

DEPARTMENT OF THE NAVY
NAVAL AIR STATION WHIDBEY ISLAND
OAK HARBOR, WASHINGTON 98278-5000

NASWHIDBEYINST 3750.17B
N39:Gd
11 Apr 2001

NASWHIDBEY INSTRUCTION 3750.17B

Subj: NAVAL AIR STATION WHIDBEY ISLAND MISHAP PLAN

Ref: (a) OPNAVINST 3750.6Q, Naval Aviation Safety Program
(b) OPNAVINST 3100.6G, Special Incident Reporting
(OPREP-3, Navy Blue and Unit SITREP) Procedures
(c) JAGINST 5800.7C, Manual of the Judge Advocate
General (JAGMAN)
(d) COMNAVAIRPACINST 3750.17K, Command Attention in
Aviation Safety
(e) NASWHIDBEYINST 1601.1R, Command Duty Officer (CDO)
and Petty Officer of the Watch (POOW) Watch
Procedures
(f) NASWHIDBEYNOTE 3750, Aircraft Mishap Telephone
Reference

Encl: (1) Naval Air Station Whidbey Island Mishap Action Binder

1. Purpose. This instruction provides guidance for duty personnel in the event of an aircraft mishap.

2. Cancellation. NASWHIDBEYINST 3750.17A

3. Background. This instruction applies when an aircraft mishap is reported to NAS Whidbey Island. Tenant squadrons, the Flying Club, and other DOD services are responsible for their own mishap plans. However, NAS Whidbey Island will assume initial responsibility for transient military aircraft in the area when the reporting custodian cannot expeditiously take the required actions. References (a) through (f) address reporting and investigation requirements. Enclosure (1) is designed to walk duty personnel through the steps required immediately following a mishap, without need to consult these references. The Operations Duty Officer should be relieved of the duties assigned by this instruction as soon as possible after the Aircraft Mishap Board members are recalled.

4. Action. Personnel with responsibilities cited in this instruction shall be thoroughly familiar with their duties. Nothing in this instruction shall preclude logical, warranted action when appropriate.

/s/
L. G. SALTER

Distribution:
NASWHIDBEYINST 5215.2FF
Lists A1,2,7,10,
C1, D9,27,28,31

**NAS Whidbey Island
Mishap Plan**

Mishap Action Binder

Use this binder for:

- Aircraft mishaps
- Damage or injury related to an aircraft in flight
- Damage or injury related to an aircraft on deck or being maintained

11 Apr 2001

| Table of Contents | |
|----------------------------|---|
| Page | Topic |
| i | Table of Contents |
| ii | ODO Explanation of Duties |
| iii | When to Use this Instruction |
| Mishap Action Steps | |
| Tab | Action |
| 1 | Gather Initial Information |
| 2 | Initiate Search and Rescue Response |
| 3 | Determine Whose Aircraft Was Involved |
| 4 | Checklist for NASWI C-12 or H-3 -or- Non-tenant USN/USMC Mishap |
| 5 | Checklist for Tenant Command Mishap |
| 6 | Checklist for Army/Air Force/National Guard Mishap |
| 7 | Checklist for NASWI Flying Club Mishap |
| 8 | Checklist for Civilian/Commercial Aircraft Mishap |
| 9 | CDO/CACO Recall and POOW Phone Guidelines |
| 10 | Man Incoming Phone Line |
| 11 | Determine Mishap Category and Class |
| 12 | Mishap Recall List |
| 13 | Determine If OPREP-3 Is Required |
| 14 | OPREP-3 Telephone Report |
| 15 | OPREP-3 Message |
| 16 | Notify Parent Command |
| 17 | Record Weather |
| 18 | Safety Center Telephone Report |
| 19 | CNAP/NAVREG NW Telephone Reports |
| 20 | Safety Center Mishap Report Message |
| 21 | FAA Telephone Report |
| 22 | FAA Message |
| 23 | CNAP "Personal For" Message |
| 24 | Other Mishap Recall List |
| Appendices | |
| Appendix | Topic |
| A | Mishap Investigation Kit |
| B | Mishap Site Security |
| C | Public Affairs Guidance |
| D | Aircraft Mishap Board Initial Actions |
| E | Guide to Witness Statements |
| F | Advice to Witnesses Form |
| G | Witness Statement Form |
| H | Hazardous/Explosive Material Guide |
| I | Resources |

11 Apr 2001

**Operations Duty Officer (ODO)
Explanation of Duties**

In the event of an actual mishap, go directly to Tab #1

The following is a brief description of your duties following a mishap. It should help with the "big picture." If you still have any questions after reading the mishap plan, please see the Aviation Safety Officer.

When notified of an aircraft mishap, you will:

1) Collect initial information

Get the location of the mishap and try to obtain a general description of what has occurred and the identity of aircraft.

2) Verify call

Call back to rule out a hoax or prank.

3) Initiate search-and-rescue/emergency response

Get help for survivors and preserve evidence.

4) Initiate recall

Alert other personnel so they can perform assigned duties.

5) Begin reporting

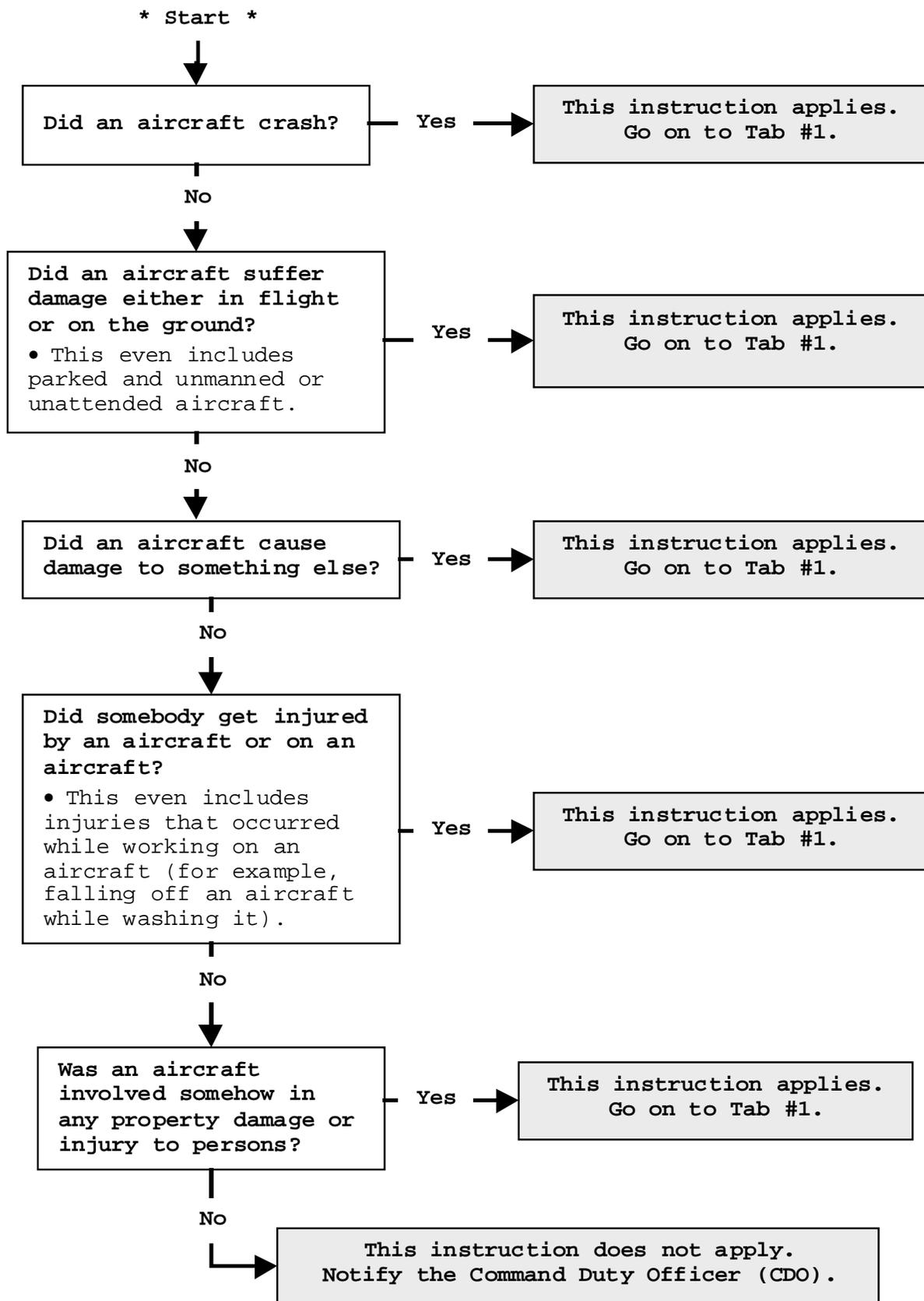
Make voice reports and transmit required messages.

The numbered steps on the following pages will walk you through this process. You are in charge, but get help. During working hours, get help from any of the Operations Department officers down the hall. After hours, use the duty personnel in Flight Planning, Ground Electronics, and on the Quarterdeck.

Note: DO NOT GIVE OUT NAMES OF PERSONNEL INVOLVED IN A MISHAP OVER THE TELEPHONE. Respond to incoming inquiries politely but firmly with, "I am unable to give out any information at this time. I suggest that you contact the NAS Public Affairs Officer (PAO) at (360) 257-2286 for any information." If after working hours, inform caller that the PAO is being recalled and offer to take a message.

What to do if the Next Of Kin (NOK) calls. Notification of the NOK is the Commanding Officer's responsibility. If the NOK calls, say: **"We are still gathering information and are unable to release any specifics at this time. Where are you now and at what number can you be reached?"** Immediately report the call to the Commanding Officer.

11 Apr 2001



11 Apr 2001

Tab #1: Gather Initial Information

Step #1: Use the Mishap Notification Worksheet on the next page to collect initial information. **Do not hang up after filling in the worksheet.**

€ **Step #2:** Tell caller:

"I am going to hang up and call you right back to verify that this is not a hoax. My phone number is (360) 257-2681. If I am unable to get through to you within 2 minutes, would you please call me back yourself?"

€ **Step #3:** Call the person who reported the mishap back to verify. (If unable to verify the call, attempt to confirm the mishap using other methods. If unable to rule out the possibility of a mishap, assume report is factual.)

Tell caller:

"Thank you for reporting this mishap.

"Please be aware that there are potential explosive hazards and other dangerous materials around any aircraft crash site. You should stand clear and warn others to keep away as well.

"Except as necessary to rescue personnel and/or fight fire, please do not disturb any wreckage or move anything. Our investigation team will be on scene as soon as possible to collect evidence in order to find out what happened.

(If emergency personnel have not been notified) "I am going to notify our rescue crew and investigation team. When I hang up, would you please call 911 to make sure the local police and fire department are notified?"

Do you have any questions?"

€ **Step #4:** Make all subsequent calls from another line. Leave 257-2681 free for incoming calls.

Go on to Tab #2

11 Apr 2001

Mishap Notification Worksheet

| Caller Information | |
|---|--|
| Time of call: | |
| Caller's name: | |
| Caller's organization: | |
| Phone number caller is using: () | |
| Caller's permanent phone number: () | |
| Mishap Information | |
| Time of mishap: | |
| Location of mishap: | |
| Brief description of mishap (What happened?): | |
| Description of Aircraft Involved | |
| Type: plane / helo | Model: C-12 / H-3 / P-3 / EA-6 / Other ____ |
| Color: | |
| Side number: | |
| Words written on aircraft: | |
| Injuries and Damage | |
| Injuries (pilots/crew): | |
| Injuries (civilians/others): | |
| Damage to aircraft: | |
| Damage to other property: | |
| Emergency Response | |
| Have the police and fire department been notified? Yes / No | |
| Are emergency personnel on scene? Yes / No | |
| Can you remain nearby to direct emergency personnel? Yes / No | |
| Where should they meet you? | |
| Witnesses | |
| Name | Phone Number |
| | () |
| | () |
| | () |

Do not hang up. Go on to Tab #1, Step 2.

