officer is not immediately available following a mishap, enclosure (2), Aircraft/Ground Mishap Checklist will guide the Duty Officer through the immediate action procedures. The follow-on logistical and administrative considerations are contained in the Duty Officer's and Commanding Officer's Checklists, enclosures (4) and (5) respectively. The remaining enclosures contain background information needed during a mishap and should be thoroughly read and understood by all watch-standers.

4. Action

a. General. This pre-mishap plan shall serve as a guide for initiating the reporting procedures in the event of a mishap or incident at both the squadron and group level. Any person having knowledge of a flight mishap, flight related mishap, or aircraft ground mishap involving personnel or assets under operational control of MAG-12 will report such facts to the Duty Officer immediately. Information concerning the mishap shall not be divulged to any party, in either official or unofficial capacity, except as provided for in this order.

b. Squadron Commanding Officers shall appoint and maintain a standing Aircraft Mishap Board (AMB) and alternate AMB per ref (a).

c. The Senior Member of the Standing AMB shall:

(1) Be senior to the pilot in command and/or mission commander, and shall be a designated Naval Aviator or a Naval Flight Officer. He shall be grade O-5 or higher, for a Class A mishap, and a graduate of the Naval Postgraduate School Aviation Safety Officer's course or the Naval Postgraduate School Aviation Command course.

17 OCT 1992

- (2) Ensure quarterly training of the AMB is accomplished.
 - (3) Ensure the readiness of materials and equipment in the Pre-Mishap kit.
 - (4) Supervise semi-annual drills of the MAG-12 Pre-Mishap plan. Ensure that an after-action report is forwarded to the MAG-12 DSS within 10 days after completion of the drill.
 - (5) Maintain a thorough knowledge of references (a) through (j).
- d. The Aviation Safety Officer (ASO) shall:
- (1) Periodically brief all squadron officers on the requirements and responsibilities of the AMB and aircraft mishap investigation/reporting.
 - (2) Maintain a current aircraft Pre-Mishap binder, to be located at the Operations Duty Officer's (ODO's) desk. This binder shall be designed to permit any and all personnel in the squadron to perform the initial actions required by ref (a) in the event of an aircraft mishap.
 - (3) Maintain a complete investigation field kit.
 - (4) Conduct periodic squadron Pre-Mishap drills under the supervision of the Senior Member and forward an after action report to the MAG-12 DSS within 10 days after completion of the drill.
 - (5) Coordinate execution of the Pre-Mishap plan in the event of an actual mishap.
- e. All SDOs, ODO's and GDOs shall:
- (1) Be thoroughly familiar with this instruction, as well as the procedures for the submission of 1st MAW Combined Flash Reports.
 - (2) Be responsible for activation of the Pre-Mishap plan in the absence of the ASO should an actual mishap take place on his/her watch. The MAG-12 Immediate Action Checklist (enclosure (2)) contains the responsibilities of the GDO/SDO. It is a step by step

GruO 3750.3

17 OCT 1997

guide in gathering the required information to meet reporting requirements following an aviation incident/mishap. It is the primary duty of the squadron involved to complete the checklist.

f. The standing and secondary AMB members shall:

(1) Be thoroughly familiar with this instruction and the responsibilities incumbent upon them in the case of an actual aircraft mishap.

(2) Take part in quarterly AMB training as conducted by the ASO.

5. Dissemination of Information. In the event of death or serious injury, personnel shall not discuss the matter with sources outside of the command until the information has been released by the proper authorities. Individual names SHALL NOT BE RELEASED without the expressed permission of the Commanding Officer.

a. News Releases

(1) Information relating to any mishap shall be made available to the press through the Joint PAO at Iwakuni 253-5551, or as listed in the appropriate deployed base telephone list. After normal working hours the PAO may be reached by calling the Group Duty Officer at 253-4029, or by calling the appropriate Station Duty Officer at the telephone number listed in the appropriate deployed base telephone list, respectively.

(2) The Public Affairs Officer (PAO) is the only person authorized to release news concerning an aircraft mishap which occurs in the local flying area. In the case of a mishap away from the local flying area, all news releases will be handled by the nearest military unit with a staff PAO.

b. Military Callers. If a call is received from a person reporting to be a military member, the following procedures should be followed:

(1) Call the person back at his/her military office or, if after hours, the Duty Officer of the individual's military command. In so doing, it can be readily established whether that person is, in fact, who he claims to be. If it has been established that the

17 OCT 1997

caller is a person authorized to request information concerning the mishap, his questions may be answered.

(2) Do not release any information unless you are 100% certain this individual is who he claims to be and that he has a need to know the information he requests. When in doubt, politely take down the name, number and time the individual called and state that he will be called back as soon as possible with the information he requests.

(3) Under no circumstances will the names of fatally or seriously injured personnel be released without the consent of the Commanding Officer.

6. Privileged Information. INFORMATION RELEASED REGARDING ANY MISHAPS IS PRIVILEGED INFORMATION AND WILL BE GIVEN TO PERSONS ON A NEED TO KNOW BASIS ONLY. PERSONNEL WHO ARE NOT CONSIDERED TO HAVE A NEED TO KNOW WILL BE REFERRED TO THE SENIOR MEMBER OF THE ACTIVATED AIRCRAFT MISHAP BOARD. IF THERE IS NO SENIOR MEMBER YET APPOINTED, DIRECT THESE INDIVIDUALS TO THE AVIATION SAFETY OFFICER. UNTIMELY RELEASE OF INFORMATION TO UNAUTHORIZED PERSONS, DISCUSSION OF CIRCUMSTANCES SURROUNDING AN AIRCRAFT MISHAP AND NAMES OF PERSONNEL INVOLVED IS IRRESPONSIBLE AND CAN BE PARTICULARLY HARMFUL WHEN DEATH OR INJURY IS INVOLVED AND THE NEXT-OF-KIN HAVE NOT YET BEEN NOTIFIED.

7. Special Incident Reporting. The responsibility for OPREP-3 reporting concerning ANY mishap, whether aboard MCAS Iwakuni or deployed elsewhere, lies primarily with the squadron. However, MAG-12 shall actually release the message. The GDO shall initiate and coordinate the release of an OPREP-3 Report concerning MAG-12 PSD personnel. The initiation of Special Incident Reports described herein is the responsibility of the lowest echelon of command having knowledge of the incident; namely the squadron or detachment. If any problems occur or questions arise, contact the MAG-12 OPS at 253-3521. It is essential that all Group Duty Officers have a thorough understanding of the contents enclosed herein. Each of the reports utilized are discussed below, and the enclosures located at the end of this section provide detailed information and checklists applicable to each report.

a. OPREP-3 PINNACLE. The highest and most sensitive of these reports. Used to notify the National Command Authorities (NCA) and appropriate commanders of any incident where NATIONAL LEVEL INTEREST

GruO 3750.3

17 OCT 1997

is indicated. These include aircraft mishaps on foreign soil where serious personal injury of civilians or substantial loss of civilian property occurs, high level national media interest, territorial violations, etc. Message precedence: FLASH.

b. OPREP-3 NAVY BLUE. Used to inform CNO and other appropriate commanders concerning incidents of military, political, or press matters of HIGH NAVY, vice national level interest. These include near or actual collisions of minor significance of navy ships or aircraft with civilian ships/aircraft, any class "A" or "B" mishap, where no damage/personnel injury occurs, loss at sea of any live ordnance/high tech items, objects falling off aircraft into suspected populated areas, etc. Message precedence: IMMEDIATE.

c. Serious Incident Report (SIR). Used to notify USMC chain of command of information concerning accidents or incidents not meeting OPREP-3 incident reporting criteria including TFOA's which are not believed to cause damage/injury. Contact the MAG-12 DSS before initiating any steps leading to release of an SIR. Message precedence: IMMEDIATE.

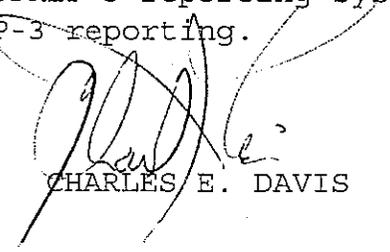
d. 1st MAW Combined Flash Report. The common reporting format for all incidents, both ground and aviation, among MAG-12 squadrons. Flash reports are due within 30 minutes of notification of an impending emergency situation or mishap. Clarity and completeness are essential in preparation of a Flash Report. This is the format used to notify Wing of airborne emergencies, birdstrikes, minor ground mishaps, etc.

8. Work Sheets. Blank forms for all Special Incident Reports are contained in folders in the back of the GDO Pre-Mishap Binder. Use these blank forms to draft your message(s) after working hours, while contacting the DSS prior to attempting to release messages. UDP squadrons may obtain these blank forms from the MAG-12 DSS or GDO.

9. Records Disposition/Concept of Privilege. All safety records shall be maintained by the ASO in the Safety Office as per ref (a) in a locked file cabinet or comparable container to ensure only those personnel with proper authority have access. The Concept of Privilege must be upheld so the complete and accurate dissemination of safety information will continue throughout the fleet.

17 OCT 1997

10. Summary. In WESTPAC many incidents which result in no damage or injury may result in high level international attention. An emergency divert into Taiwan may end in a safely recovered aircraft, but due to the political sensitivity of landing at a foreign base, may necessitate entry into the OPREP-3 reporting system. If any doubt exists, initiate the OPREP-3 reporting.



CHARLES E. DAVIS

DISTRIBUTION: C



UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12
1ST MARINE AIRCRAFT WING, MARFORPAC
UNIT 37150
FPO AP 96603-7150

GruO 3750.3

DSS

18 APR 2000

GROUP ORDER 3750.3 Ch 1

From: Commanding Officer, Marine Aircraft Group 12
To: Distribution List

Subj: PRE-MISHAP PLAN

Encl: (1) New page insert to GruO 3750.3

1. Purpose. To direct pen changes and transmit a new page insert to the basic order.

2. Action

a. On page 23 of ENCLOSURE (1), paragraph 2 should read:

III MEF COMMAND CENTER

DSN: Primary: 622-7709
Alternate: 622-7563
Secure FAX: 622-7709

vice

Primary: 622-7708
Alternate: 622-7709
Secure Fax: 622-7706

b. On page 35 of ENCLOSURE (1) paragraph 2c, change the 1ST MAW Duty Officer number to read: DSN 645-3744/3745 vice DSN 645-3744/3745/3746.

c. On page 1 of ENCLOSURE (14) directly below GDO of "MAG-12 Numbers", add CHAPLAIN extension 5212.

d. On page 1 of ENCLOSURE (14) change the Base Operations phone extension under "Iwakuni Numbers" to 253-5501 vice 253-3553.

e. On page 1 of ENCLOSURE (14) change the Chaplain's extension to 5218 vice 5212.

