RTTUZYUW RUCOPAW0028 3401245-UUUU--RHMCSUU.
ZNR UUUUU
R 061245Z DEC 97
FM COMNAVSAFECEN NORFOLK VA//40/43/FILE//
TO ALSAFE
BT
UNCLAS //N05100//
ALSAFE 065/97
PART I, PART II DTG 061246Z DEC 97, PART III DTG 061247Z DEC 97
MSGID/GENADMIN/COMNAVSAFECEN/434-028/DEC//
SUBJ/INTERIM CHANGE 2-5 TO OPNAVINST 5102.1C, MISHAP
INVESTIGATION AND REPORTING//
REF/A/DOC/CNO/03MAR89//
REF/B/DOC/CNO/01SEP94//
REF/C/DOC/CNO/19JAN94//
REF/D/TEL/COMNAVSAFECEN/25SEP97//
REF/E/DOC/DOD/01APR89//
REF/F/DOC/CNO/11OCT94//
REF/G/DOC/DOD/10APR89//
NARR/REF A IS OPNAVINST 5102.1C MISHAP INVESTIGATION AND
REPORTING WITH CH-1, INTERIM CH-2-4. REF B IS OPNAVINST 8600.2B
NAVAL AIRBORNE WEAPONS MAINTENANCE PROGRAM (NAWMP) WITH CH-1.
REF C IS OPNAVINST 5100.19C VOLUME 1 NAVY OCCUPATIONAL SAFETY AND
HEALTH (NAVOSH) PROGRAM MANUAL FOR FORCES AFLOAT WITH CHANGE 1.
REF D IS TELCON BTWN COMNAVSAFECEN CAPT BOLAND/CNO (N45) MR
SHULTZ FOR REF C INCLUDING THIS INTERIM CHANGE.// REF E IS
DODINST 5160.65-M SINGLE MANAGER FOR CONVENTIONAL AMMUNITION
(IMPLEMENTING JOINT CONVENTIONAL AMMUNITION POLICIES AND
PROCEDURES). REF F IS OPNAVINST 5100.23 SERIES, NAVY
OCCUPATIONAL SAFETY HEALTH (NAVOSH) PROGRAM. REF G IS DODINST
6055.7 MISHAP INVESTIGATION, REPORTING, AND RECORDKEEPING.
POC/PORTER/CDR/DSN 564-3520 EXT 7143/-/NAVSAFECEN 43/(757)444-
3520 EXT 7143//
RMKS/1. EXECUTIVE SUMMARY. THIS INTERIM CHANGE CONSOLIDATES ALL
ORDNANCE MISHAP/MALFUNCTION REPORTING REQUIREMENTS INTO A SINGLE
INSTRUCTION. ALL EXPLOSIVE MISHAP REPORTS (EMR) AND CONVENTIONAL
ORDNANCE DEFICIENCY REPORTING (CODR) WILL BE IAW REF A AND THIS
INTERIM CHANGE. THIS INTERIM CHANGE IS THE FIRST STEP IN A
PROCESS WHICH WILL CONSOLIDATE ALL NAVY MISHAP REPORTING
REQUIREMENTS INTO THE OPNAVINST 5102.1 SERIES WHILE RETAINING
PROGRAM POLICY IN EXISTING INSTRUCTIONS.

2. THIS INTERIM CHANGE APPLIES TO:
   A. ALL NAVY SHORE COMMANDS.
   B. ALL NAVY AND MARINE CORPS AVIATION COMMANDS.
   C. ALL NON-AVIATION MARINE CORPS PERSONNEL ASSIGNED TO NAVY
      ACTIVITIES.
   D. ALL SHIPS TO INCLUDE:
      1. COMMISSIONED, U.S.NAVY SHIPS AND THEIR EMBARKED BOATS
         AND LANDING CRAFT OR LEASED BOATS.
      2. PRE-COMMISSIONED, U.S. NAVY SHIPS AND THEIR EMBARKED

BOATS AND LANDING CRAFT OR LEASED BOATS BEGINNING WHEN THE SHIP GETS UNDERWAY FOR ACCEPTANCE TRIALS.

3. LANDING CRAFT AIR CUSHION (LCACS).
4. ALL USNS SHIPS MANNED BY FEDERAL CIVILIAN MARINERS ASSIGNED TO THE MILITARY SEALIFT COMMAND (MSC).
5. ALL NAVY MILITARY PERSONNEL, NAVY AND MILITARY SEALIFT COMMAND CIVILIAN EMPLOYEES AND MARINE CORPS PERSONNEL EMBARKED ON U.S. NAVAL SHIPS.

E. AVIATION RELATED FLIGHT MISHAPS ARE REPORTABLE UNDER OPNAVINST 3750.6 SERIES, AND IF ORDNANCE IS INVOLVED, ADDITIONAL REPORTING IS REQUIRED BY THIS INTERIM CHANGE.