11 Apr 2001

Tab #2: Initiate Search and Rescue (SAR) Response

Your first priority following a mishap is to preserve life by initiating an emergency rescue response. Perform this step even if the aircraft involved does not belong to NAS Whidbey Island.

Note: To get civilian police/sheriff and firefighters involved in a search or rescue, call the numbers listed for NAS Fire and Security and ask them to contact the appropriate civilian agencies.

Step #1: Use the phone numbers below to notify emergency personnel as appropriate. Note that each incident may require more than one phone call.

| Mishap occurred on the airfield | |
|--|--|
| NAS Fire | Crash Net (radio in Ops Duty Office) or 7-3333 |
| NAS Security | 7-3121/2/7 |
| NAS SAR Helo | 7-4545 (wait for prompt) 777 (wait for prompt) 111 |

| Mishap occurred on other base property (e.g., Survival Area) | |
|---|--|
| NAS Fire | 7-3333 |
| NAS Security | 7-3121/2/7 |
| NAS SAR Helo | 7-4545 (wait for prompt) 777 (wait for prompt) 111 |

| Mishap occurred over water / Missing aircraft over water | |
|---|--|
| NAS SAR Helo | 7-4545 (wait for prompt) 777 (wait for prompt) 111 |
| US Coast Guard | (206) 220-7001 |
| Rescue Coordination Center (RCC) Seattle | or use SARTEL |

| Mishap occurred over land / Missing aircraft over land | |
|---|--|
| NAS SAR Helo | 7-4545 (wait for prompt) 777 (wait for prompt) 111 |
| US Air Force | (800) 851-3051 |
| Rescue Coordination Center (RCC) Langley | or DSN 574-8112 |
| NAS Fire | 7-3333 (Ask to coordinate civilian fire) |
| NAS Security | 7-3121/2/7 (Ask to coordinate civilian police) |

Go on to Tab #3

11 Apr 2001

Tab #3: Determine Whose Aircraft was Involved

The actions to be taken by NAS Whidbey Island personnel depend upon whose aircraft was involved in the mishap.

Step #1: Determine whose aircraft was involved. Use the list below to find which checklist to use. Go to the Tab indicated.

NAS Whidbey Island C-12 or H-3 → Go to Tab #4

Tenant Command → Go to Tab #5
(Squadron based at NAS Whidbey Island)

Non-Tenant Navy or Marine Corps Command → Go to Tab #4
(USN/USMC Aircraft, Active or Reserve, from another base)

Other Department of Defense Agency → Go to Tab #6
(Army, Air Force, or National Guard)

NAS Whidbey Island Flying Club → Go to Tab#7

Civilian/Commercial → Go to Tab#8
(Not NAS Whidbey Island Flying Club)

11 Apr 2001

Tab #4: Checklist for NAS C-12 or H-3 -or- Non-Tenant USN/USMC

Use this checklist for mishaps involving NAS Whidbey Island C-12 or H-3 aircraft. Also use this checklist when a Navy or Marine Corps aircraft from another base is involved in a mishap. In that case, we will take charge of reporting and investigating until the other unit can relieve us.

Do not use this checklist for mishaps involving aircraft from tenant commands (squadrons based at NAS Whidbey Island).

Step #1: During working hours, get assistance from officers in Operations. After working hours, get assistance from Flight Planning and Ground Electronics (7-2181) duty personnel.

Step #2: Remove the next page (Tab #4, 2 of 2) from the binder.

Step #3: Follow the checklist. Each action listed is described in detail under a separate Tab. Use all the help available. The checklist recommends a person to whom you might delegate some tasks. The ODO has overall responsibility, so make sure each action is accomplished. Note the time each action is completed.

11 Apr 2001

Tab #4: Checklist for NASWI C-12 or H-3

| Time Limit | When Required | Action | Tab | Recommended Delegation | Time Complete |
|------------|----------------|-------------------------------------|-----|------------------------|---------------|
| ASAP | All | CDO Recall and POOW Guidelines | 9 | POOW | |
| ASAP | All | Man Incoming Phone Line | 10 | GEMD Duty | |
| ASAP | All | Determine mishap category and class | 11 | ODO | |
| ASAP | All | Mishap Recall List | 12 | Flight Planning | |
| ASAP | All | Determine if OPREP-3 required | 13 | CDO | |
| 5 min | See step above | OPREP-3 Telephone Report | 14 | CDO | |
| 20 min | See step above | OPREP-3 Message | 15 | CDO | |
| ASAP | Non-Tenant | Notify Parent Command | 16 | ODO | |
| ASAP | All | Record Weather | 17 | | |
| 60 min | Class A | Safety Center Telephone | 18 | ODO | |
| 60 min | Class A or B | CNAP and CNRNW Telephone Reports | 19 | ODO or ASO | |
| 4 hrs | Class A or B | Safety Center MR Message | 20 | ODO or ASO | |
| 4 hrs | ATC involved | FAA Telephone Report | 21 | ODO | |
| 24 hrs | ATC involved | FAA Message | 22 | ODO | |
| 24 hrs | Class A | CNAP "Personal For" | 23 | CO or Admin O | |
| 24 hrs | Class C | Safety Center MR Message | 20 | ODO or ASO | |

Category of Mishap (from Tab #11): FM FRM AGM (circle one)
 Class of Mishap (from Tab #11): A B C (circle one)
 OPREP-3 Required? (from Tab #13): PINNACLE BLUE None (circle one)

11 Apr 2001

Tab #5: Checklist for Tenant Command Mishap

Use this checklist for mishaps involving aircraft from squadrons based at NAS Whidbey.

Do not use this checklist for aircraft that are not permanently based at NAS Whidbey Island.

Step #1: During working hours, get assistance from officers in Operations. After working hours, get assistance from Flight Planning and Ground Electronics (7-2181) duty personnel.

Step #2: Remove the next page (Tab #5, 2 of 2) from the binder.

Step #3: Follow the checklist. Each action listed is described in detail under a separate Tab. Use all the help available. The checklist recommends a person to whom you might delegate some tasks. The ODO has overall responsibility, so make sure each action is accomplished. Note the time each action is completed.

11 Apr 2001

Tab #5: Checklist for Tenant Command Mishap

| Time Limit | When Required | Action | Tab | Recommended Delegation | Time Complete |
|-------------------|----------------------|--------------------------------|------------|-------------------------------|----------------------|
| ASAP | All | Notify Parent Command | 16 | ODO | |
| ASAP | All | CDO Recall and POOW Guidelines | 9 | POOW | |
| ASAP | All | Man Incoming Phone Line | 10 | GEMD Duty | |
| ASAP | All | Other Mishap Recall List | 24 | Flight Planning | |
| 24 hrs | Class A | CNAP "Personal For" | 23 | CO or Admin O | |

11 Apr 2001

Tab #6: Checklist for Army/Air Force/National Guard Mishap

Use this checklist for mishaps involving aircraft from other Department of Defense agencies, such as Army, Air Force, or National Guard.

Do not use this checklist for mishaps involving any Navy or Marine Corps aircraft.

Step #1: During working hours, get assistance from officers in Operations. After working hours, get assistance from Flight Planning and Ground Electronics (7-2181) duty personnel.

Step #2: Remove the next page (Tab #6, 2 of 2) from the binder.

Step #3: Follow the checklist. Each action listed is described in detail under a separate Tab. Use all the help available. The checklist recommends a person to whom you might delegate some tasks. The ODO has overall responsibility, so make sure each action is accomplished. Note the time each action is completed.

11 Apr 2001

Tab #6: Checklist for Army/Air Force/National Guard Mishap

| Time Limit | When Required | Action | Tab | Recommended Delegation | Time Complete |
|-------------------|----------------------|--------------------------------|------------|-------------------------------|----------------------|
| ASAP | All | CDO Recall and POOW Guidelines | 9 | POOW | |
| ASAP | All | Man Incoming Phone Line | 10 | GEMD Duty | |
| ASAP | All | Other Mishap Recall List | 24 | Flight Planning | |
| 24 hrs | Class A | CNAP "Personal For" | 23 | CO or Admin O | |

11 Apr 2001

Tab #7: Checklist for NASWI Flying Club Mishap

Use this checklist for mishaps involving NAS Whidbey Island Flying Club aircraft.

Step #1: During working hours, get assistance from officers in Operations. After working hours, get assistance from Flight Planning and Ground Electronics (7-2181) duty personnel.

Step #2: Remove the next page (Tab #7, 2 of 2) from the binder.

Step #3: Follow the checklist. Each action listed is described in detail under a separate Tab. Use all the help available. The checklist recommends a person to whom you might delegate some tasks. The ODO has overall responsibility, so make sure each action is accomplished. Note the time each action is completed.

11 Apr 2001

Tab #7: Checklist for NASWI Flying Club Mishap

| Time Limit | When Required | Action | Tab | Recommended Delegation | Time Complete |
|------------|----------------|---------------------------------|-----|------------------------|---------------|
| ASAP | All | CDO Recall and POOW Guidelines | 9 | POOW | |
| ASAP | All | Man Incoming Phone Line | 10 | GEMD Duty | |
| ASAP | All | Other Mishap Recall List | 24 | Flight Planning | |
| ASAP | All | Determine if OPREP-3 required | 13 | CDO | |
| 5 min | See step above | OPREP-3 Telephone Report | 14 | CDO | |
| 20 min | See step above | OPREP-3 Message | 15 | CDO | |
| ASAP | All | Execute Flying Club Mishap Plan | N/A | Club Manager | |
| 4 hrs | ATC involved | FAA Telephone Report | 21 | ODO | |
| 24 hrs | ATC involved | FAA Message | 22 | ODO | |
| 24 hrs | Major mishap | CNAP "Personal For" | 23 | CO or Admin O | |

OPREP-3 Required? (from Tab #13): PINNACLE BLUE None (circle one)

Note: The Flying Club Mishap Plan is a separate instruction put out by the Flying Club Manager. Ideally, it should be executed by the Flying Club Manager or another Club staff member. If no Club personnel can be contacted (675-4359), the ODO should execute it.

11 Apr 2001

Tab #8: Checklist for Civilian/Commercial Aircraft Mishap

Use this checklist for mishaps involving NAS Whidbey Island C-12 or H-3 aircraft.

Step #1: During working hours, get assistance from officers in Operations. After working hours, get assistance from Flight Planning and Ground Electronics (7-2181) duty personnel.

Step #2: Remove the next page (Tab #8, 2 of 2) from the binder.

Step #3: Follow the checklist. Each action listed is described in detail under a separate Tab. Use all the help available. The checklist recommends a person to whom you might delegate some tasks. The ODO has overall responsibility, so make sure each action is accomplished. Note the time each action is completed.

11 Apr 2001

Tab #8: Checklist for Civilian/Commercial Aircraft Mishap

| Time Limit | When Required | Action | Tab | Recommended Delegation | Time Complete |
|------------|--------------------------|--------------------------------|-----|------------------------|---------------|
| ASAP | All | CDO Recall and POOW Guidelines | 9 | POOW | |
| ASAP | All | Man Incoming Phone Line | 10 | GEMD Duty | |
| ASAP | All | Other Mishap Recall List | 24 | Flight Planning | |
| ASAP | All | Determine if OPREP-3 req'd | 13 | CDO | |
| 5 min | See step above | OPREP-3 Telephone Report | 14 | CDO | |
| 20 min | See step above | OPREP-3 Message | 15 | CDO | |
| 4 hrs | All | FAA Telephone Report | 21 | ODO | |
| 24 hrs | All | FAA Message | 22 | ODO | |
| 24 hrs | Major mishap on airfield | CNAP "Personal For" | 23 | CO or Admin O | |

OPREP-3 Required? (from Tab #13): PINNACLE BLUE None (circle one)

11 Apr 2001

Tab #9: CDO/CACO Recall and POOW Phone Guidelines

The CDO and Petty Officer of the Watch (POOW) are needed for several reasons following a mishap. As the CO's representative, the CDO must be kept informed. Additionally, the CDO must authorize the release of messages for the air station. He or she should also be responsible for any required OPREP-3 or Unit SITREP messages. The POOW will assist with message drafting and bring the messages to the Comm Center for transmission.