3. Remove page 1 of ENCLOSURE (9) and replace with the corresponding page contained in the enclosure.

GruO 3750.3
18 APR 2000

4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.



M. W. BUECHNER
By direction

DISTRIBUTION: A

GruO 3750.3

17 OCT 1997

AIRCRAFT/GROUND MISHAP CHECKLIST

STEP NUMBER		TIME
1	COMPLETE THE MISHAP INFORMATION SHEET	_____
2	VERIFY THE MISHAP AND ACTIVATE THE PRE-MISHAP PLAN	_____
3	NOTIFY EMERGENCY/KEY PERSONNEL	_____
4	FLASH REPORT (TELEPHONE CALL TO GROUP WITHIN 5 MINUTES)	_____
5	NAVAL SAFETY CENTER TELEPHONE REPORT	_____
6	OPREP-3 REPORT	_____
7	NOTIFICATION OF SQUADRON PERSONNEL	_____
8	WEATHER AT MISHAP SITE	_____
9	MISHAP COMPLETION CHECKLIST	_____

ENCLOSURE (1)

Gruo 3750.3

17 OCT 1997

STEP NUMBER 1: Mishap Information Sheet

Note: Record as much information as possible. Fill in the blanks and be as complete and concise as possible.

1. Name of Caller: _____
2. Date: _____
3. Local Time: _____
4. Address/Phone Number of Caller: _____

5. Location of mishap: _____

6. Aircraft ID, Description or Markings: _____

7. Did the caller witness the mishap? Yes / No
8. Describe the damage: _____

9. Was fire involved? Yes / No
10. Condition of personnel involved (military and civilian):

11. Extent of damage to private property: _____

12. Have Fire/Police/Base Security or Crash Crew been notified/
summoned? Yes / No
13. Has medical aid been summoned? Yes / No
14. Has SAR (Search and Rescue) been alerted? Yes / No

ENCLOSURE (1)

17 OCT 1997

15. Can caller standby to direct emergency equipment to mishap site?
Yes / No

If yes, specify a meeting location: _____

16. Is there a suitable Landing Zone for a helicopter? Yes / No

If yes, where: _____

17. Any additional information the caller can provide: _____

18. Start a log. Enter all in-coming calls, to include time, name and phone number of the caller. Also include any responsibilities delegated to other squadron personnel. Inform those personnel to whom responsibilities have been delegated to maintain their own log of all phone calls and actions completed.

USE ALL AVAILABLE PERSONNEL TO ASSIST IN THE COMPLETION OF THE PRE-MISHAP PLAN. If a mishap occurs during working hours, notify the Aviation Safety Officer at this point.

ASO: _____ Phone: wk: _____
hm: _____

Note: If the ASO is unavailable, or if after working hours, continue with step #2.

Gruo 3750.3

17 OCT 1997

STEP NUMBER 2: Verification And Activation Of The Mishap Action Plan

1. Notify the Squadron Duty Officer immediately:

- a. Iwakuni: 253-_____
- b. Deployed: See deployed base telephone list.

2. Were squadron personnel or aircraft involved with the mishap?
YES / NO If YES, go to question #3. If NO, circle NO and read on:

NO: Stop here and report the caller's information to the squadron ASO, XO or CO, and ask that person if you should notify the MAG-12 Group Duty Officer. If so, call the GDO at 253-4029.

3. Was there any injury (five or more lost work days possible), or \$10,000 or more in damages to the aircraft and/or property involved, or is the aircraft missing and presumed crashed, or will the incident require command notification and action? YES / NO

If YES, go to question #5. If NO, circle NO and read on:

NO: Stop here and call the squadron ASO, XO and CO. A hazard report will probably have to be submitted, so complete the information needed for a flash report and fax the report to the MAG-12 DSS, 253-6387.

4. Activate the squadron Pre-Mishap plan by continuing with the checklist.

5. Start and maintain a telephone log of all calls made and received, and of any and all responsibilities that have been assigned to other personnel.

NOTE: Do not release any information about the mishap to anyone who is not a key personnel. Refer all inquiries to Joint Public Affairs Office at:

Iwakuni: 253-5551

Deployed: See deployed base telephone list.

ENCLOSURE (1)

17 OCT 1997

STEP NUMBER 3: Notification Of Emergency/Key Personnel

1. Depending on the severity of the mishap, Base Operations may need to be alerted. If they are not aware of the mishap you need to activate Crash/Alert by calling the:

Base ODO MCAS Iwakuni Phone # 253-4001 _____
Time Initials

and say:

"This is -MAG-12 SQUADRON- Duty Officer Rank, Name). A -MAG-12 SQUADRON- aircraft has been reported crashed at (Location). Activate the crash alarm. My telephone number is" (253-_____ MCAS Iwakuni) or reference the appropriate deployed base telephone list.

2. Notify the personnel in the order listed below and brief them on the following information:

- a. Time and location of the mishap.
- b. Mishap description.
- c. Injuries, if known
- d. Damage to aircraft /property, if known
- e. Aircraft side and bureau number

Iwakuni Telephone Numbers

	<u>WORK</u>	<u>HOME</u>	<u>TIME</u>	<u>INIT</u>
Squadron C.O.				
Squadron ASO				

Deployed Telephone Numbers

	<u>WORK</u>	<u>HOME</u>	<u>TIME</u>	<u>INT</u>
Squadron C.O.				
Squadron ASO				
Group ASO	253-3988			

Gruo 3750.3

17 OCT 1997

3. DO NOT GIVE OUT ANY INFORMATION TO DEPENDENTS. If the squadron member you are trying to reach is not at the number provided, politely ask the person you are speaking with to have the member call the squadron as soon as he/she can. If asked what the call is about, again, politely ask to have the member call the squadron as soon as possible.

ENCLOSURE (1)

17 OCT 1997

STEP NUMBER 4: Flash Report

1. A telephone Flash report is required to the Group ASO or GDO as soon as possible upon notification of the mishap for all Flight Mishaps, Flight Related Mishaps, Aircraft Ground Mishaps, and high interest incidents. The group ASO extension is 253-3988, the GDO extension is 253-4029.

2. Use the 1st MAW Combined Flash Report format. Extra copies are available in this binder, or in the Flash Report binder located at the ODO desk.

D. BRIEF NARRATIVE (describe what happened) _____

E. DAMAGE: _____

F. INJURIES/FATALITIES: _____

G. POINTS OF CONTACT _____ 253- WK
253- HM

GruO 3750.3

'17 OCT 1997.

STEP NUMBER 6: OPREP-3 Report

1. OPREP-3 reports are released by MAG-12; however, the squadrons must obtain and provide all necessary information for release of the message. The squadron shall not send OPREP-3 reports to any activity.
2. All incidents that may necessitate release of an OPREP-3 report shall initially be reported from Squadron to Group as a FLASH Report. The OPREP-3 report should then be drafted and forwarded to MAG-12 for approval.
3. This is a time critical message. The format and guidance for OPREP-3 messages can be found in ref (b).
4. An initial OPREP-3 report is normally the first indication to senior authority that an incident has occurred. These messages must be sent if high level naval interest or national level interest is anticipated or for TFOA's. Further information on what types of incidents must be reported is also included in ref (b) as well as in the Group-provided Aviation Safety Turnover Binder.

17 OCT 1997

Special Incident Reporting

1. The information contained herein was prepared as a guideline for Group Duty Officer's (GDO's) and squadrons. The references utilized in this Appendix are listed below and are available for review at MAG-12 DOSS.
2. The responsibility for OPREP-3 reporting concerning ANY mishap, whether aboard MCAS Iwakuni or deployed elsewhere, lies primarily with the squadron; however OPREP Reports shall be approved by the MAG-12 CO or XO prior to release. Regardless of location, the initiation and, in most cases, release of the other three Special Incident Reports described herein is the responsibility of the lowest echelon of command having knowledge of the incident; namely the squadron or detachment. If any problems occur or questions arise, contact the MAG-12 DOSS at 253-3988/3294/5227.
3. SPECIAL INCIDENT REPORTING. MAG-12 and its subordinate commands utilize five (5) types of Special Incident Reports designed to inform appropriate levels of command of incidents involving MAG-12 aircraft/personnel and incidents of potential national, international, or high media significance. Each of the reports utilized are discussed below, and the enclosures located at the end of this section provide detailed information and checklists applicable to each report.
 - a. OPREP-3 PINNACLE. OPREP-3 PINNACLES are the highest and most sensitive of these reports. Used to notify the National Command Authorities (NCA) and appropriate commanders of any incident where NATIONAL LEVEL INTEREST is indicated. These include aircraft mishaps on foreign soil where serious personal injury of civilians or substantial loss of civilian property occurs, high level national media interest, territorial violations, etc. Message precedence: FLASH.
 - b. OPREP-3 NAVY BLUE. Used to inform CNO and other appropriate commanders concerning incidents of military, political, or press matters of HIGH NAVY, vice national level interest. These include near or actual collisions of minor significance of navy ships or aircraft with civilian ships/aircraft, any class "A" or "B" mishap, where no damage/personnel injury occurs, loss at sea of any live

ENCLOSURE (1)

GruO 3750.3

17 OCT 1957

ordnance/high tech items, objects falling off aircraft into suspected populated areas, etc. Message precedence: IMMEDIATE.

c. Serious Incident Report (SIR). Used to notify USMC chain of command of information concerning mishaps or incidents not meeting OPREP-3 incident reporting criteria. TFOA's which are not believed to cause damage/injury are reported by UDP squadrons utilizing the SIR format. Contact the MAG-12 DOSS before initiating any steps leading to release of an SIR. Message precedence: IMMEDIATE.

d. Unit Situation Report (Unit Sitrep). Used to notify the immediate chain of command of information concerning accidents or incidents not meeting OPREP-3 incident reporting criteria. Seldom issued by Group, will usually be reported by deployed squadrons. Message precedence: AS REQUIRED.

e. Combined Flash Report (CFR). The lowest level report and the most commonly used by the Group and Squadrons. Used to notify MAG-12 and 1st MAW of airborne emergencies, birdstrikes, minor ground mishaps, etc.

ENCLOSURE (1)

17 OCT 1997

OPREP-3 PINNACLE Reports - General Information

1. Purpose. Used to notify the National Command Authorities (NCA) and appropriate commanders of any incident where NATIONAL LEVEL INTEREST is indicated. These include aircraft mishaps on foreign soil or where serious personal injury of civilians or substantial loss of civilian property occurs, high level national media interest, territorial violations, etc.