3. REMOVE CHAPTER 5 AND APPENDIX B OF REF A AND REPLACE WITH THIS INTERIM CHANGE.

4. PARAGRAPH 4.6.19 THRU 4.6.19.2, 4.6.20 AND FIGURES 4-6-7 THRU 4-6-10 OF REF B AND APPENDIX A6-E ENCLOSURE (1) VOLUME 1 OF REF C REPORTING OF EXPLOSIVES MISHAPS AND CONVENTIONAL ORDNANCE DEFICIENCY REPORTS (EMR/CODR) WILL BE DELETED WHEN NEXT CHANGE TO THOSE INSTRUCTIONS ARE INCORPORATED.

5. AS AUTHORIZED IN REF D, REMOVE APPENDIX A6-E ENCLOSURE (1) OF REF C AND REPLACE WITH THIS INTERIM CHANGE.

6. THIS INTERIM CHANGE CONTAINS FOUR DISTINCT SECTIONS AS FOLLOWS:

SECTION 1

EXPLOSIVES MISHAP AND CONVENTIONAL ORDNANCE
DEFICIENCY REPORTING PROCEDURES
(EMR/CODR)

1. GENERAL

A. A SIGNIFICANT POTENTIAL FOR DAMAGE OR INJURY EXISTS IN MISHAPS INVOLVING EXPLOSIVES. THE REQUIREMENTS FOR EXPLOSIVE MISHAP REPORTING (EMR) ARE MORE EXTENSIVE THAN FOR OTHER MISHAPS.

B. THIS INSTRUCTION PROVIDES GUIDANCE FOR ALL EMR AND CONVENTIONAL ORDNANCE DEFICIENCY REPORTS (CODR) (LESS NUCLEAR WEAPONS, AND NUCLEAR PROPULSION) INVOLVING EXPLOSIVES, AMMUNITION, PYROTECHNICS, CHEMICAL AGENTS, AND ALL EQUIPMENT AND/OR SYSTEMS REQUIRED TO LAUNCH, FIRE, PROPEL, DELIVER, STORE OR TRANSPORT ORDNANCE, EXPLOSIVES OR CHEMICAL AGENTS.

NOTE: SPECIAL INCIDENT REPORTING PROCEDURES FOR OFF STATION MISHAPS OR DEFICIENCIES WHILE IN THE CUSTODY OF COMMERCIAL CARRIERS ARE EXEMPT. REFER TO PARAGRAPH 4C.

THIS INSTRUCTION ALSO COVERS THE EXCHANGE OF INFORMATION AMONG DOD COMPONENTS AS REQUIRED BY REF (E), INCLUDING REPORTS OF ACCIDENTS, INCIDENTS, AND ANY OTHER SAFETY RELATED OCCURRENCES DURING THE RESEARCH, DEVELOPMENT, TEST AND ENGINEERING PHASE, OR PRODUCTION PHASE THAT COULD ADVERSELY AFFECT THE PRODUCTION BASE. A PRODUCTION BASE IS DEFINED AS A DOD ACTIVITY OR CONTRACTOR THAT MANUFACTURES, PRODUCES OR PERFORMS INTERMEDIATE MAINTENANCE ON EXPLOSIVE ITEMS. (FOR EXAMPLE: NAVAL WEAPONS STATIONS, NAVAL SURFACE WARFARE CENTERS, NAVAL AIR WARFARE CENTERS, ORDNANCE STATIONS OR LABORATORIES).

C. THE JOINT DATA BANK FOR INCIDENTS AFFECTING THE PRODUCTION BASE IS MAINTAINED BY THE U.S. ARMY TECHNICAL CENTER FOR EXPLOSIVES SAFETY (USATCES).

2. DEFINITIONS

A. ACCIDENT/INCIDENT: AN ACCIDENT IS AN UNEXPECTED EVENT WHICH CULMINATES IN LOSS OR SERIOUS DAMAGE TO EQUIPMENT AND/OR INJURY TO PERSONNEL. AN INCIDENT IS AN UNEXPECTED EVENT WHICH DEGRADES SAFETY AND INCREASES THE PROBABILITY OF AN ACCIDENT.

B. EXPLOSIVE MATERIAL: A CHEMICAL, OR A MIXTURE OF CHEMICALS, WHICH UNDERGO A RAPID CHEMICAL CHANGE (WITH OR WITHOUT AN OUTSIDE SUPPLY OF OXYGEN) LIBERATING LARGE QUANTITIES OF ENERGY IN THE FORM OF BLAST, LIGHT, AND HOT GASES. INCENDIARY MATERIALS AND CERTAIN FUELS AND OXIDIZERS WHICH CAN BE MADE TO UNDERGO A SIMILAR CHEMICAL CHANGE ARE ALSO CONSIDERED EXPLOSIVE MATERIALS. EXAMPLES OF EXPLOSIVE MATERIALS INCLUDE:

(1) EXPLOSIVES -- TNT, PLASTIC BONDED EXPLOSIVES (PBXN, PBXC, ETC), RDX, AND BLACK POWDER.