Step #1: Remove the next page (Tab #9, 2 of 2) from the binder and give it to the Petty Officer of the Watch. Direct him/her to recall the CDO and observe the telephone guidelines.

Step #2: If fatalities or serious injuries are involved, or persons are missing, also have the POOW recall the duty Casualty Assistance Calls Officer (CACO).

11 Apr 2001

Petty Officer of the Watch Aircraft Mishap Checklist

When notified by the Operations Duty Officer of a possible aircraft mishap, perform the following steps.

Step #1: Recall the Command Duty Officer (CDO). Tell him or her: **"The Operations Duty Officer has informed me there may have been an aircraft mishap. I don't have any further details, but you are requested to report immediately to the Quarterdeck."**

Step #2: If so directed, recall the Casualty Assistance Calls Officer (CACO). Tell him or her: **"Your presence is requested at the Quarterdeck."**

Step #3: Adhere to the following guidelines. You are not authorized to release any information about a possible mishap. This is critically important to ensure that next of kin are informed in a proper manner.

Continue to follow your normal procedures for answering the telephone: **"Naval Air Station Whidbey Island Quarterdeck, this is Petty Officer _____. How may I help you?"**

If a caller asks about a mishap, say: **"I am unable to give out any information at this time. If you have something to report, I can take that information and pass it to the Duty Officer. If you have any questions, I suggest you call the Public Affairs Office at 257-2286."**

If a caller says they received a message to report to the duty office, say: **"The Commanding Officer has directed a recall of certain personnel, but that is all I have been told. Can I pass a message to the Operations Duty Officer for you?"**

If a caller says they are trying to find out if a family member is okay, say: **"We are still gathering information and I am unable to release any specifics at this time. If you will give me your name and a telephone number where you can be reached, I will have someone call you as soon as we have any information."**

Step #4: Assist the CDO with drafting of OPREP message if required.

11 Apr 2001

Tab #10: Man Incoming Phone Line

Step #1: Assign someone to answer incoming phone calls. Leave 257-2681 free for incoming calls. Give the phone watch these guidelines to follow.

Phone Guidelines

Adhere to the following guidelines. You are not authorized to release any information about a possible mishap. This is critically important to ensure that next of kin are informed in a proper manner.

Follow normal procedures for answering the telephone: **"Naval Air Station Whidbey Island Operations Duty Office, this is _____ (rate and name). How may I help you?"**

If a caller asks about a mishap, say: **"I am unable to give out any information at this time. If you have something to report, I can take that information and pass it to the Duty Officer. If you have any questions, I suggest you call the Public Affairs Office at 257-2286."**

If a caller says they received a message to report to the duty office, say: **"The Commanding Officer has directed a recall of certain personnel, but that is all I have been told. Can I pass a message to the Operations Duty Officer for you?"**

If a caller says they are trying to find out if a family member is okay, say: **"We are still gathering information and I am unable to release any specifics at this time. Where are you now and what is the telephone number there? I will have the duty officer call you as soon as we have any information."** Write down the caller's name, location, and phone number and then give this information to the Operations Duty Officer.

11 Apr 2001

Tab #11: Determine Mishap Category and Class

Step #1: Use the flow chart on the next page to determine if a defined Naval Aircraft Mishap has occurred. If a mishap has occurred, the flow chart will generate a mishap category: Flight Mishap, Flight Related Mishap, or Aircraft Ground Mishap. **Circle the appropriate category on your checklist (Tab #4).**

Step #2: If you determined from Step #1 above that there has been an aircraft mishap (any one of the three categories), you must next determine the severity class of the mishap.

A mishap may be class A, B or C. Use the following to determine severity:

a. **Class A** (If any of the following occur):

- (1) Property damage of \$1,000,000 or more, and/or
- (2) Naval aircraft is destroyed or missing, and/or
- (3) Permanent total disability, and/or
- (4) Fatal injury.

b. **Class B** (If any of the following occur):

- (1) Property damage of at least \$200,000 but less than \$1,000,000, and/or
- (2) Permanent partial disability to DOD personnel, and/or
- (3) Hospitalization of 5 or more personnel.

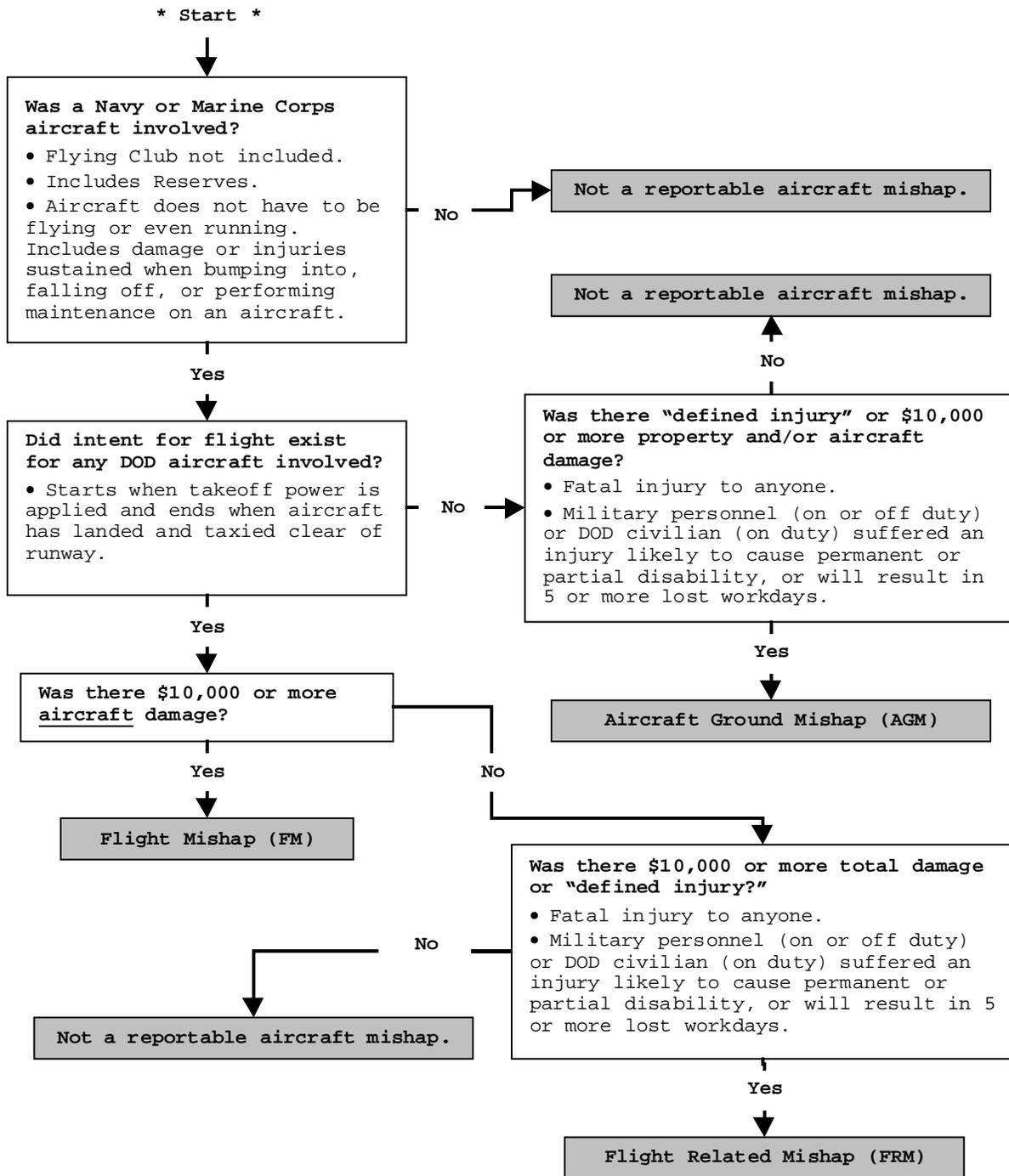
c. **Class C**

- (1) Property damage of at least \$10,000 but less than \$200,000, and/or
- (2) Injury resulting in five or more lost workdays.

Circle the appropriate class on your checklist (Tab #4).

11 Apr 2001

Mishap category determination:



Tab #12: Mishap Recall List

Step #1: Assign someone to recall the personnel listed below. Phone numbers are located in reference (f), NASWHIDBEYNOTE 3750, Aircraft Mishap Telephone Reference.

If you speak directly to the CO, XO, Operations Officer or Aviation Safety Officer (the first four persons listed) you may tell them that you are conducting a recall due to an aircraft mishap. Answer any questions they may have. If you are leaving a message, simply say: **"The Operations Duty Officer has initiated a recall of certain personnel. Your presence is requested in the Operations Duty Office."**

Tell all other personnel on this list: **"The Commanding Officer has directed an immediate recall of certain personnel. You are requested to report immediately to the Operations Duty Office."** Do not say "aircraft mishap." Politely but firmly decline to answer any questions, and refer problems to the ODO.

***** Note: Some of the persons listed below are aircrew. Do not call the home of a person who was involved in the mishap! *****

| Person Called | Time | Notes (Left message, unable to reach, etc.) |
|------------------------------|------|---|
| Commanding Officer | | |
| Executive Officer | | |
| Operations Officer | | |
| Aviation Safety Officer | | |
| Public Affairs Officer | | |
| Staff Judge Advocate | | |
| Operations Officer Alternate | | |
| AMB - Aircraft Maintenance | | |
| AMB - C-12 NATOPS Member | | |
| AMB - H-3 NATOPS Member | | |
| AMB - Flight Surgeon Member | | |
| AMB - Alternate Member | | |
| AMB - Alternate Member | | |
| Administrative Officer | | |
| (Alt) Administrative Officer | | |
| (Alt) Public Affairs Officer | | |
| Command Master Chief | | |
| CO Secretary | | |

Tab #13: Determine if an OPREP-3 is Required

An OPREP-3 is used to inform senior Navy and national leadership of events that might warrant their attention. If a report is required, use subsequent tabs to make a 5-minute voice report and 20-minute message.

Step #1: An OPREP-3 report is required if the mishap is likely to generate national and/or high level Navy interest. The basic criteria is contained in reference (b), and the following guidelines apply:

- (1) **PINNACLE** (Flash Precedence)
 - (a) Civilian casualties,
 - (b) Substantial damage to civilian property,
 - (c) Crash in populated area,
 - (d) Mishap in foreign territory,
 - (e) Hijacking or attempted hijacking,
 - (f) Acts or attempts at sabotage.
- (2) **NAVY BLUE** (Immediate Precedence)
 - (a) Major mishap (Class A or B) not covered above,
 - (b) Near collisions with civilian aircraft,
 - (c) Things Falling Off Aircraft (TFOA),
 - (d) Crash on government land or at sea,
 - (e) Misconduct that may be reported by local press.

Common sense approach: The idea is to let leadership know of a problem before they see it on CNN. If the mishap is something that you could imagine seeing on the **national news, send an OPREP-3/Pinnacle**. If the mishap is something you could imagine reading about in the **local paper, send an OPREP-3/Navy Blue**. If you can't imagine any press interest, you probably don't need to send an OPREP. **If in doubt, send the highest OPREP-3 you are considering.**

Tab #14: OPREP-3 Voice Report

If an OPREP-3 is required (see Tab #13 to determine), you should **make this voice report within 5 minutes of mishap verification.** Do not waste time trying to get extra information. Make the phone call within the prescribed time limit with as much information as you have. The OPREP-3 should be sent by the CDO if available, but the ODO should make sure it gets done.