2. Reportable Events. Events normally reported include but are not limited to the following: (For more detailed listing of reportable events, refer to the references listed above.)
 - a. Territorial violations, actual or presumed.
 - b. Defection of U.S. or foreign personnel.
 - c. Initial and termination notices of search and rescue operations in the distress phase.
 - d. Loss of, or significant damage to, major military equipment, such as aircraft when national level interest is indicated.
 - e. Aircraft accidents resulting in loss (ALPHA) or substantial (BRAVO) damage will be reported as an OPREP-3 PINNACLE when national level interest is indicated (for example, major aircraft mishap occurring at a civilian field, or on public or private property).

3. Action. Attempt to notify MAG-12 DOSS, XO, and CO in that order.
 - a. 5 Minute Voice Report (CINCPACFLT CMD CTR)
 - b. 20 Minute Message Report
 - c. Send Combined Flash Report -AFTER All OPREP-3 responsibilities are complete!

ENCLOSURE (1)

GruO 3750.3

17 OCT 1997.

OPREP-3 PINNACLE Voice Report Format

1. Get an "Immediate" precedence line to:

CINCPACFLT COMMAND CENTER

DSN: Primary: 471-3201
Alternate: 471-3202/03
Commercial: Primary: (808) 422-3201
Alternate: (808) 422-5944

2. Once on the line with the duty officer, state the following:

3. "This is _____ / _____, _____"
RANK NAME UNIT

4. "I am reporting an OPREP-3 _____."
(PINNACLE)

5. "The serial number assigned this report is _____."
(Same as that to be used on the 20 minute hard copy message: use next sequential number)

6. "We have had a (an) _____"
(Aircraft mishap, TFOA, airspace violation, etc.)

7. Location of incident: _____
(e.g.: MCAS Iwakuni, RJD565 located 130NM SE of Iwakuni)

8. Type A/C: _____ BUNO: _____ Reporting Custodian: _____

9. Narrative -- brief description of what happened: _____

10. "Time of this report is _____ Z. (Local time - 9 hours)

11. "What is your name? _____ (Receivers name, rank)

NOTE DATE TIME GROUP OF HARD COPY MESSAGE MUST BE NO LATER THAN 15 MINUTES AFTER TIME OF INITIAL VOICE REPORT ---MAKE SURE THIS DTG IS CORRECT ON OPREP-3 MESSAGE!!!

ENCLOSURE (1)

17 OCT 1997

OPREP-3 PINNACLE Message Addressees

From: (INVOLVED UNIT)

To: NMCC WASHINGTON DC
CNO WASHINGTON DC
CMC WASHINGTON DC
USCINCPAC HONOLULU HINote (1) COMNAVAIRSYSCOM WASHINGTON DC
CINCPACFLT PERARL HARBOR HI
COMMARFORPAC
COMSEVENTHFLT
CG III MEF
COMUSJAPAN YOKOTA AB JA
CG FIRST MAW
MAG TWELVE
COMUSMARFORK SEOUL KORINFO: NAVOPINTCEN SUITLAND MD
FOSIF WESTPAC KAMI SEYA JA
COMNAVFORJAPAN YOKOSUKA JA
USDAO TOKYO JA
COMMARCORBASESPAC CAMP HM SMITH HINote (2) COMUSKOREA SEOUL KOR
" (2) COMNAVFORKOREA SEOUL KOR
" (2) USDAO SEOUL KOR
" (3) ZEN MCAS IWAKUNI JA
" (4) CG FMFLANT
" (4) CG SECOND MAW
" (5) CG THIRD MAWNote (6) MAG _____
NAVSAFECEN NORFOLK VA
NAVY JAG ALEXANDRIA VANote (7) COMNAVMILPERSCOM WASHINGTON DC
" (7) CNO OP ZERO ONE WASHINGTON DC
" (8) DIRNAVINSERV WASHINGTON DC

Note (8) NAVINSERVREGOPAC PEARL HARBOR HI

UNCLAS//N03000//

MSGID/OPREP-3P/MAG-12/(SERIAL NUMBER)/(MONTH)//

ENCLOSURE (1)

GruO 3750.3

17 OCT 1997.

NOTES:

- (1) Include only on reports of aircraft mishaps resulting in ALPHA or substantial BRAVO damage.
- (2) Include on reports of events/incidents which occur in Korea or the adjacent seas thereof.
- (3) Include only on reports of events/incidents which occur for units located at MCAS Iwakuni. Deployed units will include the deployment base, i.e. Osan AFB, etc.
- (4) Include only on reports of events/incidents which involve 2nd MAW UDP units.
- (5) Include only on reports of events/incidents which involve 3rd MAW UDP units.
- (6) Include UDP unit parent group, i.e.. MAG-11, MAG-13, etc.
- (7) Include on reports only if there is a death or serious injury to personnel.
- (8) Include only when reporting NIS investigations or bomb threats and ensure that NAVINVSERV PAC Pearl Harbor HI is an addressee on reports of arson, wrongful destruction and other acts to willfully destroy property, as well as other serious incidents within NAVINVSERV investigation purview.

OPREP-3 PINNACLE Message Format

UNCLAS//N03000//
EXER/ _____ A _____//
MSGID/OPREP-3/UNIT INVOLVED/ ___B___/ ___C___//
FLAGWORD/PINNACLE/ -//
TIMELOC/ ___D___/ ___E___//
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/ _____ F _____

AMPH/ _____ G _____
HEADING/PERSONNEL INFO//
/PILOT NAME: _____ H _____/RANK: _____ I _____/INJURY CODE: _____ J _____//
/NFO NAME: _____ K _____/RANK: _____/INJURY CODE: _____//
AMPN/ _____ L _____/ _____ R _____//
GENTEXT/PROPERTY DAMAGE/ _____ S _____

RMKS/ _____ T _____, VOICE REPORT INITIATED _____ U _____
COMMANDERS ESTIMATE: _____ V _____
_____ V _____

NOTES:

- A. EXERCISE NAME, if applicable --if not participating in any exercise, line out entire line. Example: FOAL EAGLE 97.
- B. INCIDENT SERIAL NUMBER -- all OPREP reports are serialized sequentially, regardless of report type, by calendar year. (001,002,003, etc). Messages relating to a specific incident are assigned letter codes sequentially for that incident after the first report (001A, 001B, 001C, etc).
- C. Month--First 3 letters of the month of the incident (Jan, Feb, Mar, etc).
- D. Day-Time of the event (Date, Hour, Minute, Time Zone) Example: 141305Z.
- E. Location -- Use either Lat/Long or place name. Example: 223100N1752355E or Kunsan AB or Sea of Japan.

GruO 3750.3
17 OCT 1997

F. Narrative -- Briefly describe the incident. Example: AV-8B experienced navaid trouble and unintentionally violated Vietnamese airspace. Acft RTB//.

G. Amplifying remarks -- Example: /Expect adverse public reaction from Veitnamese govt//.

H. Pilot Name -- Last name and initials (Note: for death or serious injury, do not include name. Instead write: PERSONNEL DATA WITHHELD PENDING NOTIFICATION OF NEXT OF KIN).

I. Rank --Self explanatory.

J. Injury code -- See Injury/Mishap severity codes this enclosure for injury codes.

K. Same info as above for additional crewmembers. If copilot vice NFO, change on worksheet --if more than one additional crewmember involved (i.e., EA-6B) add info when you go to diskette.

L. Amplifying data -- include number of military, civilian injured, killed.

M. Brief description of injuries -- Example: Four Marines critical condition, two civilians stable condition.

N. Aircraft Model -- Self explanatory.

O. BUNO -- self explanatory.

P. Reporting Custodian -- Self explanatory.

Q. Custodian location -- Self explanatory.

R. Amplifying information --Mission and phase of flight. Example; /Aerial refueling, inflight fire// or /Air to ground weapons delivery, landing phase//.

S. Property Damage --Description of property damage and cost. Example: Unknown at this time or TBD or Aircraft damage estimated to be \$50,000.

ENCLOSURE (1)

17 OCT 1997

T. State one of the following: "Amplifying info to follow" or "Last OPREP-3 report this incident." Expect further reporting via OPNAVINST 3750.6/4790.2.

U. DTG that voice report was sent (5 minute initial voice report).

V. Commanders Estimate -- Narrative of Commanders Estimate, impact of the incident on the reporting unit and the ability of the unit to operate. *Example: No adverse publicity expected or encountered. Estimated time of repair seven days. Unit remains mission capable.

SAMPLE OPREP-3 PINNACLE TEXT

TITLE: OPREP-3 PINNACLE (OPREP-3P)

UNCLAS

EXER/COBRA GOLD 99//

MSGID/OPREP-3P/VMFA ONE ZERO ZERO/001/MAY//

FLAGWORD/PINNACLE/-//

TIMELoc/041715Z/KHORAT TH//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/ FA-18C ACFT EXPERIENCED NAVAID TROUBLE AND APPEARS TO HAVE UNINTENTIONALLY VIOLATED VIETNAMESE AIR SPACE. ACFT RTB//

AMPN/EXPECT ADVERSE PUBLIC REACTION FROM VIETNAMESE GOVT.

ACCUMULATING DATA FROM FLIGHT CREW FOR POSSIBLE PRESS RELEASE//

RMKS/ AMPLIFYING INFO TO FOLLOW. VOICE REPORT

SENT 041720Z. COMMANDERS ESTIMATE: NO DAMAGE OR CASUALTIES.

WILL CHECK NAVAID GEAR ON ALL SQDN ACFT//

GruO 3750.3

17 OCT 1997.

Injury/Mishap Severity Codes For OPREP-3 PINNACLE

INJURY CODES

ALPHA: Fatal Injury

BRAVO: Permanent total disability

CHARLIE: Permanent partial disability

DELTA: No fatal, permanent or partial disability, but one or more lost workdays

ECHO: Bodily harm requiring greater than first aid, but no lost workdays

FOXTROT: Injury requires first aid only or no treatment

GOLF: No bodily harm

LIMA: Lost at Sea

UNIFORM: Missing/Unknown

MISHAP SEVERITY CODES

ALPHA: Damage or injury cost \$1,000,000 or greater; fatality or permanent total disability.

BRAVO: Damage or injury cost \$200,000 to \$1,000,000; permanent partial disability or hospitalization of five or more personnel.

CHARLIE: Damage or injury cost \$10,000 to \$200,000 or an injury resulting in one or more lost workdays.

DELTA: (Ground mishap only) Damage or injury cost less than \$10,000; injury with no lost workdays.