(2) PROPELLANT -- BOTH SOLID (SMOKELESS AND OTHER GUN POWDERS, ROCKET AND MISSILE MOTOR PROPELLANTS, ETC) AND LIQUID (HYPERGOLIC, LIKE MIXED AMINE FUEL/ INHIBITED RED FUMING NITRIC ACID OR HYDRAZINE/ NITROGEN TETROXIDE, AND FUELS LIKE ETHYLENE OXIDE).

(3) PYROTECHNICS -- MAGNESIUM, THERMITE, WHITE AND RED PHOSPHORUS, AND OTHER INCENDIARY MATERIALS.

C. EXPLOSIVES SYSTEM: A WEAPON, DEVICE OR TOOL USING EXPLOSIVE MATERIALS. FOR THIS INSTRUCTION, AN EXPLOSIVES SYSTEM ALSO INCLUDES ITS COMPONENTS AND THE OPERATIONALLY ADJACENT MECHANISMS. EXAMPLES OF EXPLOSIVE SYSTEMS ARE: SMALL ARMS, CHAFF DISPENSERS, PROJECTILES, BOMBS, MISSILES, ROCKETS, TARGETS USING EXPLOSIVE MATERIAL, MINES, TORPEDOES, GRENADES, CHARGES, ROUNDS, CARTRIDGE ACTUATED DEVICES (CADS), EXPLOSIVELY OPERATED STUD DRIVERS, GUN MOUNTS, MISSILE SYSTEMS, FLARES, SMOKE GRENADES AND SONOBUOYS.

D. CHEMICAL AGENT: A CHEMICAL COMPOUND INTENDED FOR USE IN MILITARY OPERATIONS TO KILL, SERIOUSLY INJURE, OR INCAPACITATE PEOPLE THROUGH ITS CHEMICAL PROPERTIES.

EXCLUDED FROM CHEMICAL AGENTS FOR PURPOSES OF THIS INSTRUCTION ARE RIOT CONTROL AGENTS, CHEMICAL HERBICIDES, PESTICIDES, SMOKE AND FLAME PRODUCING ITEMS, AND INDUSTRIAL CHEMICALS UNRELATED TO CHEMICAL WARFARE.

E. EXPLOSIVES MISHAP: AN ACCIDENT OR INCIDENT INVOLVING CONVENTIONAL ORDNANCE, AMMUNITION, EXPLOSIVES, EXPLOSIVE SYSTEMS AND DEVICES RESULTING IN AN UNINTENTIONAL DETONATION, FIRING, DEFLAGRATION, BURNING, LAUNCHING OF ORDNANCE MATERIAL (INCLUDING ALL ORDNANCE IMPACTING OFF-RANGE), LEAKING OR SPILLED PROPELLANT FUELS AND OXIDIZERS (LESS OTTO FUEL II), OR CHEMICAL AGENT RELEASE. EVEN IF AN ORDNANCE SYSTEM WORKS AS DESIGNED, AND HUMAN ERROR CONTRIBUTED TO AN INCIDENT OR ACCIDENT, THE EVENT SHALL ALSO BE REPORTED AS AN EXPLOSIVES MISHAP.

F. CONVENTIONAL ORDNANCE DEFICIENCY: A MALFUNCTION, OBSERVED DEFECT, INDUCED DEFECT, OR IMPROPER STORAGE INVOLVING CONVENTIONAL ORDNANCE, EXPLOSIVES, AMMUNITION, EXPLOSIVE SYSTEMS, OR DEVICES, INCLUDING WEAPON SYSTEMS COMPONENTS THAT COME IN DIRECT CONTACT WITH THE ORDNANCE (E.G. AMMUNITION, EXPLOSIVES, MISSILES) AND ARMAMENT/HANDLING/ SUPPORT EQUIPMENT USED TO FIRE, HANDLE, LOAD, DELIVER, STORE OR TRANSPORT ORDNANCE.

3. N/A

4. REPORTABLE MISHAPS AND DEFICIENCIES

A. EXPLOSIVE MISHAPS. REPORT THE FOLLOWING EVENTS AS EXPLOSIVE MISHAPS USING THE FORMAT IN SECTION 2. USE "EXPLOSIVES MISHAP REPORT (EMR)" IN THE SUBJECT LINE. IF YOU WANT AN ENGINEERING INVESTIGATION, ADD THE REQUEST TO THE SUBJECT LINE. (USE "EXPLOSIVES MISHAP REPORT/ ENGINEERING INVESTIGATION (EMR/EI) REQUEST" AS THE SUBJECT). INCLUDE YOUR REQUEST FOR AN ENGINEERING INVESTIGATION IN PART I ECHO (NARRATIVE) OF THE MESSAGE REPORT.