Note: Do not release names of personnel involved in the mishap at this time.

Note: Use Zulu Time for all messages and voice reports. To calculate Zulu Time, take local time and add 7 hours (daylight saving time, April-October) or 8 hours (standard time, November-March).

Step #1: Use the OPREP-3 Voice Report template under this tab to prepare your report.

Step #2: Review the example OPREP-3 Voice Report under this tab to get an idea of what to expect when you make your report.

Step #3: Call the number listed below and make your report using the template you filled in during step #1 above:

Navy Command Center (CNO Duty Captain)

Primary: DSN 225-0231 or Commercial (703) 695-0231
Secondary: DSN 223-2006 (Ask switchboard for NCC)

If unable to reach NCC, try National Military Command Center (NMCC):

Primary: DSN 851-1911 or Commercial (703) 697-1911
Secondary: DSN 851-3840 or Commercial (703) 697-3840

Step #4: Note the time the telephone report was completed and the name of the duty officer taking the report:

Zulu Time: _____

NCC Duty Officer: _____

11 Apr 2001

***** OPREP-3 Voice Report Example *****

NCC/MNCC: "This is the Command Center Duty Officer."

CDO: "NCC this is Naval Air Station Whidbey Island, OPREP-3 Pinnacle, over."

NCC/NMCC: "Go ahead."

CDO: "This is NAS Whidbey Island Command Duty Officer, LT Smith, with a Flash Unclassified OPREP-3 Pinnacle Message."

"Line 2. Incident: Aircraft Mishap, 31 1530Z JAN 01, 2 miles east of Naval Air Station Whidbey Island."

"Line 3. Narrative: C-12 crashed shortly after takeoff on a training mission with three souls on board. Aircraft impacted civilian housing area. No known survivors. Suspected civilian casualties and extensive property damage. Cause of crash unknown at this time. Military and civilian police and rescue personnel on scene. Expect intense adverse public reaction. No assistance currently required. No press release has been made. Amplifying information to follow. Over."

OPREP-3 Voice Report Template

NCC/MNCC: "This is the Command Center Duty Officer

CDO: **"NCC this is Naval Air Station Whidbey Island, OPREP-3
Pinnacle / OPREP-3 Navy Blue (select one), over."**

NCC/NMCC: "Go ahead"

CDO: **"This is NAS Whidbey Island Command Duty Officer,**

(Your rate/rank and name)

**with a Flash Unclassified OPREP-3 Pinnacle message.
with an Immediate Unclassified OPREP-3 Navy Blue message.
(Select one)**

Line 2. Incident: Aircraft Mishap,

(Date Time Group when incident occurred)

(Location to the best of your knowledge)

Line 3. Narrative: _____

No assistance currently required. No press release has been made. Amplifying information to follow. Over."
(Briefly describe situation, some suggested statements are listed on the next page: circle the ones you want to use, cross out the ones you don't want, or rewrite above. Use boldfaced items unless they don't apply.)

11 Apr 2001

Station H-3 helicopter crashed while on rescue mission.
Station H-3 helicopter crashed while on training mission.
Station H-3 helicopter crashed during _____.
Station C-12 airplane crashed while on training mission.
Station C-12 airplane crashed while carrying passengers.
Station C-12 airplane crashed during _____.

Mishap occurred over water.
Mishap occurred over local populated area.
Mishap occurred over sparsely populated mountainous terrain.
Mishap occurred _____.

No known survivors.
No known fatalities.
Condition of crew not known.
Condition of crew and passengers not known.
Condition of crew _____.

Suspected civilian ground casualties.
No suspected civilian ground casualties.
_____ ground casualties.

Extensive property damage.
Minor property damage.
No property damage.

Cause of crash unknown at this time.

Military rescue personnel on scene.
Civilian rescue personnel on scene and military rescue personnel en route.
Military and civilian rescue personnel en route.

Expect intense adverse public reaction.
Expect extensive local media coverage.
Expect no press interest.
Expect little public reaction and low press interest.

No assistance currently required.
No press release has been made.
Amplifying information to follow.

Note: Do not release names of personnel involved in the mishap at this time.

11 Apr 2001

Tab #15: OPREP-3 Message

If an OPREP-3 is required (see Tab #13 to determine), you should **transmit this message within 20 minutes of mishap verification**. You should already have made the 5-minute voice report (Tab #14). Again, do not waste time trying to get extra information. Send the message within the prescribed time limit with as much information as you have. The OPREP-3 should be sent by the CDO if available, but the ODO should make sure it gets done.

Step #1: Use the OPREP-3 Message template under this tab to prepare your message.

Notes:

Include number of aircrew and passengers on board and their injury classifications (FATAL, SERIOUS, MINOR, NO INJURY or UNKNOWN). **Do not include names of personnel.**

Include mission (training, search-and-rescue, passenger mission, etc.) and phase of operations (taxi, takeoff, landing, etc.).

Time and location of the incident are reported in the TIMELOC data set.

Use Zulu time for all messages and voice reports. To calculate Zulu time, take local time and add 7 hours (daylight saving time, April-October) or 8 hours (standard time, November-March).

Report serial number is obtained from the CDO's OPREP-3 Binder (not required on voice reports).

The initial record message report must reference the initial voice report.

Step #2: Have the Petty Officer of the Watch type the message and transmit it after the CDO or Commanding Officer approves it for release.

11 Apr 2001

OPREP-3 Message Template

FM NAS WHIDBEY ISLAND//CDO//
TO JOINT STAFF WASHINGTON DC//J3 NMCC// (For PINNACLE only)
CNO WASHINGTON DC//JJJ//
COMNAVAIRPAC SAN DIEGO CA//JJJ//
COMNAVAIRSYS COM WASHINGTON DC//9F// (For aircraft accidents)
PLAD of other commands involved (if known)
INFO ONI WASHINGTON DC//JJJ//
CINCPACFLT PEARL HARBOR HI//JJJ//
COMNAVREG NW SEATTLE WA//JJJ//
NAS WHIDBEY ISLAND WA//N00/N01/N3//
NAVMARINTENCEN WASHINGTON DC//JJJ//
NAVY JAG ALEXANDRIA VA//JJJ// (If civilian hurt or civilian
property damaged)
CMC WASHINGTON DC//JJJ// (For incidents involving Marine Corps)
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24// (For
suspected violations of law; incidents resulting in the loss of
life; and other situations in which Naval Criminal Investigative
Service participation is required)
USSTRATCOM OFFUTT AFB NE//JOO/J3/J44// (For matters related to
strategic systems, force structure or weapon incidents.)
COMNAVPERSCOM MILLINGTON TN//JJJ//
CNO NOVEMBER ONE WASHINGTON DC//JJJ// (For incidents involving
death or serious injury, serious misconduct, attempts to
willfully destroy Navy property, or racial incidents)
COMNAVSAFECEN NORFOLK VA//00/02/10/11/12/13/14/20/30/43/50
/60/70/80/90/054//
NAVINSGEN WASHINGTON DC//JJJ// (For fraud, waste or abuse)
UNCLAS
MSGID/OPREP-3/NAS WHIDBEY ISLAND/_____/ -//
(Serial # from CDO's OPREP-3 Binder)

REF/A/TEL/NAS WHIDBEY ISLAND/_____/ -//
(DTG of phone report)

AMPN/REF A IS INITIAL VOICE REPORT TO _____//
(NCC or NMCC)

FLAGWORD/_____/ -//
(PINNACLE or NAVY BLUE)

TIMELOC/_____/_____/INIT//
(DTG of incident) (Location of incident)

NASWHIDBEYINST 3750.17B

11 Apr 2001

OPREP-3 Message Example

FM NAS WHIDBEY ISLAND//CDO//
TO JOINT STAFF WASHINGTON DC//J3 NMCC//
CNO WASHINGTON DC//JJJ//
COMNAVAIRPAC SAN DIEGO CA//JJJ//
COMNAVAIRSYSCOM WASHINGTON DC//9F//
INFO ONI WASHINGTON DC//JJJ//
CINCPACFLT PEARL HARBOR HI//JJJ//
COMNAVREG NW SEATTLE WA//JJJ//
NAS WHIDBEY ISLAND WA//N00/N01/N3//
NAVMARINTENCEN WASHINGTON DC//JJJ//
NAVY JAG ALEXANDRIA VA//JJJ//
DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24//
COMNAVPERSCOM MILLINGTON TN//JJJ//
CNO NOVEMBER ONE WASHINGTON DC//JJJ//
COMNAVSAFECEN NORFOLK VA//00/02/10/11/12/13/14/20/30/43/
50/60/70/80/90/054//
UNCLAS
MSGID/OPREP-3/NAS WHIDBEY ISLAND/001/JAN//
REF/A/TEL/NAS WHIDBEY ISLAND/311535JAN01//
AMPN/REF A IS INITIAL VOICE REPORT TO NCC//
FLAGWORD/PINNACLE/-//
TIMELOC/311530JAN01/2 MILES EAST OF NAS WHIDBEY ISLAND WA/INIT//
GENTEX/INCIDENT IDENTIFICATION AND DETAILS/C-12 CRASHED SHORTLY
AFTER TAKEOFF FROM NAS WHIDBEY ISLAND ON A TRAINING MISSION WITH
3 SOULS ON BOARD. AIRCRAFT IMPACTED CIVILIAN HOUSING AREA. NO
KNOWN SURVIVORS. SUSPECTED CIVILIAN CASUALTIES AND EXTENSIVE
PROPERTY DAMAGE. CAUSE OF CRASH UNKNOWN AT THIS TIME. MILITARY
AND CIVILIAN POLICE AND RESCUE PERSONNEL ON SCENE. EXPECT
INTENSE ADVERSE PUBLIC REACTION. NO ASSISTANCE CURRENTLY
REQUIRED. NO PRESS RELEASE HAS BEEN MADE. NAMES WITHHELD
PENDING NOK NOTIFICATION. AIRCRAFT WAS A C-12, BUNO 161206,
ASSIGNED TO NAS WHIDBEY ISLAND. AMPLIFYING INFORMATION TO
FOLLOW.
RMKS/COMMANDER'S ESTIMATE: UNIT CAPABILITY TO CONTINUE MISSION
DEGRADED BY LOSS OF ONE OF TWO AIRCRAFT ASSIGNED. NO
DEGRADATION OF AIRFIELD FACILITIES. THIS MESSAGE WAS SUBMITTED
LATE DUE MESSAGE TRAFFIC PROBLEMS.//

11 Apr 2001

Tab #16: Notify Parent Command

As soon as possible, you should notify the parent command of the aircraft involved in a mishap.

It is not practical to list every conceivable phone number here, so you may have to use your own initiative to track down a telephone number.

There is a list of phone numbers for all tenant commands on the ODO's desk.

For commands at other bases: There is a Department of Defense flight publication titled IFR-Supplement, copies of which are kept in Flight Planning. This book has telephone numbers for most military airfields in the United States. Additionally, the Duty Flight Planner's telephone has numbers for most West Coast military airfields programmed in its speed-dial. Finally, check the Rolodex on the ODO's desk.

Some other possible resources include:

Base Operator

Dial 0 (Not manned 24-hours)

Information

Commercial (Area Code) 555-1212

Nearest **Army/National Guard:** Gray Army Airfield at Fort Lewis
DSN 357-6628 or Commercial (253) 967-6628

Nearest **Air Force/Air National Guard:** McChord Air Force Base
DSN 382-5611 or Commercial (253) 982-5611

Nearest **Coast Guard:** Port Angeles Coast Guard Air Station
Commercial (360) 417-5840

Step #1: After contacting the parent command, record below:

Date and time contacted: _____

Command: _____ Phone number: _____

Person contacted: _____

Tab #17: Record Weather

Several of the reports you will be filling out ask for weather information. Additionally, this will be needed for the mishap investigation.