ENCLOSURE (1)

17 OCT 1997

OPREP-3 NAVY BLUE Report - General Information

1. PURPOSE. This report shall be used to report events/incidents where high level Navy and Marine Corps interest is involved. The flagword "NAVYBLUE" indicates that associated messages must be transmitted or relayed to appropriate Naval and Marine Corps authorities as a matter of urgency second only to those addressed to the NMCC.
2. REPORTABLE EVENTS. Events normally reported include but are not limited to the following:
 - A. Incidents of misconduct by members of MAG-12 which may be reported by the local press.
 - B. Significant damage to civilian property resulting from actions of MAG-12 personnel.
 - C. Near miss or actual collisions of minor significance involving MAG-12 aircraft and other U.S. military aircraft.
 - D. Death of, critical injury to, or missing Commanding or General Officers.
 - E. Notification of search and rescue operations in the alert or uncertainty phase.
 - F. When it is known (or highly suspected) that an object has fallen from an aircraft into a populated area.
 - G. Unauthorized aircraft landings on foreign soil.
 - H. Aircraft mishaps resulting in loss (ALPHA) or substantial (BRAVO) damage which do not qualify for an OPREP-3 PINNACLE will be reported as an OPREP-3 NAVY BLUE.

ENCLOSURE (1)

GruO 3750.3
17 OCT 1997.

3. ACTION. Attempt to notify MAG-12 DOSS, XO, and CO in that order.

a. 5 Minute Voice Report (CINCPACFLT CMD CTR for Aviation Incidents) (III MEF CMD CTR for Ground Incidents)

b. 20 Minute Message Report

c. Send Combined Flash Report -AFTER all OPREP-3 Reporting criteria are complete.

OPREP-3 NAVY BLUE Voice Report Format

1. For Aviation Incidents get an "Immediate" precedence line to:

CINCPACFLT COMMAND CENTER

DSN: Primary: 471-3201
Alternate: 471-3202/03

Commercial: Primary: (808) 422-3201
Alternate: (808) 422-5944

2. For Ground Incidents get an "Immediate" precedence line to:

III MEF COMMAND CENTER

DSN: Primary: 622-770~~8~~9 ch.1
Alternate: 622-~~7709~~7563 ch.1
Secure FAX: 622-770~~8~~9 ch.1

3. State the following:

4. "This is _____ / _____ / _____"
RANK NAME UNIT

5. "I am reporting an OPREP-3 (NAVY BLUE)

6. "The serial number assigned this report is _____." (Same as that to be used on the 20 minute hard copy message: use next sequential number)

7. "We have had a (an) _____"
(Aircraft mishap, TFOA, airspace violation, etc.)

8. Location of incident: _____
(e.g.: MCAS Iwakuni, RJD565 located 130NM SE of Iwakuni)

9. Type A/C: _____ BUNO: _____ Reporting Custodian: _____

10. Narrative -- brief description of what happened: _____

11. "Time of this report is _____ Z.
(Local time - 9 hours = ZULU)

ENCLOSURE (1)

GruO 3750.3

17 OCT 1997

12. "What is your name and rank? _____
(Receivers name and rank)

13. ***NOTE*** DATE TIME GROUP OF HARD COPY MESSAGE MUST BE NO
LATER THAN 15 MINUTES AFTER TIME OF INITIAL VOICE REPORT ---MAKE
SURE THIS DTG IS CORRECT ON OPREP-3 MESSAGE !!

GruO 3750.3
17 OCT 1997

OPREP-3 NAVY BLUE Message Addressees

FROM: (INVOLVED UNIT)

TO: CNO WASHINGTON DC
CMC WASHINGTON DC
CINCPAC HONOLULU HI

Note (1) COMNAVAIRSYSCOM WASHINGTON DC
CINCPACFLT PEARL HARBOR HI
COMSEVENTHFLT
COMMARFORPAC
CG III MEF
COMUSJAPAN YOKOTA AB JA
COMMARCORBASES JAPAN CAMP BUTLER JA
CG FIRST MAW
MAG TWELVE
COMUSMARFORK SEOUL KOR

INFO: NAVOPINTCEN SUITLAND MD
FOSIF WESTPAC KAMI SEYA JA
COMNAVFORJAPAN YOKOSUKA JA
USDAO TOKYO JA
COMMARCORBASESPAC CAMP HM SMITH HI
COMUSMARFORK SEOUL KOR

Note (2) COMUSKOREA SEOUL KOR
" (2) COMNAVFORKOREA SEOUL KOR
" (2) USDAO SEOUL KOR
" (3) ZEN MCAS IWAKUNI JA
" (4) CG FMFLANT
" (4) CG SECOND MAW
" (5) CG THIRD MAW

Note (6) MAG _____
NAVSAFECEN NORFOLK VA
NAVY JAG ALEXANDRIA VA

Note (7) COMNAVMILPERSCOM WASHINGTON DC
" (7) CNO OP ZERO ONE WASHINGTON DC
" (8) DIRNAVINSERV WASHINGTON DC

Note (8) NAVINSERVREGOPAC PEARL HARBOR HI

UNCLAS//N03000//

MSGID/OPREP-3/MAG-12/(SERIAL NUMBER)/(MONTH)//

FLAGWORD/NAVY BLUE/-//

ENCLOSURE (1)

GruO 3750.3
17 OCT 1997

NOTES:

(1) Include only on reports of aircraft mishaps resulting in ALFA or substantial BRAVO damage.

(2) Include only on reports of events/incidents which occur in Korea or the adjacent seas thereof.

(3) Include only on reports of events/incidents which occur for units located at MCAS Iwakuni. Deployed units will include deployment base, i.e. Osan AFB, etc.

(4) Include only on reports of events/incidents which involve 2nd MAW UDP units.

(5) Include only on reports of events/incidents which involve 3rd MAW UDP units.

(6) Include UDP unit parent group. i.e.. MAG-13, MAG-11, etc.

(7) Include on reports only if there is a death or serious injury to personnel.

(8) Include only when reporting NCIS investigations or bomb threats and ensure that NAVINSEVPAC Pearl Harbor HI is an addressee on reports of arson, wrongful destruction and other acts to willfully destroy property as well as other serious incidents within NAVINSEVPAC investigation purview.

17 OCT 1997

OPREP-3 NAVY BLUE Message Format

UNCLAS//N03000//

EXER/ _____ A _____ //

MSGID/OPREP-3/UNIT INVOLVED/ ___ B ___ //

FLAGWORD/NAVYBLUE/ - //

TIMELOC/ ___ C ___ / ___ D ___ //

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/ _____ E _____
_____ E _____

AMPN/ _____ F _____

HEADING/PERSONNEL INFO//

/PILOT NAME: _____ G _____ /RANK: _____ H _____ /INJURY CODE: _____ I _____ //

/NFO NAME: _____ J _____ /RANK: _____ /INJURY CODE: _____ I _____ //

AMPN/ _____ K _____ / _____ L, M, N, O, P, Q _____ //

GENTEXT/PROPERTY DAMAGE/ _____ R _____
_____ R _____ //

RMKS/ _____ S _____ , VOICE REPORT INITIATED _____ T _____

COMMANDERS ESTIMATE: _____ U _____
_____ U _____

A. EXERCISE NAME, if applicable --if not participating in any exercise, line out entire line. Example: FOAL EAGLE 97.

B. INCIDENT SERIAL NUMBER -- all OPREP reports are serialized sequentially, regardless of report type, by calendar year. (001,002 etc). Messages relating to a specific incident are assigned letter codes sequentially for that incident after the first report (001A, 001B etc).

GruO 3750.3
17 OCT 1997.

C. Day-Time of the event (Date, Hour, Minute, Time Zone) Example:
141305Z.

D. Location -- Use either Lat/Long or place name. Example:
223100N1752355E or Kunsan AB

E. Narrative -- Briefly describe the incident. Example: /EA-6B
experienced navaid trouble and unintentionally violated North Korean
airspace. Acft RTB//.

F. Amplifying remarks -- Example: /Expect adverse public reaction
from N Korean govt//.

G. Pilot Name -- Last name and initials (Note: for death or serious
injury, do not include name. Instead write: PERSONNEL DATA WITHHELD
PENDING NOTIFICATION OF NEXT OF KIN).

H. Rank --Self explanatory.

I. Injury code -- See Injury/Mishap severity codes this enclosure
for injury codes.

J. Same info as above for additional crewmembers. If copilot vice
NFO, change on worksheet if more than one additional crewmember
involved (i.e., EA-6B) add info when you go to diskette.

K. Amplifying data -- include number of military, civilian injured,
killed.

L. Brief description of injuries -- 4 Marines critical condition, 2
civilians stable condition.

M. Aircraft Model -- Self explanatory.

N. BUNO -- self explanatory.

O. Reporting Custodian -- Self explanatory.

P. Custodian location --Self explanatory.

17 OCT 1997

Q. Amplifying information --Mission and phase of flight.

Example;/Aerial refueling, inflight fire// or /Air to ground weapons delivery, landing phase//.

R. Property Damage --Description of property damage and cost.

Example: Unknown at this time or TBD or Aircraft damage estimated to be \$50,000.

S. State one of the following: "Amplifying info to follow" or "Last OPREP-3 report this incident". Expect further reporting via OPNAVINST 3750.6/4790.2.

T. DTG that voice report was sent (5 minute initial voice report).

U. Commanders Estimate -- Narrative of Commander's Estimate, impact of the incident on the reporting unit and the ability of the unit to operate. Example: No adverse publicity expected or encountered. Estimated time of repair seven days. Unit remains mission capable.

SAMPLE OPREP-3 NAVY BLUE TEXT

TITLE: OPREP-3 NAVY BLUE (OPREP-3)

UNCLAS

MSGID/OPREP-3/USS OKINAWA/OO1/MAY//

FLAGWORD/NAVYBLUE/ -//

TIMELOC/242112Z/SASEBO JA//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/DOE, JOHN Q., SN, E-3
SSN 123456780, USS OKINAWA LHD-10, DOB 04DEC66. DOE WAS DISCOVERED
ATTEMPTING TO DISPOSE OF BLOOD STAINED UNIFORM. INITIAL
INVESTIGATION SHOWS SUSPECT MAY HAVE KILLED FEMALE FOREIGN NATIONAL.
APPROXIMATE TIME OF EVENT 2130Z 24 AUG 97. SUSPECT BEING HELD AT
NAVY BRIG, NS SASEBO JA//

RMKS/VOICE RPT INITIATED 242115Z. NCIS INVESTIGATING AND
COOPERATING WITH LOCAL POLICE.