(1) DETONATION, DEFLAGRATION, BURNING, OR FIRING. AN UNINTENTIONAL OR INADVERTENT INITIATION, EXPLOSION, OR REACTION OF EXPLOSIVE MATERIAL, COMPONENT, OR SYSTEM. (FOR EXAMPLE: ACCIDENTAL DISCHARGES OF ALL GUNS, INCLUDING SMALL ARMS (THIS INCLUDES DISCHARGE OF WEAPON IN GOVERNMENT QUARTERS OR ACCIDENTAL DISCHARGES AND RICOCHETS DURING TRAINING ON RANGES), AIRCREW ESCAPE PROPULSION SYSTEMS, MARINE LOCATION MARKERS, FLARES, ETC).

(2) INADVERTENT LAUNCH. AN UNINTENTIONAL LAUNCH OF A WEAPON.

(3) CHEMICAL AGENT RELEASE. ANY UNINTENTIONAL OR UNCONTROLLED RELEASE OF A CHEMICAL AGENT WHEN:

(A) DAMAGE OCCURS TO PROPERTY FROM CONTAMINATION, OR COSTS ARE INCURRED FOR DECONTAMINATION.

(B) INDIVIDUALS EXHIBIT PHYSIOLOGICAL SYMPTOMS OF AGENT

EXPOSURE.

(C) THE QUANTITY RELEASED TO THE ATMOSPHERE CREATES A SERIOUS POTENTIAL FOR EXPOSURE.

(4) PROPELLANT AND OXIDIZERS. LEAKING OR SPILLED PROPELLANTS (BOTH SOLID AND LIQUID), PROPELLANT FUELS AND OXIDIZERS (LESS OTTO FUEL II).

(5) ALL ORDNANCE IMPACTING OFF-RANGE. THIS INCLUDES ALL SMALL ARM RANGES WHERE RICOCHETS CAUSE BULLETS TO IMPACT OUTSIDE SURFACE DANGER ZONES.

B. CONVENTIONAL ORDNANCE DEFICIENCIES. REPORT THE FOLLOWING EVENTS AS CONVENTIONAL ORDNANCE DEFICIENCIES USING THE FORMAT IN SECTION 2. USE "CONVENTIONAL ORDNANCE DEFICIENCY REPORT (CODR)" IN THE SUBJECT LINE. IF YOU WANT AN ENGINEERING INVESTIGATION, ADD THE REQUEST TO THE SUBJECT LINE. (USE "CONVENTIONAL ORDNANCE DEFICIENCY REPORT/ ENGINEERING INVESTIGATION (CODR/EI) REQUEST" AS THE SUBJECT). ALSO INCLUDE YOUR REQUEST FOR AN ENGINEERING INVESTIGATION IN PART I ECHO (MISHAP NARRATIVE) OF THE MESSAGE REPORT.

(1) MALFUNCTION. THE FAILURE OF CONVENTIONAL ORDNANCE, EXPLOSIVES, AMMUNITION, SMALL ARMS, WEAPONS, OR WEAPON SYSTEM COMPONENTS AND SUPPORT EQUIPMENT THAT COME IN DIRECT CONTACT WITH THE ORDNANCE, TO FUNCTION PROPERLY. (FOR EXAMPLE: FAILURE TO LAUNCH, DUD WEAPONS, GUN FAILS TO CYCLE, JATO FAILS TO IGNITE, ETC.).

(2) IMPROPER HANDLING. ORDNANCE HANDLING INCIDENTS ATTRIBUTED TO HUMAN ERROR. EXAMPLES INCLUDE MISUSE OF EQUIPMENT, FAILURE TO FOLLOW ESTABLISHED PROCEDURES, AND VIOLATION OF SAFETY PRECAUTIONS RESULTING IN DROPPED OR DAMAGED ORDNANCE. OTHER EXAMPLES INCLUDE HUMAN ERRORS DURING PROCESSING, ASSEMBLING, TESTING, LOADING, STORING, AND TRANSPORTING ORDNANCE.

(3) INADVERTENT ARMING. THE UNINTENTIONAL ARMING OF AN EXPLOSIVE COMPONENT OR WEAPON.

(4) DEFECTIVE WEAPONS SUPPORT EQUIPMENT. DEFICIENCIES INVOLVING ANY EQUIPMENT OR DEVICE USED IN THE MANUFACTURE, TEST, ASSEMBLY, HANDLING, OR TRANSPORTATION (SKIDS, TRAILERS, SLINGS OR SIMILAR EQUIPMENT) OF ANY EXPLOSIVE SYSTEM.