Step #1: Fill out the location information at the top of the Weather Request form on the next page of this Tab.

Step #2: Have someone bring the Weather Request form next door to the Meteorology Office. When the information is ready for pick-up, place it in your files for future reference.

11 Apr 2001

Weather Record

Date and local time of mishap: _____

Location of mishap: _____

Duty Forecaster: We are in the process of investigating and reporting a possible aircraft mishap. Please fill out this form to the best of your ability and **return it to the NAS Operations Duty Officer** next door. We need this information as soon as possible. Thank you.

Date and time filled in by Meteorology: _____

Temperature and dewpoint: _____

Pressure altitude: _____

Density altitude: _____

Altimeter setting: _____

Surface winds: _____

Winds aloft up to 31,000': _____

Cloud layers: _____

Visibility: _____

Thunderstorms: _____

Turbulence: _____

Icing: _____

Precipitation: _____

Other: _____

11 Apr 2001

Tab #18: Safety Center Telephone Report

If there has been a Class A mishap, you should **call the Naval Safety Center within 60 minutes of mishap verification**. You do not need to call the Safety Center for Class B and C mishaps. (Mishap severity classification should have been determined already using Tab #11). Do not delay the call to gather information, but make the report with what information you have.

Step #1: Use the Safety Center Telephone Report template under this tab to prepare your message. You should have the required information from your OPREP-3 Message (Tab#15). **Do not include names.**

Step #2: Call the Safety Center at the number listed below and make your voice report:

DSN 564-3520 or Commercial (757) 444-3520

Step #3: Record below the time you placed the call and the name of the person who received your report.

Time: _____

Safety Center POC: _____

11 Apr 2001

Safety Center Voice Report Template

A. Reporting Custodian: NAS Whidbey Island

B. Aircraft type and bureau number (BUNO): _____

C. Mishap location: _____

D. Brief narrative: _____

E. Damage: _____

F. Injuries/fatalities: _____

G. Point of contact: NAS Whidbey Island ODO, Aviation Safety Officer or Operations Officer, DSN 820-2681

11 Apr 2001

Tab #19: AIRPAC/NAVREGNW Telephone Reports

If there has been a Class A or B mishap, you should call the Commander, Naval Air Force, U.S. Pacific Fleet (CNAP) and Commander, Navy Region Northwest (NAVREGNW) duty offices within 60 minutes of mishap verification. You do not need to call either command for Class C mishaps. (Mishap severity classification should have been determined already using Tab #11). Do not delay the call to gather information, but make the report with what information you have.

Step #1: Use the Commander's Telephone Report template under this tab to prepare your report. You should have the required information from your OPREP-3 Message (Tab #15) or Safety Center Voice Report template (Tab # 16). **Do not include names.**

Step #2: Call CNAP at one of the numbers listed below:

Working hours - DSN 735-2788 or Commercial (619) 545-2788

After hours - DSN 735-2018 or Commercial (619) 545-2018

Record the time you placed the call and the name of the person who received your report.

Time: _____

CNAP POC: _____

Step #3: Call COMNAVREGNW at one of the numbers listed below:

DSN 322-5300/01 or Commercial (360) 315-5300/01

Commercial Cellular (360) 981-7572 or Pager (206) 955-0426

Record the time you placed the call and the name of the person who received your report.

Time: _____

COMNAVREGNW POC: _____

11 Apr 2001

Commander's Voice Report Template

A. Reporting Custodian: NAS Whidbey Island

B. Aircraft type and bureau number (BUNO): _____

C. Mishap location: _____

D. Brief narrative: _____

E. Damage: _____

F. Injuries/fatalities: _____

G. OPREP-3 DTG: _____

H. Point of contact: NAS Whidbey Island ODO, Aviation Safety Officer or Operations Officer, DSN 820-2681

11 Apr 2001

Tab #20: Safety Center Mishap Report Message

The initial Mishap Report message is due within 4 hours of the mishap for Class A and B mishaps. It is due within 24 hours for Class C mishaps.

Ideally, the Aviation Safety Officer or another graduate of the School of Aviation Safety will assist with the drafting of this message. If you have to do it yourself, follow the directions under this tab as best you can. Any inadvertent errors or unknown information can be corrected later by the ASO in an amended report. **DO NOT DELAY THE PRELIMINARY MESSAGE FOR LACK OF INFORMATION.**

Step #1: Use the Mishap Report template under this tab to prepare your message. Instructions for filling in the template begin on page 8 of this Tab.

Note: If any information required by the format of the report is obviously not appropriate for the mishap being reported (such as altitude for a ground mishap), enter NA in the space for that information. If you do not know something, such as aircraft damage costs, simply enter TBA, TBD, or UNK. **Do not include names.**

Step #2: Have the Petty Officer of the Watch type the message and transmit it after the Operations Officer, CDO, or Commanding Officer authorizes release.

11 Apr 2001

PRIORITY

FM NAS WHIDBEY ISLAND

TO CNO WASHINGTON DC//N889E//

CMC WASHINGTON DC//A/SD//

COMNAVSAFECEN NORFOLK VA//00/10/11/054//

COMNAVAIRPAC SAN DIEGO CA//JJJ//

ALL SUPER KINGAIR AIRCRAFT ACTIVITIES// (If C-12 mishap)

ALL SEAKING HELICOPTER ACTIVITIES// (If H-3 mishap)

INFO CINCPACFLT PEARL HARBOR HI//00/324M// (Press interest)

COMNAVREG NW SEATTLE WA//JJJ//

_____ (CO of other airfield, ship or facility involved)

_____ (CO of other aircrew involved)

LSO SCHOOL NAS OCEANA VA//JJJ// (Carrier landing involved)

HELSPRON EIGHT// (Helicopter shipboard mishaps)

HELSPRON THREE// (Helicopter shipboard mishaps)

ARMED FORCES INSTITUTE OF PATHOLOGY WASHINGTON DC//CME-0//
(Fatalities involved)

HELANTISUBRON ONE//60// (SAR effort involved)

COMNAVAIRWARCENWPNDIV CHINA LAKE CA//JJJ// (Aeromedical/ALSS)

NAVAIRWARCENACDIV WARMINSTER PA//JJJ// (Aeromedical/ALSS)

ALL AEROMEDICAL ACTIVITIES// (Aeromedical/ALSS involved)

HQ AFSA KIRTLAND AFB NM//SEF// (USAF involved, or common
aircraft/engine)

CDRUSASC FT RUCKER AL//PESC-Z// (USA involved, or common
aircraft/engine)

COMDT COGARD WASHINGTON DC//G-KSE// (USCG involved, or common
aircraft/engine)

NAVY JAG ALEXANDRIA VA//JJJ// (Civilian personnel or property)

UNCLAS FOUO //N03750//

THIS IS AN INITIAL GENERAL USE NAVAL ACFT MISHAP REPORT, NAS
WHIDBEY ISLAND, CLASS (A, B, C) (FM, FRM, AGM) (serial number,
for example "01-02" would be the first mishap of FY02), (date of
occurrence), (model aircraft), (bureau number) REPORT SYMBOL
OPNAV 3750-20.

A. OPNAVINST 3750.6Q

B. JAGINST 5800.7C

1. SUMMARY. _____

2. DATA.

A. AIRCRAFT: (1) _____, (2) _____, (3) _____,
(4) _____, (5) _____, (6) _____.

B. EQUIPMENT: (1) _____, (2) _____,
(3) _____, (4) _____.

C. ENVIRONMENT: (1) _____, (2) _____,
(3) _____, (4) _____,
(5) _____,
(6) _____, (7) _____.

3. CIRCUMSTANCES

A. ORIGIN. _____

B. MISSION. _____

C. FLIGHT PURPOSE CODE. _____

D. TYPE OF FLIGHT PLAN. _____

E. DESTINATION. _____

F. AIRCRAFT EVOLUTION. _____

4. MISHAP CATEGORY. _____

5. DAMAGE AND COSTS

A. AIRCRAFT. _____
_____.

B. DOD PROPERTY DAMAGE. _____
_____.

11 Apr 2001

C. NON-DOD PROPERTY DAMAGE. _____

_____.

6. PERSONNEL INFORMATION AND INJURIES.

A. SOULS ON BOARD. _____.

B. CREW. _____

(1) AIRCRAFT COMMANDER, PILOT AT THE CONTROLS (if appropriate), _____, _____, USN, NAS WHIDBEY

ISLAND, ON DUTY, _____ INJURY,

_____.

NVG'S NOT USED, _____ TOTAL FLIGHT HOURS, _____ HOURS IN MODEL.

(2) _____, PILOT AT THE CONTROLS (if appropriate), _____, _____, USN, NAS WHIDBEY

ISLAND, ON DUTY, _____ INJURY,

_____.

NVG'S NOT USED, _____ TOTAL FLIGHT HOURS, _____ HOURS IN MODEL.

(3) _____, _____, _____, USN, NAS

WHIDBEY ISLAND, ON DUTY, _____ INJURY,

_____.

NVG'S NOT USED.

(4) _____, _____, _____, USN, NAS
WHIDBEY ISLAND, ON DUTY, _____ INJURY,

NVG'S NOT USED.

(5) _____, _____, _____, USN, NAS
WHIDBEY ISLAND, ON DUTY, _____ INJURY,

NVG'S NOT USED.

C. TOTAL NUMBER OF PASSENGERS. _____.

(1) INJURED PASSENGERS. _____.

(A) _____, _____, _____,
_____, _____, _____,
_____ INJURY,
_____.

(B) _____, _____, _____,
_____, _____, _____,
_____ INJURY,
_____.

(C) _____, _____, _____,
_____, _____, _____,

11 Apr 2001

_____ INJURY,
_____.

(D) _____, _____, _____,
_____, _____, _____,

_____ INJURY,
_____.

(E) _____, _____, _____,
_____, _____, _____,

_____ INJURY,
_____.

(F) _____, _____, _____,
_____, _____, _____,

_____ INJURY,
_____.

(G) _____, _____, _____,
_____, _____, _____,

_____ INJURY,
_____.

(2) UNINJURED PASSENGERS. _____.

D. INJURED NONOCCUPANTS. _____.

(1) _____, _____, _____,

_____, _____, _____,
_____ INJURY,
_____.

(2) _____, _____, _____,
_____, _____, _____,
_____ INJURY,
_____.

E. AERO MEDICAL ANALYSIS WILL BE SENT AT A LATER TIME.

7. MISHAP INVESTIGATION. _____

8. JAG MANUAL INVESTIGATION. THIS MISHAP DOES/DOES NOT MEET
THE REQUIREMENTS IN REF B FOR A JAG MANUAL INVESTIGATION.
INVESTIGATION INITIATED _____ BY CO NAS WHIDBEY
ISLAND.

9. POINTS OF CONTACT

- a. AIRCRAFT MISHAP BOARD:
 - SENIOR MEMBER _____, _____
 - OPERATIONS _____, _____
 - MAINTENANCE _____, _____
 - AVIATION SAFETY _____, _____
 - FLIGHT SURGEON _____, _____

b. TELEPHONE INQUIRIES. _____,
NAS WHIDBEY ISLAND ASO, DSN: 820-1883, COMM (360) 257-1883.

11 Apr 2001

MISHAP REPORT GUIDELINES

1. SUMMARY. In two lines or less, succinctly summarize the content of the report and provide a terse description of the mishap, such as collision with water; gear up landing; midair collision; ran off runway on takeoff; settled into the water after cat shot; etc. Do not disclose cause factors.