COMMANDER'S ESTIMATE: UNIT CAN CONTINUE MISSION. LOCAL PRESS
INTEREST HEAVY. PRESS RELEASES MADE BY NS SASEBO PAO. AMPLIFYING
INFO TO FOLLOW.//

ENCLOSURE (1)

Gruo 3750.3

17 OCT 1997.

Injury/Mishap Severity Codes For OPREP-3 NAVY BLUE

ALPHA: Fatal Injury

BRAVO: Permanent total disability

CHARLIE: Permanent partial disability

DELTA: No fatal, permanent or partial disability, but one or more
lost workdays

ECHO: Bodily harm requiring greater than first aid, but no lost
work time

FOXTROT: Injury requires first aid only or no treatment

GOLF: No bodily harm

LIMA: Lost at Sea

UNIFORM: Missing/Unknown

MISHAP SEVERITY CODES

ALPHA: Damage or injury cost \$1,000,000 or greater; fatality or
permanent total disability.

BRAVO: Damage or injury cost \$200,000 to \$1,000,000; permanent
partial disability or hospitalization of five or more personnel.

CHARLIE: Damage or injury cost \$10,000 to \$200,000 injury
resulting in one or more lost workdays.

DELTA: (Ground mishap only) Damage or injury cost less than
\$10,000; injury with no lost workdays.

ENCLOSURE (1)

17 OCT 1997

OPREP-3 SIR (Serious Incident Report) - General Information

1. PURPOSE. The SIR will be used by all MAG-12 units to notify CMC immediately of any incident or event where national interest is not indicated or has not been determined, but high Marine Corps interest is present.
2. REPORTABLE EVENTS. Consult the MAG-12 DOSS before initiating any steps leading to release of an SIR.
 - a. Any TFOA
 - b. Acts or attempts to willfully destroy property of the U.S. Marine Corps.
 - c. Serious misconduct on or off base regardless of news media interest.
 - d. Ground mishaps resulting in loss of life or extensive damage to civilian or military property.
3. ACTION. Expeditious reporting of the SIR by the concerned squadron is essential. Time is of the essence as the SIR requires a telephone call within 15 minutes of knowledge of the event. The Combined Flash Report passed by the GDO to 1st MAW meets that requirement. Attempt to notify the MAG-12 DOSS, XO and CO in that order.
 - a. 15 Minute Voice Report (Via Combined Flash Report)
 - b. 30 Minute Message Report

GruO 3750.3

17 OCT 1997

SIR Message Format

FROM: (INVOLVED UNIT)

TO: CMC WASHINGTON DC//POC//
COMMARFORPAC//G-7/SAFETY//
COMUSJAPAN YOKOTA AB JA
COMMARCORBASES JAPAN CAMP BUTLER JA
CG III MEF

INFO: USCINCPAC HONOLULU HI
COMNAVFOR JAPAN YOKOSUKA JA
CG FIRST MAW//DSS//
COMUSMARFORK SEOUL KOR
MAG TWELVE//DSS//

UNCLAS //N05740//

MSGID/(INVOLVED UNIT)/(SERIAL NUMBER)/(MONTH)//

FLAGWORD/SIR/-//

REF/A/DOC/MCO 5740.2E//

RMKS/1. (TYPE OF INCIDENT i.e. TFOA)

2. (ZULU TIME, DATE-LOCAL TIME IN PARENTHESIS)
3. (LOCATION i.e. R-567, MCAS IWAKUNI)
4. (REPORTING OFFICER, UNIT)
5. (IDENTIFICATION OF PERSONS INVOLVED, MOS, UNIT)
CAPT,7523, VMFA-212
6. (STATUS i.e. Hospitalized or N/A for TFOA)
7. (INVESTIGATOR, UNIT)
8. (ANTICIPATED PUBLIC REACTION/PAO NOTIFIED)
9. (LOCAL INTELLIGENCE HAS BEEN NOTIFIED: YES/NO)
10. (IS FURTHER ACTION BEING TAKEN)
11. (NARRATIVE OF FACTS)

ENCLOSURE (1)

~~197~~ OCT 1997Unit Situation Report (UNITSITREP) - General Information

1. PURPOSE. This report is used by any commanding officer, officer-in-charge or other commander (as directed or appropriate) to provide appropriate operational commanders and higher authority with notification of any incident not meeting OPREP-3 special incident reporting criteria.
2. REPORTABLE EVENTS. A UNITSITREP shall be submitted under the following circumstances:
 - a. When directed.
 - b. When considered appropriate by the reporting activity.
 - c. When bomb threats have been evaluated as a hoax.
 - d. When reporting violent crime, including assault, sexual assault, robbery, spouse or child abuse.
 - e. Incidents of suicide or attempted suicide.
 - f. Lost or stolen weapons/ammunition (without local police/media involvement). A case of weapons discharge might qualify for a SITREP.
3. ACTION. UNITSITREP's will normally be released by squadrons.
 - a. NO Initial Voice Report Required
 - b. 20 Minute Message Report
 - c. Send Combined Flash Report -MAY precede release of SITREP message.

GruO 3750.3
17 OCT 1997

UNITSITREP Message Addressees

From: (UNIT INVOLVED)

TO: CG FIRST MAW

INFO: COMSEVENTHFLT
CG MARFORPAC
CG III MEF
COMUSJAPAN COMMAND CENTER YOKOTA AB JA
COMNAVFORJAPAN YOKOSUKA JA
FOSIF WESTPAC KAMI SEYA JA
USDAO TOKYO JA
MAG TWELVE//CO//
COMUSFORK SEOUL KOR

Note (1) COMUSKOREA SEOUL KOR
" (1) COMNAVFORKOREA SEOUL KOR
" (1) USDAO SEOUL KOR
" (2) ZEN MCAS IWAKUNI
Note (3) (INVOLVED UNIT)

UNCLAS//N03000//

MSGID/UNIT SITREP/UNIT/(SERIAL NUMBER)/(MONTH)//

FLAGWORD/UNITSITREP/-//

Notes:

(1) Include only on reports of events/incidents which occur in Korea or the adjacent seas thereof.

(2) Include only on reports of events/incidents which occur for units located at MCAS Iwakuni. Deployed units will include deployment base, i.e. Osan AFB, etc.

(3) Include unit involved as info addresses, i.e. VMFA, VMA(AW), etc.

ENCLOSURE (1)

1ST MAW Combined Flash Reports

1. GENERAL. Flight Mishap (FM), Flight Related Mishaps (FRM), and Aircraft Ground Mishaps (AGM) shall initially be reported to 1st MAW utilizing the Combined Flash Report. In addition, all ground mishaps involving MAG-12 personnel, property, facilities or equipment, regardless of dollar value that result in property damage, or injury requiring dispensary or hospital treatment resulting in lost workdays or fatality shall be telephonically reported to the Wing DSS or 1st MAW Duty Officer after working hours. Airborne emergencies/incidents will normally be reported by the Squadrons to Group. MAG-12 will make a determination as to which reports are to be forwarded to Wing Headquarters. Follow up reports to Wing may be required for these incidents.

2. ACTION. Upon notification that a Flash Report is being submitted, remove the blank Flash Report form and fill in the appropriate information. After completion of the Flash Report, complete the checklist below.

a. Notify the GDO, who will then notify the DOSS, OPSO, Adjutant, XO, and CO for OPREP-3 reporting determination.

b. If no voice report to Wing is required, file the Flash Report in the GDO logbook to be sighted by XO/CO the following day.

c. If voice report is submitted to Wing, note that the report was called to Wing, when and who received it. During normal working hours, the report is made to Wing DSS, and after working hours to the Wing Duty Officer.

1ST MAW DSS	DSN 645-3888
1ST MAW Duty Officer	DSN 645-3744/3745/ 3746 Ch.1

d. File the report in the GDO logbook and pass to the Adjutant for sighting by DOSS/XO/CO.

GruO 3750.3
17 OCT 1997

Flash Reports

1. Flash Reports will be required for those incidents listed below and are in addition to normal ground safety mishap reporting requirements.
2. Flash Reports shall be submitted for any of the following:
 - a. Anytime A/C damage occurs (airborne/maintenance/ground mishap) regardless of whether or not an emergency was declared.
 - b. Any airborne emergency which results in termination of a flight and/or declaration of an emergency requiring unusual support measures (i.e. crash crew or ambulance).
 - c. Things Falling Off Aircraft - always submit Flash Report. (OPREP-3/SIR is also required)
 - d. Intentional jettisoning of external stores.
 - e. Any class "A", "B", "C" mishap (Don't delay required voice/message reports -- common sense rules here, Squadrons inform Group ASAP, Group informs Wing ASAP).
 - f. All bird strikes.
 - g. Any engine F.O.D.'s. (OMA level)
 - h. Explosive mishaps that will require Hazard/EMR reports.
 - j. Hypoxia/Physiological episodes.
 - k. Any ground mishap resulting in one or more lost workdays or a fatality.
3. If in doubt or a situation arises not covered above, send the Flash Report.

ENCLOSURE (1)

STEP NUMBER 9: Mishap Completion Checklist

1. Review the items below and circle if completed.

(Circle One)

- | | | |
|--------|--|----------|
| Step 1 | Mishap Information Sheet | YES / NO |
| Step 2 | Verification and activation of the Pre-Mishap Plan | YES / NO |
| Step 3 | Notification of Emergency/Key Personnel | YES / NO |
| Step 4 | "FLASH Report" to Group ASAP? | YES / NO |
| Step 5 | Naval Safety Center telephone report (If required, Class A only w/in 1 hour) | YES / NO |
| Step 6 | OPREP-3 Report | YES / NO |
| Step 7 | Notification of Squadron Personnel | YES / NO |
| Step 9 | Weather at Mishap Site | YES / NO |

IF ANY OF THE ABOVE REQUIREMENTS HAVE NOT BEEN COMPLETED, GO NO FURTHER. GO BACK TO THAT STEP AND COMPLETE THE ACTION.

Once these steps are complete, go to enclosure (6), the Duty Officer's Checklist and complete the items as required.

MISHAP/FLASH REPORT DEFINITIONS

1. Mishap Categories - Aviation.

a. Flight Mishap (FM)

(1) Flight or intent for flight existed. Defined as from the time of brake release and power up for takeoff, to the time of aircraft control on landing rollout up to completion of the braking necessary to get the aircraft down to taxi speed.

(2) \$10,000 or more damage to the aircraft

b. Flight Related Mishap (FRM)

(1) Flight or intent for flight existed.