(5) OBSERVED DEFECT. A DISCOVERED DEFECTIVE WEAPON OR WEAPON SYSTEM COMPONENT THAT COMES IN DIRECT CONTACT WITH THE ORDNANCE, SMALL ARMS, WEAPONS, CONVENTIONAL ORDNANCE, EXPLOSIVES, AND AMMUNITION. (FOR EXAMPLE: PROTRUDING PRIMERS, CRACKED GRAINS, DAMAGED OR BROKEN BREECH BOLTS, BROKEN OR SCRATCHED MISSILE RADOMES, AND ADVANCED CORROSION).

(6) OTHER

(A) AN EVENT, WHICH EXCEPT FOR CHANCE, WOULD HAVE BEEN AN EXPLOSIVE MISHAP.

(B) ANY FAILURE OR MALFUNCTION OF, OR DAMAGE TO A LAUNCH DEVICE OR ASSOCIATED HARDWARE AND SOFTWARE

WHEN HANDLING OR OTHERWISE MANIPULATING DUMMY, EXERCISE, OR EXPLOSIVE MATERIAL.

(C) UNUSUAL OR UNEXPECTED OCCURRENCES, UNNATURAL PHENOMENA, UNFAVORABLE ENVIRONMENTS, OR INSTANCES OF EQUIPMENT FAILURE WHICH MAY DAMAGE OR AFFECT SAFETY OF AN EXPLOSIVE MATERIAL OR SYSTEM. THIS INCLUDES HAZARDS OF ELECTROMAGNETIC RADIATION TO ORDNANCE (HERO) SENSITIVE EXPLOSIVE SYSTEMS EXPOSED TO RADIATION HAZARD (RADHAZ) ENVIRONMENTS.

(D) THE FAILURE OF A MISSILE OR EXPLOSIVES SYSTEM TO TEST, CALIBRATE, OR OTHERWISE MEET PRELOADING OR PRELAUNCH REQUIREMENTS (FOR EXAMPLE: THE FAILURE OF BUILT-IN-TEST (BIT)).

(E) USE OF EXPLOSIVE ORDNANCE DISPOSAL (EOD) SERVICES INVOLVING MILITARY EXPLOSIVES FOR OTHER THAN ROUTINE DISPOSAL OF EXPLOSIVES.

(F) OTTO FUEL II SPILLS.

(G) ANY OR PART OF ORDNANCE, ORDNANCE SYSTEM, ORDNANCE EQUIPMENT FALLING FROM AIRCRAFT (THINGS FALLING FROM AIRCRAFT (TFOA)) REQUIRES A CODR PER THIS INSTRUCTION.

C. EXCEPTIONS

(1) OPNAVINST 3100.6 SERIES (SPECIAL INCIDENT REPORTING (OPREP-3, NAVY BLUE AND SITREP) PROCEDURES) (NOTAL) & JCS PUBLICATION 1-03.7 (NOTAL). REPORT NUCLEAR WEAPONS MISHAPS AND INCIDENTS PER OPNAVINST 3100.6 SERIES (NOTAL) AND JCS PUBLICATION 1-03.7 (NOTAL).

(2) COMMON CARRIERS. EXPLOSIVE MISHAPS AND CONVENTIONAL ORDNANCE DEFICIENCIES WHICH OCCUR OFF STATION WHILE AN EXPLOSIVE MATERIAL OR SYSTEM IS IN THE CUSTODY OF A COMMON (COMMERCIAL) CARRIER WILL BE REPORTED AS PRESCRIBED BY NAVSEA OP 2165, VOLUME I, NAVSEAINST 8020.13 SERIES; HOWEVER, EXPLOSIVE MISHAPS AND CONVENTIONAL ORDNANCE DEFICIENCIES INVOLVING TRANSPORTATION BY COMMERCIAL CARRIERS (INCLUDING RAILROADS), WHICH OCCUR ON BOARD A NAVAL INSTALLATION REQUIRE REPORTING BY BOTH NAVSEA OP 2165 VOLUME 1 AND THIS INTERIM CHANGE.

5. POST-MISHAP AND DEFICIENCY ACTION

A. THE ACTIVITY EXPERIENCING THE MISHAP OR DEFICIENCY SHALL:

(1) IF, IN THE ACTIVITY'S OPINION, CONTINUED USE OF THE DISCREPANT ITEM, LOT, OR BATCH INVOLVED IN AN EMR OR CODR POSES A SIGNIFICANT HAZARD, DISCONTINUE FURTHER USE AND REQUEST GUIDANCE FROM HIGHER AUTHORITY.