2. DATA. List the following information:

a. AIRCRAFT. List all aircraft involved in the mishap, (1) model/series (e.g., UC-12B or UH-3H), (2) bureau number (149006, 151535, 152112, 161206, 161326), (3) side number (FW006, FW535, FW112, 7G206, 7G326) (4) reporting custodian (NAS WHIDBEY ISLAND for our C-12 or H-3). If the reported mishap involves engine Foreign Object Damage (FOD), include the following: (5) engine type/model/series, (6) engine serial number.

b. EQUIPMENT. List all equipment, not parts of the aircraft, involved in the mishap by (1) model, (2) make, (3) part number, (4) equipment code (as applicable).

c. ENVIRONMENT. For the mishap, list as follows (1) date, (2) local time, (3) local time zone, (4) day or night, (5) mishap location. Report latitude and longitude to the nearest minute, except mishaps occurring within five NM of an airfield. For those mishaps, report latitude/longitude to the nearest second. For all mishaps report the state/country/geographic area and nearest city/town/significant landmark, as appropriate (e.g., Oak Harbor, WA). If the mishap occurred aboard a ship or airfield, give the name of the ship or airfield and the location on the ship or airfield (visiting aircraft ramp, Runway 27L, hangar bay, etc.). If the mishap did not occur aboard a ship or airfield, give magnetic bearing and distance from the nearest named airfield, air navigation facility (NAVAID), or town, or give the magnetic bearing and distance from departure ship or scheduled recovery ship, (6) altitude of mishap above mean sea level, (7) weather at location at time of the mishap including flight deck/runway wind. If surface weather, list in sequence report format. If airborne, give in-flight visibility and all of the following which apply: distinct or obscured horizon, overcast, undercast, between layers, clear of clouds, in clouds, in and out of clouds.

3. CIRCUMSTANCES. List the following information as applicable.

a. ORIGIN. Provide the name of the departure ship or airfield. If takeoff location was neither a ship nor an airfield, provide latitude and longitude to the nearest minute.

b. MISSION. State aircraft mission in plain language.

c. FLIGHT PURPOSE CODE. Should be listed on the flight schedule. Common codes include 1A1 (VFR training), 1A2 (instrument trainer), 1P0 (SAR trainer), 2R1 (scheduled passenger mission), 2L3 (instrument check), 2L4 (NATOPS check), 2K2 (post-maintenance functional check flight), 2P1 (military water SAR), 2P2 (military land SAR), 2P3 (civilian water SAR), 2P4 (civilian land SAR), 2P5 (military MEDEVAC), and 2P6 (civilian MEDEVAC).

d. TYPE OF FLIGHT PLAN. State VFR or IFR, and, if known, whether the pilot was in instrument meteorological conditions at the time of mishap.

e. DESTINATION. List next intended point of landing in the same manner as 3.A. above.

f. AIRCRAFT EVOLUTION. Describe that activity in which the aircraft was involved, e.g., catapult launch, climb, cruise, 30-degree dive, flight deck re-spot, maintenance, etc.

4. MISHAP CATEGORY. State that information upon which mishap category is based. See Tab #11.

5. DAMAGE AND COSTS. Itemize the aircraft, equipment, property damage, and costs as follows.

a. AIRCRAFT. If an aircraft was destroyed, so state. If not, describe all aircraft damage and list cost. Itemize costs, including hours to repair. If more than one aircraft was damaged, list model, bureau number, hours to repair and cost each separately (refer to Chapter 4 of ref (a)). If the ASO is not available to help with this, you may have to simply list damage and state "COST TBD."

b. DOD PROPERTY DAMAGE. Per major item, describe all DOD property damage and list cost. Describe property damage and itemize costs including hours to repair (refer to Chapter 4 of ref (a)). If the ASO is not available to help with this, you may have to simply list damage and state "COST TBD."

11 Apr 2001

c. NON-DOD PROPERTY DAMAGE. Describe all non-DOD property damage and itemize costs (refer to Chapter 4 of ref (a)). If the ASO is not available to help with this, you may have to simply list damage and state "COST TBD."

6. PERSONNEL INFORMATION AND INJURIES. Provide all information below whether or not injuries are involved. State whether an aeromedical analysis will be sent (required in cases of suspected human factor error as a mishap cause; if anyone was injured; or if there was an attempt at an emergency egress).

a. SOULS ON BOARD. List total for each aircraft involved.

b. CREW. State the total number of crewmembers aboard each mishap aircraft. Then, for each crewmember, list:

Crew duty at the time of the mishap, specify pilot at the controls if known (C-12 typically will be manned with AIRCRAFT COMMANDER, COPILOT or NFO-OBSERVER, and TRANSPORT AIRCREWMAN; H-3 typically will be manned with AIRCRAFT COMMANDER, COPILOT, CREW CHIEF, RESCUE SWIMMER, and SAR CORPSMAN);

Rank/rate (do not list names or social security numbers in messages);

NEC/designator/MOS (1310 for USN Pilot, 1315 for USNR Pilot, 1317 for USNR-TAR Pilot, 1320 for NFO, 8215 for SAR Crewman, 8401 for SAR Corpsman, 8241 for C-12 Crewman);

Service;

Parent organization (NAS Whidbey Island for our personnel);

Duty status ("ON DUTY" if at work or on official travel, "OFF DUTY" otherwise -- this has no relation to line of duty determination);

Injury (FATAL INJURY, PERMANENT TOTAL DISABILITY, PERMANENT PARTIAL DISABILITY, MAJOR INJURY, FIRST AID INJURY, NO INJURY, LOST AT SEA, or MISSING/UNKNOWN);

Describe the most significant injuries, days hospitalized and additional days away from work;

State if NVGs were being used;

For the pilot, copilot and NFO, give total flight hours and hours in model. Designate who was at the controls.

c. TOTAL NUMBER OF PASSENGERS. List the total number of passengers in each mishap aircraft.

(1) INJURED PASSENGERS. State the total number of injured passengers: give rank/rate, NEC/designator/MOS, service, specify DOD or non-DOD, parent organization, duty status, injury, describe the most significant injuries, days hospitalized and additional days away from work.

(2) UNINJURED PASSENGERS. Enter the total number of uninjured passengers in each mishap aircraft.

d. INJURED NON-OCCUPANTS. Enter the total number of injured non-occupants, then list all injured non-occupants: give NEC/designator/MOS, service, specify if DOD or non-DOD, duty status, civilian or military, injury, describe the most significant injuries, days hospitalized, and additional days away from work.

e. AEROMEDICAL ANALYSIS WILL BE SENT.

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

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

b. Requests for relief from investigative and reporting responsibilities. Provide complete justification in detail. Preface the request with the phrase **FOR COMNAVAIRPAC**. See Chapter 6 of reference (a) for information on requesting relief from investigative and reporting responsibilities.

c. Requests for extensions of MIR deadlines. Provide complete justification in detail. Preface the request with the phrase **FOR COMNAVAIRPAC**. See Chapter 7 of reference (a) for information on requesting extensions of MIR deadlines.

11 Apr 2001

d. Information on progress of the mishap investigation. See paragraph 508 of reference (a).

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

f. FAA notification required/date/time notified.

g. Flight Data Recorder recovered/activity where forwarded/date/which traceable means used. See subparagraph 717c(8) of reference (a).

h. PLAT Tape obtained/activity where forwarded/date/which traceable means used. See paragraph 718 of reference (a).

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

j. Status of all previously requested engineering investigations.

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

9. POINTS OF CONTACT

a. AIRCRAFT MISHAP BOARD. List the rank, name, and parent organization of the members of the AMB. List the membership as it was appointed in compliance with paragraph 207b or, if appropriate, list the membership as changed to comply with paragraph 207c. List all members, regardless of the degree of their participation in the mishap investigation. Enter (SENIOR MEMBER) following that officer's name. Include DSN and commercial telephone numbers for the senior member if it is anticipated that he/she will be available to answer telephone inquiries about the mishap.

- AIRCRAFT OPERATIONS:

- AIRCRAFT MAINTENANCE:

- AVIATION SAFETY:

- FLIGHT SURGEON:

- ...ETC...

b. TELEPHONE INQUIRIES. Include this subparagraph if it is anticipated that the Senior Member of the AMB will not be able to answer telephone inquiries about the mishap and if the command releasing the message can be reached by telephone. List the individual designated to answer telephone inquiries and DSN and commercial telephone numbers. If embarked, so state.

Tab #21: FAA Telephone Report

If Air Traffic Control (ATC) or a civilian aircraft was involved in the mishap, you should call the local offices of the Federal Aviation Administration (FAA) within 4 hours of mishap verification.

Step #1: Use the FAA Telephone Report template under this tab to prepare your report. **Do not include names.**

Step #2: Call the FAA at one of the numbers listed below:

NAS Whidbey Island FAA Rep, Mr. Len Kutke
257-1314

Seattle Center Military Liaison
DSN 891-1241/2 or Commercial (206) 351-3593

Record the time you placed the call and the name of the person who received your report.

Time: _____

FAA POC: _____

11 Apr 2001

FAA Telephone Report Template

1. Date/Local Time/Time Zone Of Mishap: _____

2. Distance and bearing from nearest military base/prominent geographic landmark or LAT/LONG:

3. Aircraft type/model/bureau number (BUNO): _____

4. Naval Air Station Whidbey Island.

5. Last base of departure: _____

6. Type of Air Traffic Control clearance: _____

7. Aircraft destination: _____

8. Last known position and/or radio contact: _____

9. Security classification of accident: Unclassified.

10. Radioactive materials onboard: (Yes or No)

11. Description of mishap: _____

12. FAA functions involved: _____
(Request/Do not request) FAA/NTSB participation in mishap investigation.

13. Mishap investigation will be conducted.

14. Point of contact: Aviation Safety Officer; (360) 257-1883;
NAS Whidbey Island (N39); Oak Harbor, WA 98278-5300.

11 Apr 2001

Tab #22: FAA Message

If Air Traffic Control (ATC) or a civilian aircraft was involved in the mishap, you should call the local offices of the Federal Aviation Administration (FAA) within 4 hours of mishap verification (Tab #21). Within 24 hours, send a message with the same information.

Step #1: Use the FAA Message template under this tab to prepare your message. **Do not include names.**

Step #2: Have the Petty Officer of the Watch type the message and transmit it after the Operations Officer, CDO, or Commanding Officer authorizes release.

Step #3: Fax a copy of the message to the Seattle ARTCC at (206) 351-3613.

NASWHIDBEYINST 3750.17B

11 Apr 2001

PRIORITY

UNCLAS

FM NAS WHIDBEY ISLAND//N00/N3//

TO FAA WASHINGTON HQ WASHINGTON DC//JJJ//

INFO CNO WASHINGTON DC//JJJ//

CINCPACFLT PEARL HARBOR HI//JJJ//

COMNAVAIRPAC SAN DIEGO CA//JJJ//

COMNAVSAFECEN NORFOLK VA//00/10/1 1/541//

NAVY JAG ALEXANDRIA VA//JJJ//

COMNAVREG NW SEATTLE WA//JJJ//

UNCLAS FOUO //N03750//

MSGID/GENADMIN/NAS WHIDBEY ISLAND//

SUBJ/AIRCRAFT (INCIDENT/ACCIDENT) INVOLVING (FAA FACILITY/
CIVILIAN AIRCRAFT)//

REF/A/DOC/OPNAVINST 3750.16B//

REF/B/TEL/NAS WHIDBEY ISLAND/ (DTG OF INITIAL FAA PHONE CALL)

AMPN/REF B IS TELCON BETWEEN SEATTLE FSS/FAA RECIPIENT) AND NAS
WHIDBEY ISLAND/(CALLER'S NAME)//

RMKS/1. Date/Local Time/Time Zone Of Mishap: _____

2. Distance and bearing from nearest military base/prominent
geographic landmark or LAT/LONG:

3. Aircraft type/model/bureau number (BUNO): _____

4. Naval Air Station Whidbey Island.

5. Last base of departure: _____

6. Type of Air Traffic Control clearance: _____

7. Aircraft destination: _____

8. Last known position and/or radio contact: _____

9. Security classification of accident: Unclassified.

10. Radioactive materials onboard: (Yes or No)

11. Description of mishap: _____

12. FAA functions involved: _____
(Request/Do not request) FAA/NTSB participation in mishap
investigation.

13. Mishap investigation will be conducted.

14. Point of contact: Aviation Safety Officer; (360) 257-1883;
NAS Whidbey Island (N39); Oak Harbor, WA 98278-5300.//

11 Apr 2001

Tab #23: COMNAVAIRPAC "Personal For" Message

This message is from our Commanding Officer to Commander, Naval Air, U.S. Pacific Fleet (COMNAVAIRPAC). It is required for all Class "A" mishaps. It is also required for major mishaps involving naval aviation personnel in contract or flying club aircraft, and all major mishaps occurring on naval airfields without regard to aircraft ownership. It should be sent within 24 hours.