(2) Less than \$10,000 damage to the aircraft, but total damage (aircraft plus property, military and civilian combined) is \$10,000 or more, or a defined injury (five or more lost work days) or death.

c. Aircraft Ground Mishap (AGM)

(1) No intent for flight existed.

(2) \$10,000 or more in total damage (aircraft plus property, military and civilian combined), or a defined injury (five or more lost work days) or death.

2. Hazard Categories - Aviation.

a. Severe/Routine Hazards

(1) A mishap has **not** occurred but if the existing situation continues there is great potential for damage or injury.

b. Bird and Animal Strike Hazard (BASH)

(1) A BIRD or animal collided with a naval aircraft.

GruO 3750.3
17 OCT 1997.

(2) The collision did **not** result in a defined naval mishap.

c. Near Midair Collision (NMAC)

(1) The pilot in command of an airborne aircraft feels his safety was jeopardized by the hazardous proximity of another aircraft.

(2) Collision avoidance was due to chance, or evasive action.

(3) The situation involved a miss distance of less than 500 feet.

d. Physiological Episode

(1) A Physiological Episode occurred in a naval aircraft (i.e. hypoxia, toxic exposure, decompression sickness, incapacitation, hyperventilation, loss of consciousness, GLOC, etc.)

(2) The episode did **not** result in a defined naval aircraft mishap.

e. Embarked Landing

(1) A landing associated with shipboard type operations where the embarked aircraft receives or causes damage and/or injury or experiences a situation where damage and/or injury could have occurred.

f. High Interest

(1) Any situation which involves squadron personnel and results in loss of life, extensive property damage or hospitalization, or may arouse press coverage.

(a) OPREP-3 report is required. Contact the MAG-12 DSS for details.

3. Damage/Severity.

a. CLASS A

- (1) Aircraft is destroyed or missing, or
- (2) Any fatality or permanent total disability occurs with direct involvement of naval aircraft, or
- (3) Total cost of property damage (including all aircraft damage) is \$1,000,000 or greater.

b. CLASS B

- (1) A permanent partial disability and/or the hospitalization of five or more personnel, or
- (2) Total cost of property damage (including all aircraft damage) is \$200,000 or more, but less than \$1,000,000.

c. CLASS C

- (1) Aircraft causes an injury resulting in five or more lost workdays.
- (2) Total cost of property damage (including all aircraft damage) is \$10,000 or more, but less than \$200,000.

4. Injury classifications.

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

b. Permanent Total Disability. Any non-fatal injury which, in the opinion of competent medical authority, permanently and totally incapacitates a person to the extent that he/she cannot follow any gainful occupation. In addition, the loss of, or the loss of use of, both hands, both feet, both eyes, or a combination of any of these body parts as a result of a single mishap will be considered as a permanent total disability.

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

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

d. Lost Workday Injury. An injury which does not result in death, permanent total disability or permanent partial disability, but which results in one or more lost workdays (not including the day of the injury). [Note: OPNAVINST 3750.6R (when published) will change the requirement (and will match this document) to five lost work days necessary to be defined as a mishap as stated earlier in this chapter, vice the one (1) lost workday as mentioned in OPNAVINST 3750.6Q] Lost workday level injuries are further divided into major and minor categories.

(1) Major Injury. A non-fatal injury which does not result in permanent total disability or permanent partial disability, but which results in five or more lost workdays and requires admission to a hospital or quarters, or a combination of both, for five or more days. It also includes any of the following:

(a) Unconsciousness for more than five minutes due to head trauma,

(b) Fracture of any bone, except simple fracture of the nose or phalanges,

(c) Traumatic dislocation of major joints or internal derangement of the knee,

GruO 3750.3
17 OCT 1997

(d) Moderate to severe lacerations resulting in severe hemorrhage or requiring extensive surgical repair.

(e) Injury to any internal organ,

(f) Any third degree burns, or any first or second degree burns (including sunburn) over five percent of the body.

(2) Minor Injury. An injury less than major which results in five or more lost workdays.

(3) First aid injury. An injury requiring minimal treatment(s) or no treatment and not resulting in a lost work day.

(4) No injury.

(5) Lost at sea.

(6) Missing/unknown.

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

ENCLOSURE (2)

GruO 3750 3
17 OCT 1997

DUTY OFFICER'S CHECKLIST

1. Maintain a Log of Events. It is important that a chronological record of all events and information concerning the mishap be maintained. This log should contain information such as names, ranks, service numbers, addresses, telephone numbers, locations, times, delegated responsibilities, etc.
2. Overdue Aircraft. In the case of an aircraft that is overdue, contact the Base Operations Duty Officer, Iwakuni: 253-3553, or the appropriate deployed base telephone list. The Base ODO will contact the appropriate Air Traffic Control agency in order to establish the last known position of positive control.
3. Declared Emergency. A Flash Phone call will be made to MAG-12 DSS as soon as possible after an aircraft declares an emergency.
4. Mishap Notification. Upon initial notification of a mishap, turn to enclosure (1), Aircraft/Ground Mishap Checklist, and complete the steps as necessary.
5. Photography. Contact the Station Photo Lab at 253-3043, or see the appropriate deployed base telephone list and arrange for a photographer to accompany the AMB to the crash site. He/She should have enough film (usually black and white) for approximately 200 photos. If after duty hours, call PMO.
6. Joint Explosive Ordnance Disposal (EOD). Call the Base ODO, Iwakuni 253-4001, or see appropriate deployed base telephone list, to make arrangements for EOD personnel to accompany the AMB. Do not approach the crash site until it has been cleared by the EOD representatives.
7. Reports Required. Enclosure (4), Commanding Officer's/General Reporting Requirements, lists the time schedules for the required reports. Follow the telephone reports and message traffic to ensure all reports have been submitted within the prescribed time limits.

ENCLOSURE (3)

GruO 3750.3
17 OCT 1997

(2) Disposition of Classified Material. (reference CMS-4J)	CMS/CMCC O	____/____
(3) Aircraft Status Change Report (X-Ray).	AMO	____/____
(4) Hazard Reports (severe).	ASO/SDO	____/____
d. Within seventy-two hours (3 days):		
(1) Letter to next-of-kin.	CO/S-1	____/____
e. Within thirty calendar days:		
(1) Mishap Investigation Report (unless an extension has been requested from and granted by MarForPac).	AMB	____/____
(2) Medical Officer's Report.	Flight Surgeon	____/____
f. Other reports as required:		
(1) QDR/MDR Reports. (reference 4790.15)	QA	____/____
(2) DIR requests. (reference NAVAIRINST 4730.15)	AMO	____/____
(3) JAG Manual Investigation.	CO	____/____

NOTE: The JAG Manual Investigation and AMB Investigations are completely separate, and shall not collaborate except as defined in reference (a). The MIR shall not be released until after the release of the JAG IAW ref (a). (See Enclosure (6) of this order)

AMB RESPONSIBILITIES AND DEPARTMENTAL DUTIES

1. AIRCRAFT MISHAP BOARD (AMB). AMBs are tasked with the gathering of all information concerning the mishap. This is accomplished through wreckage analysis, information gained from witnesses, aircrew statements, opinion from experts, etc. The investigation must be as thorough as possible to ensure complete, accurate, and unbiased reporting. Furthermore, it is not within the purview of the Board to affix responsibility, but to render a complete and accurate report to assist in the prevention of future mishaps.

a. It is the responsibility of each member of the AMB to maintain thorough knowledge of the contents of this order and references (a) through (j).

b. Upon notification of a mishap, all members of the AMB will proceed immediately to the squadron area and await instructions from the Senior Member. In such a case as the standing AMB Senior Member is involved or in some way is disqualified from presiding over the board, the ASO shall assume responsibility for the direction of the AMB's efforts. While the mishap is under investigation, the members of the AMB will be relieved of all duties in order to devote time necessary for a thorough investigation and report.

c. Additional requirements for the AMB are as follows:

(1) No member of the AMB may have a personal interest in the mishap that might conflict with objective and impartial performance such duties. If prior to or during the investigation this situation arises, the member shall be immediately replaced.

(2) It is not expected that the members of the AMB be technically qualified to examine every condition surrounding the mishap, but they are expected and encouraged to obtain technical assistance from specialists, including manufacturer's technical representatives, overhaul and repair facilities, Naval Development Centers, and medical and engineering laboratories. Enclosure (9), Sources of Assistance for the AMB, provides a listing of possible assistance agencies.

GruO 3750.3
17 OCT 1997.

(3) All members shall be jointly responsible for the following:

(a) Preparing and submitting required telephone and message reports within the prescribed time limits.

(b) Obtaining and compiling witness statements.

2. Senior Member Responsibilities. In addition to the Senior Member's responsibilities outlined in the Pre-Mishap Plan Order, the Senior Member shall be responsible for the following:

a. Assume command at the site of the mishap and coordinate the efforts of the AMB and other assisting agencies.

b. Instruct sentries in the performance of their duties and posting.

c. Keep the Commanding Officer advised as to the progress of the investigation. Do not reveal information to the CO, however, as he will be the first endorser and must render an objective opinion based on the final results published in the MIR.

d. Ensure that all news releases are coordinated with the Commanding Officer and Public Affairs Officer (PAO). PAO is the only person actually authorized to release information to the public.

e. Arrange for disposition of wreckage upon completion of the investigation. If a separate board (such as a team from the Naval Safety Center, etc.) is conducting an independent investigation, the wreckage will not be released until the Senior Member of the AMB approves the release.

f. Supervise the removal and security of all COMSEC equipment.

g. Initiate requests for technical assistance, such as disassembly investigation requests (DIRs), laboratory analysis, planner and estimator (P&E) services, etc.

h. Ensure the proper submission of all required mishap reports and submit requests for extension of the MIR deadline, if necessary.

ENCLOSURE (5)

177 OCT 1957

i. The senior member shall ensure all AMB members participate in all determinations made by the AMB and all discussions of medical/human factors involved in the mishap, and that all have an equal voice in such determinations and discussions.

3. Aviation Safety Officer Responsibilities. In addition to the ASO's responsibilities outlined in the Pre-Mishap Plan Order, the ASO shall be responsible for the following:

a. Ensure a photographer is dispatched to the scene of the mishap.

b. Establish a rapport with the local authorities and news personnel to establish a professional working relationship with them and request professional courtesies/assistance from them.

c. Ensure the area is covered in search of eye witnesses and that each is issued a witness statement form (enclosure (7)).

d. Obtain aircrew statements.

e. Maintain a complete investigation field kit, to be located in the Safety Office, which shall be readily available to members of the AMB.