(2) START THE REPORTING PROCEDURES.

(3) ACCURATELY AND QUICKLY RESPOND TO REQUESTS FOR ADDITIONAL INFORMATION.

B. DEPENDING ON THE SEVERITY OF THE EXPLOSIVES MISHAP OR DEFICIENCY, OTHER U.S. NAVY COMMANDS AND ACTIVITIES SHALL ASSIST IN IDENTIFYING THE ACTUAL CAUSE AND TAKE STEPS TO

ENSURE THAT SIMILAR MISHAPS OR DEFICIENCIES DO NOT OCCUR. FOR EXAMPLE:

(1) COMMANDER, NAVAL SAFETY CENTER (C0MNAVSAFECEN) AND COMMANDER, NAVAL ORDNANCE CENTER (NAVORDCEN), TOGETHER WITH OTHER UNITS RESPONSIBLE, MAY CONDUCT A MISHAP INVESTIGATION.

(2) COMMANDER, NAVAL SEA SYSTEM COMMAND (NAVSEASYSCOM); COMMANDER, NAVAL AIR SYSTEMS COMMAND (NAVAIRSYSCOM); NAVORDECN; OR COMMANDANT, U.S. MARINE CORPS (CMC) MAY DESIGNATE ALL RELATED EXPLOSIVE SYSTEMS UNSERVICEABLE, DIRECT FOLLOW-UP TESTS AND EVALUATION OF VARIOUS LOTS TO IDENTIFY DEFECTIVE HARDWARE, OR INITIATE PROCEDURAL CHANGES IN THE USE OF THE WEAPON SYSTEM.

(3) OFFICER-IN-CHARGE, NAVAL ORDNANCE CENTER (INVENTORY MANAGEMENT AND SYSTEMS DIVISION), MECHANICSBURG, PA SHALL SUPPORT COMMAND DECISIONS REGARDING DISPOSITION AND USE OF DEFECTIVE OR QUESTIONABLE ORDNANCE, EXPLOSIVES, AMMUNITION OR PARTS BY ISSUING A NOTICE OF AMMUNITION RECLASSIFICATION (NAR) OR AMMUNITION INFORMATION NOTICE (AIN).

(4) COMNAVSAFECEN WILL ENTER ALL RELEVANT INFORMATION INTO A DATA REPOSITORY.

6. REPORTING REQUIREMENTS

A. RESPONSIBILITY. COMMANDING OFFICER, OFFICERS-IN-CHARGE OR MASTERS OF USNS VESSELS SHALL REQUIRE THE INVESTIGATION AND REPORTING OF ALL EXPLOSIVE MISHAPS AND REPORTABLE CONVENTIONAL ORDNANCE DEFICIENCIES OCCURRING WITHIN THEIR COMMAND.

(1) SPECIAL CASES. WHEN A REPORT UNDER THIS INSTRUCTION IS REQUIRED SOLELY AS THE RESULT OF EXPLOSIVE ORDNANCE DISPOSAL (EOD) SERVICE, THE RESPONSIBILITY FOR SUBMITTING THE REPORT RESTS WITH THE FOLLOWING, IN THE ORDER GIVEN:

(A) THE U.S. NAVY ACTIVITY REQUESTING EOD SERVICES.

(B) THE U.S. NAVY ACTIVITY HAVING OPERATIONAL CONTROL OF THE EOD PERSONNEL RENDERING THE SERVICE.

(C) IN CASES NOT COVERED BY (A) OR (B) ABOVE, THE EOD GROUP TO WHICH THE EOD PERSONNEL ARE PERMANENTLY ATTACHED.

NOTE: IF EOD UNITS RESPOND TO AN EXPLOSIVES MISHAP, ENSURE THE APPROPRIATE EOD UNITS ARE INFORMATION ADDRESSEES ON ALL REPORTS.

B. SUBMISSION OF REPORTS

(1) MESSAGE REPORTS. REPORTS ARE TO BE UNCLASSIFIED (FOR OFFICIAL USE ONLY), UNLESS INCLUSION OF CLASSIFIED MATERIAL IS ESSENTIAL. THE MESSAGE REPORT AS DESCRIBED IN SECTION 2 IS REQUIRED FOR ALL EMR AND CODR REPORTS. THE REPORT WILL BE SUBMITTED IN ADDITION TO ANY REPORTS REQUIRED BY OTHER DIRECTIVES.

NOTE: THE SUBMISSION OF AN OPREP-3 OR SITREP REPORT DOES NOT RELIEVE THE COMMAND FROM THE REQUIREMENT FOR SUBMITTING AN EMR, EMR/EI, CODR OR CODR/EI REPORT. SUBMIT THE OPREP-3 OR SITREP FIRST PER OPNAVINST 3100.6F AND THEN PROCEED WITH THE EMR OR CODR REPORTING.