Step #1: Use the template under this tab to provide information to the CO, XO, Admin O, or CDO. **Do not submit this message yourself, it is from the CO.** Also, do not include privileged information from the Aircraft Mishap Board's investigation.

NASWHIDBEYINST 3750.17B

11 Apr 2001

PERSONAL FOR

_____Z_____

(DDHHMMZ MMM YY)

OP IMMEDIATE

UNCLAS

FROM NAS WHIDBEY ISLAND WA/N00//

TO COMNAVAIRPAC SAN DIEGO CA/100//

INFO COMNAVREG NW SEATTLE WA/N00//

UNCLAS PERSONAL FOR _____ //N00000//

RMKS/1. MISHAP SUMMARY: _____

2. OPERATIONAL FACTORS: _____

3. ENVIRONMENTAL FACTORS: _____

4. POTENTIAL CAUSE FACTORS: _____

5. APPLICABLE PROCEDURES IN EFFECT: _____

6. PREVENTIVE ACTIONS/RECOMMENDATIONS: _____

11 Apr 2001

Tab #24: Other Mishap Recall List

Use this recall list for:

- Tenant Command Mishaps
- Army/Air Force/National Guard Mishaps
- Flying Club Mishaps
- Civilian/Commercial Aircraft Mishaps

Step #1: Assign someone to recall the personnel listed below. **Phone numbers are located in reference (f), NASWHIDBEYNOTE 3750, Aircraft Mishap Telephone Reference.**

If you speak directly to the CO, XO, Operations Officer or Aviation Safety Officer (the first four persons listed) you may tell them that you are conducting a recall due to an aircraft mishap. Answer any questions they may have. If you are leaving a message, simply say: **"The Operations Duty Officer has initiated a recall of certain personnel. Your presence is requested in the Operations Duty Office."**

Tell all other personnel on this list: **"The Commanding Officer has directed an immediate recall of certain personnel. You are requested to report immediately to the Operations Duty Office."** Do not say "aircraft mishap." Politely but firmly decline to answer any questions, and refer problems to the ODO.

| Person Called | Time | Notes (Left message, unable to reach, etc.) |
|--|-------------|--|
| Commanding Officer | | |
| Executive Officer | | |
| Operations Officer | | |
| Aviation Safety Officer | | |
| Operations Officer Alternate | | |
| Flying Club Manager (For Flying Club Mishaps) | | |
| Administrative Officer | | |
| (Alt) Administrative Officer | | |
| Public Affairs Officer | | |
| (Alt) Public Affairs Officer | | |
| Command Master Chief | | |
| Staff Judge Advocate | | |
| CO Secretary | | |

11 Apr 2001

Appendix A: Mishap Investigation Kit

ASSETS AVAILABLE AND SPECIAL SUPPORT REQUIREMENTS LISTS

The following is a listing of what will be available to the AMB at the most remote mishap site. Knowing what is immediately available will reduce the temptation to use makeshift substitutes or purchase unnecessary items. Paragraph 4 lists specialized support personnel, equipment, and supplies which will require additional coordination by the senior member of the AMB to obtain.

1. NAS Whidbey Island Mishap Investigation Kit

NOTE: All quantities are "one" unless otherwise listed.

Cotton twine - 2,250 feet
 Sampling tube, 48-inch
 Sampling tube, 20-inch - 3
 Pocket knife
 Diagonal cutting pliers
 Slip joint pliers
 Phillips screwdrivers - 2
 Crescent wrench, 8-inch
 Inspection mirror
 Magnetic retrieving tool
 Flat-tip screwdriver
 Thickness (feeler) gauge
 Steel machinist's ruler
 Tape measure, 100-foot
 Tape recorder
 Flashlight
 First aid kit, general purpose
 Magnifying lens - 6
 Surveying level
 Semicircular protractor
 Camera, 35mm
 Pencils (green, red, black, yellow) - 6 each
 Chalk - 2
 Felt-tip markers (green, red, black, yellow) - 6 each
 Tape, paper backed, 1 inch x 60 yards - 2
 Mailing bags, 6 inches x 9 inches - 12
 Plastic bags, 12 inches x 12 inches - 12
 Screw cap bottles, 4-ounce - 12
 Paper tags, with string, 3 inches x 5 inches - 50
 Shipping tags - 50
 Asbestos work gloves - 12
 Puncture resistant leather palm gloves or rubber gloves -
 12
 (NSN 8415-01-012-9294) or equivalent - 2
 Plastic sheeting, 50-inch

11 Apr 2001

Surveyor's flagging ribbon, 100 yards - 2
Magnetic compass
Adequate supply of acrylic floor wax
Adequate supply of respirators
Large supply of disposable respirators (3M 9970L/M, NSN 4240-01-272-1877/6 or equivalent) for personnel working close to wreckage fibers
TYVEK disposable coveralls (TYVEK 1422A or 1443R) or equivalent (NSN 8415-01-092-XXXX; small -7529/med -7530/large -7531/x-large -7532/xx-large -7522) for use if fire was present
Goggle (NSN 4240-00-611-8006) or safety glasses with side shields (NSN 4240-00-364-3856) or equivalent for use if fire was present
Steel-toed shoes or boots with steel shanks

2. NAS Aviation Safety Officer's Supplementary Investigation Kit

First aid kit, general purpose
Glass fluid sample bottles - 12
Graph paper, 18 inches x 24 inches - 10;
8-inch x 10-inch tablet
Witness statement forms (Tab (26)) - 15
Advice to Witnesses forms (Tab (25)) - 15
Pre-Mishap Plan
Blank paper, lined - 5 tablets; unlined - 50 pages
Plastic briefcases - 3
MAF bags - 20
Clipboard
Circular compass ruler
Ruler, 12-inch
Architect's multi-scale ruler
Memoranda notebooks - 5
Steno pads - 2
Paper clips, bag
Scotch tape - 2
Self-stick note pads
Air navigation computer
Rubberbands
Colored pencils, assorted - 12
Pens, pencils, grease pencils, yellow chalk - 5 ea.
Manila filing folder

3. Assets Which May Be Desired or Required. Additional coordination through ODO or mishap liaison required.

a. Personnel

- (1) Airframes manufacturer's field representative
- (2) Engine manufacturer's field representative
- (3) Explosive Ordnance Disposal team
- (4) Underwater demolition team

- (5) Shallow water divers
 - (6) Working party
 - (7) Security personnel (reliefs for security/police)
 - (8) Maintenance personnel
 - (9) Surveying team
 - (10) Photographer
 - (11) Additional security/police support
- b. Supplies. Obtained through NAS OMD Aviation Storekeeper (AK), unless otherwise noted.
- (1) Wrapping/crating material/banding material/bubble wrap
 - (2) Boxes/cartons for collecting small parts
 - (3) Oil/fuel sample cans
 - (4) Clerical equipment
 - (5) Burlap bags/plastic bags
 - (6) Triwall containers/pallets
 - (7) Screening boxes (Public Works)
 - (8) Ordnance tape/electrical tape
 - (9) Tags/labels
- c. Publications
- (1) Illustrated parts breakdowns (OMD)
 - (2) Special publications
- d. Vehicular assistance (supplied by Public Works and CBU)
- (1) Bulldozer, D5 CAT
 - (2) Mobile crane (CBU, 8-ton/PW, bigger)
 - (3) Rough terrain forklift
 - (4) Tactical cargo truck, 2-1/2 ton, 6-wheel drive, with winch
 - (5) Tractor trailer with flatbed
 - (6) Dump trucks
 - (7) Floodlight trailer
 - (8) Mobile generator, 15KW
 - (9) Backhoe
 - (10) Defueler (SU)
 - (11) Water truck
 - (12) "Whidbey 60" 4x4, radio-equipped
- e. Miscellaneous equipment
- (1) Carbide saw
 - (2) Backpacks
 - (3) Canteens

11 Apr 2001

Appendix B: Mishap Site Security

Military personnel have no law enforcement authority when off base.

Request assistance of local law enforcement agencies with mishap site security. Ask the police to protect the site the same way they would protect a crime scene. Other units available are Civil Air Patrol, National Guard, local rescue organizations, etc. Relieve the local police force of this duty as soon as practicable. Request assistance from the above mentioned units by calling station security.

Brief to site security team:

1. Military personnel have no law enforcement authority when off base. **Use no physical force in the performance of your duties.** If a person disregards your warnings and requests to keep clear, attempt to ascertain their identity (take their photograph, write down their vehicle plate number, etc.). Report that information to the Senior Member of the Aircraft Mishap Board:
2. An aircraft crash site can be dangerous. There may be hazardous materials, sharp objects, airborne composite fiber material, and a danger of explosions. **Keep well clear and warn others to keep clear for their own safety.**
3. The evidence at a crash site is easily destroyed. The Mishap Board is interested in such things as where parts came to a rest, the position of switches and controls, and even scrape marks left in the dirt. **It is very important to attempt to persuade people to remain clear of the crash site in order to preserve evidence.**
4. Release no information about the mishap and make no comments to news media personnel. **Politely refer all inquiries to the NAS Whidbey Island Public Affairs Officer at (360) 257-2286.**
5. Allow access to the site by Aircraft Mishap Board members. These officers should identify themselves to you and be willing to show a military ID card. Also allow access to civilian authorities such as police or coroner engaged in their own investigative duties.

11 Apr 2001

Appendix C: Public Affairs Guidance

1. **Refer all requests for information about a mishap to the Public Affairs Officer at 257-2286.**
2. The Public Affairs Officer is the only person authorized to release information to the public and news media about an aircraft mishap. If the Public Affairs Officer is unavailable, the Commanding Officer will authorize another staff member to release information.
3. The Public Affairs Officer must be kept informed about mishaps. Appropriate information to provide the PAO includes:
 - a. Time and location of the mishap
 - b. Type aircraft
 - c. Mission
 - d. Number of personnel on board (but not names)
 - e. Condition of personnel (but not names)
 - f. Status of search and rescue operations
 - g. Other general information (aircraft damage, property damage, etc.)

After next-of-kin notification is accomplished, the Commanding Officer will authorize the release of names of personnel involved.

4. The information released to the public will not include:
 - a. Speculation about cause factors
 - b. Statements that tend to indicate liability of the government or individuals
 - c. Failure of equipment or facilities
 - d. Classified information
 - e. Privileged information from the mishap investigation
5. Until the PAO arrives on scene, appropriate remarks to the news media might include:

This mishap occurred on a routine training flight from NAS Whidbey Island. The mishap will be thoroughly investigated. Until the investigation is complete, it would be improper to speculate on the cause of the mishap. Please contact the Public Affairs Officer at (360) 257-2286 for updated information.