4. Operations Representative

a. The Operations Representative of the AMB shall be governed in his actions by the references listed in this directive. His action shall include, but shall not be limited to the following:

(1) Secure flight operations in concurrence with the Operations Officer until given specific direction from the Commanding Officer to resume flight operations. The Commanding Officer shall coordinate with the Senior Member as to the resuming of flight operations.

(2) Collect and secure the NATOPS qualification jacket(s), the flight log book(s), the weight and balance form(s), weather brief, flight plan/flight schedule, read and initial (R&I) card(s) and training jacket(s) of the pilot(s) involved.

ENCLOSURE (5)

GruO 3750.3

17 OCT 1997

(3) Obtain witness statements at the crash site, as applicable.

(4) Coordinate with the appropriate controlling agencies for the collection of tower/controlling agency tapes, or other information they may be able to provide.

(5) Obtain the weather at the site/time of the mishap (see enclosure (1)/step 8, for the form).

5. Maintenance Representatives Responsibilities. The AMB Maintenance Representative shall be primarily responsible to the Senior Member for the technical analysis of the mishap investigation and coordination with technical experts. In addition, the Maintenance Representative shall be responsible for the following:

a. Secure all aircraft log books (engine and airframes, weight and balance, etc.) and all Maintenance Action Forms (MAFs) and any other paper work associated with the aircraft involved.

b. Collect and secure fuel, oil and hydraulic samples of the aircraft.

c. Collect the daily fuel sample from Powerline.

d. Prepare requests for DIRs, P&E services, Engineering Investigations (EIs), laboratory analysis and other technical assistance on request of the Senior Member.

e. Act as salvage coordinator.

f. Prepare and submit QDRs, ADRs/MDRs and other maintenance reports as required, ensuring that all reports are routed through the ASO to ensure the Concept of Privilege is adhered to.

g. Tag and label aircraft parts.

h. Remove and secure all COMSEC equipment.

i. Ensure the availability of all appropriate technical publications, tools, etc., necessary for the investigation.

ENCLOSURE (5)

GruO 3750.3

17 OCT 1957

any squadron personnel without the specific approval of the Commanding Officer. Notification of next-of-kin will be handled only by the Commanding Officer or the MCAS PAO (In case the CO is unavailable). Do not make any telephone calls concerning the mishap, and stay away from the crash scene unless on official business with the investigation. All personnel shall familiarize themselves with safety regulations and directives applicable to them and to their assigned duties and comply with established safety standards. Also, report hazards and mishaps in accordance with their command aviation safety program and this instruction.

ENCLOSURE (5)

j. Provide or coordinate hangar space for the repositioning of the aircraft wreckage.

k. If required, arrange for and supervise the removal and reconstruction of the wreckage.

l. Provide the EOD with the location of all explosive cartridges/devices on the mishap aircraft and ensure that all explosive cartridges are rendered safe.

m. Assist in the taking of witness statements and the preparation of the wreckage diagram.

n. If required, ensure that wreckage abandoned for reasons such as the impracticality of removal due to terrain, etc., is obliterated or properly marked as directed by the Senior Member.

o. Coordinate the activities of the Emergency Reclamation Team (ERT).

6. Flight Surgeon Responsibilities. The Flight Surgeon shall be responsible to the Senior Member for primary medical analysis of the mishap. In addition, the Flight Surgeon shall be responsible for the following:

a. Preparation of the Medical Officer's Report.

b. Conduct an immediate examination, or coordinate such an examination should the mishap occur away from the local flying area, of all personnel, aircrew and ground, directly involved in the mishap. Sufficient blood and urine will be taken, as well as an aliquot for verification. X-rays shall be taken in all ejections and suspected back injuries.

c. Investigate the underlying medical, social, psychological and physiological factors of the aircrew and other personnel involved in the mishap.

d. Collect, tag and forward all related survival gear and analyze all pertinent factors concerning the escape and survival equipment involved.

17 OCT 1997

e. Evaluate the serviceability and operation of individual flight equipment involved.

f. Collect and secure medical and dental records.

7. S-1 Department Assistance. The S-1 Officer shall offer assistance to the AMB as required, or requested by the Senior Member. Such assistance may include, but shall not be limited to, the following:

a. In the event of personal injury or death, prepare required notification and report messages:

(1) Casualty Report/Assign Casualty Assistance Officer.

(2) Injury Report.

b. Provide such administrative assistance as the AMB may require, i.e. pre-cut travel orders, passports, clerical assistance, etc.

c. In the event of a death, prepare the Commanding Officer's letter to the next-of-kin.

d. Determine if a JAG Manual investigation is required.

e. Provide the Commanding Officer with the Record of Emergency Data and forward the personnel records to the mishap board.

8. S-4 Department Assistance. The S-4 Officer shall be responsible to the AMB for assistance as required to thoroughly perform their duties in the investigation of an aircraft mishap. This assistance shall include, but shall not be limited to, coordination with the Group S-4 for transportation and logistical support for all personnel and gear to and while at the crash site.

9. All Personnel. An aircraft mishap or hazard presents a trying situation with tension, speculation, and apprehension on the part of all squadron personnel and their dependents, especially when serious injury or fatalities occur. Rumors and untimely release of information to dependents, relatives, or the news media can aggravate the situation. For this reason, no information shall be disclosed by

17 OCT 1997

PROHIBITED USE OF MISHAP INVESTIGATION REPORTS AS A LEGAL INSTRUMENT

1. Background. It is particularly pertinent to note that Mishap Investigation Reports can be used ONLY for analysis and are, therefore, deemed PRIVILEGED DOCUMENTS. As such, they cannot be used as evidence, or to obtain evidence in determining the misconduct or line of duty status of killed or injured personnel, as evidence to determine the responsibility of personnel from the standpoint of discipline, as evidence to determine the liability of the government for property damage caused by such mishap, or as evidence before such administrative bodies as an Aviator's Flight Performance Board, or in making any other determination affecting the interests of the individual making a statement under assurance of confidentiality. The attachments, or endorsements thereto, may not be appended to the JAG Manual Investigation or any other report as an enclosure or otherwise, unless the sole purpose of the document or report is to prevent aircraft mishaps.

2. Designation of Mishap Investigation Report. Mishap Investigation Reports, and all endorsements thereto, are privileged documents and require special handling and limited distribution. The provisions of reference (a) shall be strictly adhered to regarding the identification and control of these reports and endorsements. Additionally, ALL reports required by reference (a) (Mishap Investigation Reports (MIRs), Mishap Reports (MRs), Hazard Reports (HazReps), etc.) are designated "for official use only" (FOUO). Instructions regarding handling of material designated FOUO are found in SECNAVINST 5720.42C.

3. Release of Naval Aviation Safety Program Information. Release of Naval Aviation Safety Program information shall be in accordance with reference (a) unless otherwise specifically authorized by the Chief of Naval Operations. In cases not covered by reference (a), requests shall be forwarded to the Commander, Naval Safety Center.

17 OCT 1991

WITNESS STATEMENTS

1. Statements from witnesses should be obtained as soon as possible and preferably before the witnesses have the opportunity to compare their views. Even though some statements may be brief at the time, arrangements should be made to contact the witness should additional information or clarification be desired.

2. Ensure the witness understands the privileged status of his or her statement. Explain that his/her statement is and will be used only for analysis and study of the mishap, in order to prevent similar mishaps from occurring in the future. His/her statement cannot be used as evidence or to obtain evidence in any legal aspect.

3. Witness statements will not be used in any legal or punitive action.

All testimony is privileged, and may be disclosed only to those persons within the Navy/Marine Corps whose accident prevention duties require it, and those persons outside the Navy/Marine Corps who are specifically authorized to participate in the investigation solely for the purposes of accident prevention (National Transportation Safety Board (NTSB) and Federal Aviation administration (FAA)).

4. Use the format on the following page for all witness statements. This statement may be filled out by the witness or the investigator in the presence of the witness.

GruO 3750.3

17 OCT 1997

Mishap Witness Statement

- 1) Name of the Witness: _____
- 2) Address: _____
- 3) Occupation: _____
- 4) Aviation Experience: _____
- 5) Date and Time of Mishap: _____
- 6) Note the distance and position of the witness in relation to the mishap: _____

- 7) Local Weather: _____
- 8) Describe everything seen and heard from the aircraft. Include attitude, direction, altitude, and any unusual maneuvers or circumstances and any unusual sounds: _____

- 9) Note the positions of bodies relative to the crash and any evidence regarding use of or attempted use of parachutes or other emergency equipment: _____

- 10) Were any flares, lights or other objects dropped or seen falling from the aircraft, or from the aircrew? _____

ENCLOSURE (7)

17 OCT 1997

ORDERS FOR SENTRIES/SECURITY OR THE CRASH AREA

1. Sentries assigned to guard the scene of an aircraft mishap will be governed by the General Orders for Sentries and special instructions issued by higher authority. Posting shall be accomplished as soon as practicable by the Senior Officer in Charge at the mishap site.
2. The primary function of the sentries will be to safeguard life and property and to preserve the wreckage. After being briefed by the Sergeant Major, the sentry will report to the Logistics Officer for the following equipment, as a minimum: Cartridge belt, first aid kit, two canteens of water, appropriate foul weather clothing, flashlight, note pad and pen, and any other equipment for the performance of his/her duties. Personal comfort items as deemed necessary. (Bug repellent and snake bite kit, as applicable.)
3. Sentries shall allow only authorized accident investigation personnel access to the accident scene. Access will only be granted after it has been determined that no danger of life exists from fire or explosion of the wreckage. Members of the press shall be authorized access only on approval of the Senior Member of the AMB.
4. Sentries will take the name, address and telephone number of any witness to the accident and present this information to the Senior Member.
5. Sentries will ensure that no portions of the wreckage are disturbed or removed unless authorized by the Senior Member of the AMB. Even the smallest bits and pieces of the wreckage may be very important, so no souvenirs shall be taken. Furthermore, wreckage shall not be removed by any person unless it is obtained by a member of the AMB, or other officials actively involved in the investigation. Civil authorities should be requested to assist in wreckage preservation if circumstances necessitate.
6. DO NOT attempt to stop news photographers from taking pictures unless classified material is involved. In this case, request that the picture not be taken, or if taken, that the unexposed film be turned over to the PAO for security review. If the photographer does

ENCLOSURE (8)

GruO 3750.3
17 OCT 1997

not comply with the request, inform him that he is in violation of Federal Criminal Statutes (18 USC 795 and 797) and that the FBI or NCIS will be notified of his actions. Get his name, address, and the organization for which he works, and give the information to the PAO, as well as the Senior Member. The nearest field officer of the FBI/NCIS should be immediately notified and requested to take such action as they are authorized to, in the protection of paramount interests of the Government. The same general procedures are to be used for any unauthorized personnel (usually souvenir hunters). They must be aware that they are in a very dangerous area (due to explosive hazards and carbon fiber hazards associated with an aircraft mishap) and that all of the mishap material in the area is the property of the U.S. Government. Interfering with a federal accident investigation is a criminal action and will be reported to the FBI.