(A) INITIAL MESSAGE AND TELEPHONE REPORT. WHEN CIRCUMSTANCES PERMIT, MAKE AN INITIAL REPORT BY TELEPHONE AND FOLLOW UP WITH AN IMMEDIATE MESSAGE FOR ALL EMR AND CODR WHEN ANY OF THE FOLLOWING CONDITIONS OCCUR:

1. FATALITY OR INPATIENT HOSPITALIZATION OF THREE OR MORE PEOPLE.
2. $200,000 OR MORE MATERIAL PROPERTY DAMAGE.
3. PRODUCTION INTERRUPTION EXPECTED TO EXCEED 72 HOURS.
4. SIGNIFICANTLY DEGRADED OPERATIONAL CAPABILITY.
5. PROBABLE HIGH PUBLIC INTEREST.
6. IMMEDIATE DANGER EXISTS AT THE ACTIVITY INVOLVED OR COULD EXIST AT OTHER ACTIVITIES.

NOTE: IN ADDITION TO THE IMMEDIATE SUPERIOR IN COMMAND (ISIC), A TELEPHONE REPORT SHALL BE MADE TO THE FOLLOWING (IF THEY ARE AN ACTION ADDRESSEE ON MESSAGE REPORT (SECTION 1 PARAGRAPH 7C MESSAGE ADDRESSEES):

DURING NORMAL WORKING HOURS (0800 - 1630 EASTERN TIME):

CNO (N411) - DSN 225-7095, COMMERCIAL (703) 695-7095

COMNAVAIRSYSCOM (AIR-4.1.10) - DSN 664-6060 EXT 5706, COMMERCIAL (703) 604-6060 EXT 5706 (EXPLOSIVE MATERIAL/EQUIPMENT)

COMNAVAIRSYSCOM (AIR-8.0Y3A) - DSN 664-3221 EXT 8912/8900, COMMERCIAL (703) 604-3221 EXT 8912/8900 (DEATHS AND INJURIES)

COMNAVORDCEN (N71) - DSN 354-6081, EXT 107, COMMERCIAL (703) 743-6081, EXT 107

COMNAVSAFECEN (CODE 43) - DSN 564-3520 EXT 7164, COMMERCIAL (757) 444-3520 EXT 7164

OUTSIDE NORMAL WORKING HOURS (1630 - 0800 EASTERN TIME):

CNO (NAVY DEPARTMENT DUTY CAPTAIN) - DSN 225-0231, COMMERCIAL (703) 695-0231

COMNAVSEASYSCOM (WATCH OFFICER) - DSN 332-7527/8, COMMERCIAL (703) 602-7527/8

COMNAVAIRSYSCOM (DUTY OFFICER) - DSN 664-2167 EXT 4009, COMMERCIAL (703) 604-2167 EXT 4009

COMNAVSAFECEN (DUTY OFFICER) - DSN 564-3520, COMMERCIAL (757) 444-3520

(B) SUBMIT A SUPPLEMENTARY REPORT WITHIN 10 DAYS OF MISHAP IF THE INVESTIGATION HAS NOT BEEN COMPLETED. THIS REPORT WILL PROVIDE ADDITIONAL INFORMATION AND/OR CORRECT INFORMATION SUBMITTED IN THE INITIAL REPORT. A FINAL EMR OR CODR MESSAGE WILL BE SUBMITTED UPON COMPLETION OF THE INVESTIGATION.

NOTE: FOR PRODUCTION BASES, SUPPLEMENTAL REPORTS ARE REQUIRED AS SOON AS ADDITIONAL INFORMATION BECOMES AVAILABLE.

(C) SUBMIT AN INITIAL PRIORITY EMR OR CODR MESSAGE REPORT WITHIN 24 HOURS FOR ALL MISHAPS OR DEFICIENCIES THAT MEET ANY OF THE FOLLOWING CONDITIONS:

1. $10,000 OR MORE PROPERTY DAMAGE.
2. PRODUCTION INTERRUPTION EXCEEDING 24 HOURS.
3. ONE OR MORE PEOPLE EXHIBITING PHYSIOLOGICAL SYMPTOMS OF CHEMICAL AGENT EXPOSURE.
4. AN UNINTENTIONAL OR UNCONTROLLED RELEASE OF CHEMICAL AGENT WHERE THE AGENT QUANTITY RELEASED TO THE ATMOSPHERE CREATES A SERIOUS POTENTIAL FOR INJURY OR DEATH.
5. INJURIES SUSTAINED AS A RESULT OF AN EXPLOSIVES MISHAP OR CONVENTIONAL ORDNANCE DEFICIENCY WHICH MEETS THE DEFINITION OF A REPORTABLE LOST WORKDAY CASE PER REF (F).