Appendix D: Aircraft Mishap Board Initial Actions

Senior Member:

- Take charge of all aspects of the investigation. In the absence of a Safety Center Investigator, assume responsibility for wreckage and other evidence. Do not allow wreckage to be moved prematurely except for humanitarian or operational reasons.
- Direct someone to call security and have the duty Photographer's Mate paged. Leave instructions for the PH to meet you at the mishap site.
- Proceed to the mishap site and take charge of security.
- Direct all necessary photography and diagramming.
- Direct collection of witness statements (Appendices F-H).
- Safeguard all witness statements and AMB deliberations and findings as privileged material per reference (a).

Maintenance Member:

- Verify that the Senior Member is on-scene and has taken charge of mishap site security. If not, proceed to mishap site and take charge.
- Sequester all maintenance records for the aircraft involved, then proceed to the mishap site.

Operations Member:

- Verify that the Senior Member or Maintenance Member is on-scene and has taken charge of mishap site security. If not, proceed to mishap site and take charge.
- Sequester the flight schedule and all NATOPS, operations, and training records for the aviators involved, then proceed to the mishap site.
- Ensure Operations Duty Personnel are properly implementing the Mishap Plan and assist with the drafting of the Mishap Report Message, then proceed to the mishap site.

Aviation Safety Officer:

- Proceed to the mishap site and assist the Senior Member.

Flight Surgeon:

- Proceed to the mishap site.
- In the event of fatalities, coordinate Medical Department and local government actions. Act as liaison with the Armed Forces Institute of Pathology.

Appendix E: Guide to Witness Statements

1. Before conducting interviews or taking statements, review this section in its entirety.
2. Witness statements are considered privileged and may not be disclosed except to the AMB. Witnesses shall be informed (use the Advice to Witnesses form, OPNAV 3750/16, Appendix F) that their testimony is not taken under oath and will not be used in legal or punitive actions. The witness is not limited to matters which he/she could testify before court, but may be invited to express personal opinion and speculate as to the possible accident cause factors.
3. The immediate location of witnesses is an important step in a successful investigation. Witnesses may include:
 - a. Pilots, crew, and passengers
 - b. Air traffic controllers
 - c. Plane captains
 - d. Maintenance personnel
 - e. Eyewitnesses
 - f. Peers, friends, and family of mishap personnel
 - g. Local authorities and their list of witnesses
 - h. News media and the people they interviewed
 - i. Witnesses not at the site but along the route
 - j. Others
4. Try to obtain statements from eyewitnesses as soon as possible, preferably before they can compare their views with others. Try to work one-on-one with a witness, preferably well away from distractions. Initial statements may be brief. You can contact witnesses later for additional information or clarification.
5. Statements of the flight crew should be taken as soon as possible, depending on their physical condition. The Flight Surgeon can determine if the crewmember's condition will permit an interview.
6. In obtaining statements, observe the following general guidance:

11 Apr 2001

Preparation

* Allay any discomfort, embarrassment, anxiety, or shyness on the part of the witness.

* Approach civilian witnesses as an equal, make friendly eye contact, shake hands, etc.

* Try not to assume a position taller than the witness.

* Use first names where possible.

* Try to interview someplace free from distractions.

* Have the tape recorder ready, ensure that it works and has fresh tapes and batteries in it. Use a separate tape for every major witness.

* If the tape recorder is not available, use the Witness Statement Form to allow witnesses to summarize their observations and opinions. If a witness is hesitant to write, he/she may have limited writing ability. If this is a possibility, take the statement down, verbatim if possible. It is not necessary that you obtain a signature.

* Have a model of the aircraft or several pictures from various angles. A blackboard may also be helpful.

* If you have something to offer witnesses, such as coffee, soda, etc., it will help instill trust and prompt the witness to talk more freely.

Beginning the Interview

* State your function, the purpose of the interview, who will hear the information, and its confidentiality.

* Tell the witness why he/she is important to the investigation.

* Have the witness read and sign the Advice to Witnesses form (OPNAV 3750/16).

* Do not interrupt the narrative. Sit back and let the witness talk. Tolerate silence.

* Avoid writing anything down. This may distract the witness.

* Keep the witness on the subject.

* After the witness has completed the narrative, express appreciation for his/her time and effort.

Final

* When you must speak, do not use jargon or terminology that will confuse or intimidate. Do not lead the witness, but cover all areas that are a concern. Avoid arguing with the witness about moral or legal responsibilities of the crew, Navy, or government.

* Consider playing back the tape to stimulate additional recall. After the playback, ask specific questions.

* Use open-ended questions as much as possible. Start with general questions. Then follow up with progressively more specific questions.

* Near the end of the interview, ask the witness to pause and try to remember anything that he/she might have missed or would like to add. The very last question should be, "What do you think caused this mishap?" This question, when the witness is most comfortable with you--and least guarded--can give clues as to his/her biases.

* Attempt to determine the witness' credibility and aeronautical experience.

11 Apr 2001

Appendix F: Advice to Witnesses Form

ADVICE TO WITNESSES

THIS IS PART OF A LIMITED USE NAVAL AIRCRAFT MISHAP INVESTIGATION REPORT
 LIMITED DISTRIBUTION AND SPECIAL HANDLING REQUIRED BY OPNAVINST 3750.6
THIS STATEMENT IS PRIVILEGED AND IS EXEMPT FROM DISCLOSURE UNDER FOIA

**PLEASE READ THIS STATEMENT CAREFULLY
 CERTIFY THAT YOU UNDERSTAND IT BY YOUR SIGNATURE AT THE BOTTOM**

I understand that:

- a. I have been requested to voluntarily provide information to a board conducting an investigation of a naval aircraft mishap.
- b. I AM NOT being requested to provide statement under oath or affirmation.
- c. Disclosure of personal information by me is voluntary, and that failure to provide such information will have no direct effect on me.
- d. The purpose of the information provided by me is to determine the cause of naval aircraft mishap and/or the damage and/or injury occurring in connection with that mishap.
- e. All information provided by me to the Aircraft Mishap Board will be used ONLY for safety purposes.
- f. The information provided by me shall NOT be used:
 - (1) In any determination affecting my interests.
 - (2) As evidence or to obtain evidence in determining misconduct or line of duty status of killed or injured personnel.
 - (3) As evidence to determine my responsibility or that of other personnel from the standpoint of discipline.
 - (4) As evidence to assert affirmative claims on behalf of the government.
 - (5) As evidence to determine the liability of the government for property damage caused by the mishap.
 - (6) As evidence before administrative bodies, such as Naval Aviator/Naval Flight Officer Evaluation Boards (USN) or Field Flight Performance Boards (USMC).
 - (7) In any other punitive or administrative action taken by the Department of the Navy.
 - (8) In any other investigation or report of the mishap about which I have been asked to provide information.

1. STATEMENT (Continue on reverse and/or attach separate sheet(s) as necessary)

2. PRINTED NAME (First, Middle, Last)

3. SIGNATURE

4. DATE

5. RANK, RATE

6 SERVICE

7. TELEPHONE NUMBER

8. ADDRESS WHERE YOU MAY BE LOCATED

Appendix G: Witness Statement Form

This statement is privileged information and will only be used for safety purposes. It is not taken under oath and will not be shared with criminal investigators.

| Witness Information |
|--|
| Name: |
| Telephone Number: |
| Address: |
| Occupation: |
| Aviation Experience: |
| Mishap Information |
| Time of mishap: |
| Exact location of witness at time of mishap: |
| Everything seen or heard (in sequence): |
| (Continue on reverse) |
| Weather at time of mishap: |
| Investigator Information |
| Name of person taking this statement: |

11 Apr 2001

Appendix H: Hazardous/Explosive Material Guide

1. The following is a list of hazardous material on the C-12 and H-3. All rescue/mishap investigation personnel should be briefed on these items. A complete list of HAZMAT components and the Material Safety Data Sheet (MSDS) is held in the Hazardous Material Control Coordinator's Office.

| C-12 Airplane | |
|---------------------------------------|--------------------------|
| Material Common Name | Specification |
| Jet Fuel (JP-5/4/8) | MIL-T-5624 / MIL-T-83133 |
| Engine Oil | MIL-L-23699 |
| Hydraulic Brake Fluid | MIL-H-5606 |
| (2) Halon Handheld Fire Extinguishers | MIL-E-52031 |
| (2) Halon Engine Firebottles | MIL-E-52031 |
| Aviator Breathing Oxygen (1,500 psi) | MIL-O-27210 |
| Nickel Cadmium Battery | N/A |
| (1) Nosewheel Tire (55-60 psi) | N/A |
| (4) Main Tires (60-64 psi) | N/A |

| H-3 Helicopter | |
|---------------------------------------|--------------------------|
| Material Common Name | Specification |
| Jet Fuel (JP-5/4/8) | MIL-T-5624 / MIL-T-83133 |
| Engine Oil | MIL-L-23699 |
| Gearbox Oil | MIL-L-85734 |
| Hydraulic Fluid | MIL-H-83282 |
| Lubricating Oil | MIL-L-21260 |
| (2) Halon Handheld Fire Extinguishers | MIL-E-52031 |
| (2) Halon Engine Firebottles | MIL-E-52031 |
| Nickel Cadmium Battery | N/A |
| (1) Tailwheel Tire (70-75 psi) | N/A |
| (4) Main Tires (90-95 psi) | N/A |
| Tailwheel Centering Cylinder(425 psi) | N/A |
| (2) Float Bag Cylinders (3,000 psi) | N/A |
| Gear Blowdown Bottle (3,000 psi) | N/A |
| Blade Fold Accumulator (1,500 psi) | N/A |

11 Apr 2001

Appendix I: Resources

| USEFUL RESOURCES | |
|------------------------------------|--|
| OPNAVINST 3750.6Q | Naval Aviation Safety Program |
| OPNAVINST 3100.6G | Special Incident Reporting (OPREP-3, Navy Blue, and Unit SITREP) Procedures |
| OPNAVINST 3750.16B | Participation in a Military or Civil Aircraft Safety Investigation |
| OPNAVINST 4740.2F | Salvage and Recovery Program |
| OPNAVINST 4790.2G | The Naval Aviation Maintenance Program (NAMP) |
| OPNAVINST 5102.1C | Mishap Investigation and Reporting |
| OPNAVINST 5090.1B | Environmental and Natural Resources Program Manual |
| SECNAVINST 5720.44A | Department of the Navy Public Affairs Policy and Regulations |
| JAGINST 5800.7C | Manual of the Judge Advocate General |
| NAVAIR 00-80R-20 | U.S. Navy Aircraft Crash and Salvage Operations Manual (Ashore) |
| NAVAIR 00-80T-114 | Air Traffic Control Facilities Manual |
| NAVAIR 00-80T-116 (Volumes 1-4) | Handbooks for Aircraft Accident Investigation |
| CINCPACFLTINST 4740.1J | Salvage and Recovery Operations |
| COMNAVAIRPACINST 3750.17K | Command Attention in Aviation Safety |
| COMNAVAIRPACINST 5440.15J | Naval Air Force U.S. Pacific Fleet Force Organization And Regulations Manual |
| NASWHIDBEYINST 1601.1R | Command Duty Officer and Petty Officer of the Watch Procedures |
| NASWHIDBEYINST 1770.1J | Casualty Procedures |
| NASWHIDBEYINST 2220.1R | Internal Air Station Communications |
| NASWHIDBEYINST 3130.1M | Search and Rescue Policies and Procedures |
| NASWHIDBEYINST 3710.1R | Air Operations Manual |
| NASWHIDBEYINST 5100.27C | Occupational Safety and Health Manual |
| NASWHIDBEYNOTE 3750 | Aircraft Mishap Telephone Reference |
| NEHC-TM91-6 | Advanced Composite Materials |
| MILPERSMAN 1770-140 | Commanding Officer's Letter to Next of Kin |
| MILPERSMAN 1770-150 | Release of Names of Casualties |
| MILPERSMAN 1770-160 | Casualty Assistance Calls Program |
| BUPERSINST 1770.3 | The Navy Casualty Assistance Calls Program Manual |