7. UNDER NO CIRCUMSTANCES SHALL MILITARY PERSONNEL USE ANY DEGREE OF FORCE TO PREVENT OR OTHERWISE INTERFERE WITH CIVILIAN PHOTOGRAPHERS FROM OBTAINING PICTURES OUTSIDE AREAS OF THE MARINE CORPS JURISDICTION.

OCT 17 1997

SOURCES OF ASSISTANCE FOR THE AIRCRAFT MISHAP BOARD

1. In any investigation where the determination of casual factors appears to be beyond the technical capabilities of the members of the AMB, technical assistance may be available to the board by request to the controlling custodian via the cognizant ISIC (Immediate Superior in Command).

2. Technical assistance rendered to the aircraft mishap board by technical specialists is advisory in nature only, and in no way will technical specialists be considered as members of the AMB, nor will the board be required to accept any conclusions or decisions arrived at by the technical specialists.

3. The MAG-12 AMSO stands by to provide assistance in the area of flight equipment, and shall be utilized as an advisory member to the AMB whenever survival equipment was utilized in the course of a mishap.

4. Points of Contact:

a. Naval Safety Center: DSN 564- Commercial (808) 444-	
Aircraft Mishap Investigation Division.....	7236
Aircraft Maintenance and Material Division.....	7265
Aircraft Ops and Facilities Division Head.....	7203
Aircraft Analyst.....	7203
Facilities Analyst.....	7203
Survey Requests.....	3520
Aviation Safety Program Director.....	7225
Aeromedical Division.....	7228
Duty Officer.....	7017
IFARS.....	7046
Marine Corps Liaison Officer.....	7225
Mishap Telephone Report Submission.....	2929
OPNAVINST 3750.6 Inquiries.....	7175
Safety Education and Training.....	7175
Safety Publications.....	7175
Shore Safety Programs.....	7166
Statistics and Mathematics Department.....	7182

ENCLOSURE (1) to
ENCLOSURE (9)
Ch 1 (APR 18 2000)

17 OCT 1997

PRESERVATION/RELEASE OF WRECKAGE

1. Reference (a), Chapter 6, provides ample guidance for the preservation/release of aircraft wreckage.
2. Following an aircraft mishap, the wreckage will not be moved or disturbed for a period of twenty-four (24) hours unless the wreckage interferes directly with vital civil functions or essential military operations.
3. In the case of bona fide interference, the Commanding Officer of the base or unit concerned is authorized to direct the removal of the wreckage.
4. If the wreckage is to be moved prematurely, photographs and diagrams should be used to the maximum extent possible.
5. The Senior Member of the AMB is authorized to release the wreckage to the reporting custodian (the squadron CO) for salvage on completion of the investigation.
6. In those cases where investigations are being conducted by other activities, the Senior Member of the AMB shall not release the wreckage until the Senior Members of the investigation teams announce completion of their investigations.
7. When a Naval Safety Center investigator is assigned to an aircraft mishap investigation, that investigator controls the wreckage and the real evidence, and will turn such over to the assigned Senior Member upon completion of his investigation.

GruO 3750.3

17 OCT 1997

MISHAPS INVOLVING CLASSIFIED EQUIPMENT

1. The Senior Member of the AMB will supervise the security of all classified equipment involved in the mishap.
2. The Maintenance Member of the AMB will assign qualified avionics personnel to remove and secure COMSEC equipment.
3. The squadron CMS Officer should be notified immediately in all mishaps involving classified material and equipment.

ENCLOSURE (11)

17 OCT 1997

PERSONAL SURVIVAL EQUIPMENT

1. Flight Surgeons assigned to mishaps will collect and forward, if required, all aircrew personal survival equipment. The MAG-12 AMSO shall be contacted as soon as possible in order to provide assistance in the area of flight equipment use.

2. All helmets involved in an aircraft mishap will be shipped to NAVAIRDEVGEN, Warminster, Pennsylvania 18974, if any of the following criteria is met:

- a. Damage to helmet.
- b. Failure of the visor.
- c. Neck injuries, to include sprains, fractures, abrasions, contusions, or lacerations thought to be directly related to the helmet.
- d. Facial injuries.
- e. Skull fractures.
- f. Unconsciousness.
- g. Fatal injuries in which the helmet and attachments were recovered.

127 OCT 1997

Suggested Items in the Mishap Investigation Kit

<u>ITEM</u>	<u>QTY</u>
Alice Packs	05
Aprons, Medical, Rubber	02
Aviators Kit Bags	02
Batteries, Box of 12 as needed	02
Black Pens, Box	01
Camera, Disposable	02
Camera, 35mm	01
Canteens	10
Cartridge Belts	05
Cassette Tapes	02
Chalk, White, Box	05
Clipboard	07
Compass, Magnetic	01
Cranials	05
Crescent Wrench	01
Drafting Pencils, Box	01
Ear Muffs, Mickey Mouse Ear- type	05
Earplugs, Foamies, Set	25
Extension Magnet	01
First Aid Kits	05
Flashlight	06
Gloves, Set, Heavy Cotton	05
Gloves, Surgical, Latex, Box	01
Graph Paper, Package	05
Hacksaw	01
Hacksaw Blades	04
Hammer	01
Hammer, Sledge	01
Hand held GPS units	05
Insect Repellent, Can/Bottle	05
Jack Knife	05
Land/Sea Survival Handbooks	05
Magnetic Compasses	05
Markers, White Board, Set	05
Markers, Overhead, Set	05
Markers, Felt Tip, Set	05
Masking Tape, Roll	05
Microcassette recorders, hand held	05

ENCLOSURE 13)

GruO 3750.3

17 OCT 1997

<u>ITEM</u>	<u>QTY</u>
MRE, Box	05
NAVAIR 00-80T-67 (Mishap Invest.)	02
Navigation Plotters	05
OPNAVINST 3750.6Q	01
Pipe Wrench	01
Pliers	01
Pliers, Needle Nose	01
Protractor, Plastic	05
Rope Nylon, 50'	01
Rubber Cement, Bottle	01
Ruler, 18"	03
Ruler, 12"	03
Screw Drivers, Flat Head	05
Screw Drivers, Phillips	05
Security Guard Tags	14
Shipping Tags	50
Snake Bite Kits	05
Specimen Bags, Plastic	50
Specimen Bottles, Plastic	20
Speed Wrench Bit	01
Stapler	01
Steel Measuring Tape, 100'	01
String, Cotton, Roll	03
String/Rope, Cotton/Nylon	05
T-Handles	02
Tin Snips	01
Vice Grips	01
Water Jugs	02
Wire Cutters	01
Witness Statement Forms, Package	01
Wrench, Box Set (5/16" - 5/8")	01
Writing Tablets	05

ENCLOSURE (13)

17 OCT 1997

IWAKUNI TELEPHONE NUMBERS

MAG-12 Numbers:

DSS.....	253-3988/3294
Fax (for Flash Reports).....	6387
CO/XO.....	4392
GDO.....	4029
Chaplain	5212

1st MAW Numbers:

DSS.....	645-3888/3234
Fax (for Flash Reports).....	7125
BWOOD (after hours Flash Reports)....	3744
BWOOD Fax	7279

Iwakuni Numbers:

To launch the SAR call Base Operations	
Base Operations.....	253- 3553 5501
Crash/Fire/Rescue.....	3211/6842/4342
Fire/Paramedics.....	119
Ambulance, emergency.....	116
non-emergency.....	253-3300
PMO emergency.....	119
from off-base, emergency.....	21-7700
non-emergency.....	253-3222
Joint EOD.....	3578
fax.....	5274
Launch and Recovery.....	4576
Chaplain.....	5212 5218
Joint Public Affairs Office	
during working hours.....	5551
non-working hours, call Base Duty	
Base Duty Officer.....	4001/4621
Photo Lab	
during working hours.....	3043
non-working hours.....	3222 (PMO)
Weather, Duty Forecaster.....	3005
Iwakuni ATC.....	3656/3006

Commercial call to Iwakuni from U.S.. 011-81-6117-53-XXXX
 may need to call 4171 (Iwakuni switchboard) to get fwd'd

DSN to the U.S..... 94-312-XXX-XXXX

ENCLOSURE (14)

GruO 3750.3

17 OCT 1997

OSAN TELEPHONE LIST

MAG-12 Numbers:

DSS.....	253-3988/3294
Fax (for Flash Reports).....	6387
CO/XO.....	4392
GDO.....	4029

1st MAW Numbers:

DSS.....	645-3888/3234
Fax (for Flash Reports).....	7125
BWOOD (after hours Flash Reports)....	3744
BWOOD Fax	7279

Osan Numbers:

Crash/Fire/Rescue.....	784-4710
Ambulance, emergency.....	118
Police, emergency.....	116
Fire, emergency.....	911
EOD.....	784-6738
Search and Rescue.....	4428/4005
Weather, Duty Forecaster.....	4377/5630

Commercial to Osan from U.S.....	011-82-333-661-XXXX
DSN to U.S.....	192-XXX-XXXX

17 OCT 1997

KADENA TELEPHONE LIST

MAG-12 Numbers:

DSS.....	253-3988/3294
Fax (for Flash Reports).....	6387
CO/XO.....	4392
GDO.....	4029

1st MAW Numbers:

DSS.....	645-3888/3234
Fax (for Flash Reports).....	7125
BWOOD (after hours Flash Reports)....	3744
BWOOD Fax	7279

Kadena Numbers:

To Launch the SAR call 18th Wing Command Post	634-1800
SOF/Crash/Fire.....	1810/1499
Direct to Crash/Fire/Rescue.....	6011
EOD.....	5142/4274
Direct to 33rd RQS (SAR).....	6206
Ambulance.....	911
Police.....from on base.	911
Fire.....from off base.	119
Air Force Base Ops.....	3118
Navy Base Ops.....	6406/6407
Photo Lab.....	1603
	632-7653
Public Affairs.....	634-4502
Duty Wx Forecaster.....	3572

Commercial call to Kadena from U.S.....	011-81-6117-3X-XXXX
---	---------------------

DSN to U.S., must find direct dial DSN phone, then:
312-XXX-XXXX

ENCLOSURE (14)