(D) SUBMIT A MESSAGE REPORT WITHIN 15 CALENDAR DAYS FOR ALL OTHER EXPLOSIVE MISHAPS OR DEFICIENCIES. DO NOT SUBMIT LETTER REPORTS IN LIEU OF MESSAGES.

NOTE: IF MISHAP IS CONSIDERED A CLASS A OR CERTAIN CLASS B MISHAPS, A MISHAP INVESTIGATION SHALL BE CONDUCTED PER REF (C) FOR AFLOAT ACTIVITIES, REF (B) FOR AVIATION ACTIVITIES AND THIS INSTRUCTION FOR SHORE ACTIVITIES.

(2) REPORTS TO THE DEPARTMENT OF DEFENSE EXPLOSIVES SAFETY BOARD (DDESB). REF (G) REQUIRES EACH DOD COMPONENT TO SUBMIT REPORTS TO DDESB FOR MISHAPS INVOLVING AMMUNITION, EXPLOSIVES, AND CHEMICAL AGENTS AND SYSTEMS. IN COMPLIANCE, CNO (N411) IS THE CENTRAL U.S. NAVY OFFICE RESPONSIBLE FOR ENSURING ACCOMPLISHMENT OF

THE REQUIRED REPORTING AND INVESTIGATION, AND THE POINT OF CONTACT BETWEEN DDESB AND U.S. NAVY ACTIVITIES. MARCORSYSCOM (AM-AYES) IS THE POINT OF CONTACT BETWEEN DDESB AND MARINE CORPS ACTIVITIES.

(3) DISSEMINATION OF INFORMATION. EACH NAVY AND MARINE CORPS COMMAND RECEIVING EMR OR CODR REPORTS MAY DISSEMINATE THE DATA TO APPROPRIATE SUBORDINATE COMMANDS AND PERSONNEL.

NOTE: USE OF THIS REPORT. CALL COMNAVSAFECEN, DSN 564-3520 EXT 7143; COMMERCIAL (757) 444-3520 EXT 7143 REGARDING ANY QUESTIONS ON THE USE OF THIS REPORT.

7. ADDRESSEES OF MESSAGE REPORT.

A. FOR AMMUNITION HANDLING MISHAPS AND DEFICIENCIES, ALSO INCLUDE APPROPRIATE ADDRESSEES FROM THE SHIPPING CONTAINERS AND HANDLING LIST.

B. FOR ALL REPORTS AFFECTING RESEARCH, DEVELOPMENT OR THE PRODUCTION BASE, INCLUDE THE FOLLOWING INFORMATION ADDRESSEES:

DEPT OF DEFENSE EXPLOSIVE SAFETY BD ALEXANDRIA VA//DDESB-IK//
CDRIOC ROCK ISLAND IL//AMSIO-DMS//
NAVORDCEN INDIAN HEAD MD//N71//
COMNAVSURFWARCENDIV INDIAN HEAD MD//044//
HQ AFSA KIRTLAND AFB NM//SEW//
DLA FT BELVOIR VA//AQOI//
** CDRMTMC FALLS CHURCH VA//MTCG//
** COMSC WASHINGTON DC//N33//
** HQ AMC SCOTT AFB IL//SE//
DIRUSADACS SAVANNA IL//SIOAC-ES//

** MISHAPS INVOLVING TOMAHAWK MISSILES ONLY

C. ORDNANCE MISHAP AND DEFICIENCY ADDRESSEES.

AMMUNITION - GUN 76MM AND LARGER

TO: AIG FOUR ZERO TWO
CFA (COGNIZANT FIELD ACTIVITY)
INFO: COMNAVSURFLANT NORFOLK VA//N6/N8//
COMNAVSURFPAC SAN DIEGO CA//N432/N814//
COMNAVSEASYSCOM WASHINGTON DC//91W2//
COMNAVRESFOR NEW ORLEANS LA//N85(A)//
NAVSURFWARCENDIV INDIAN HEAD MD//044/6210//
NAVSURFWARCEN ORDSTA LOUISVILLE KY//0671/20/50//
WPNSTA YORKTOWN VA//04/16/20/30/35//
WPNSTA SEAL BEACH CA//04/20//
WPNSTA CONCORD CA//04/20/30//
NAVSURFWARCENDIV CRANE IN//20/R67//
CDRIOC ROCK ISLAND IL//AMSIO-DMS//

CHAIN OF COMMAND

AMMUNITION - GUN SMALLER THAN 76MM

TO: AIG FOUR ZERO TWO
CFA (COGNIZANT FIELD ACTIVITY)
INFO: COMNAVAIRLANT NORFOLK VA//N85//
COMNAVAIRPAC SAN DIEGO CA//N85/N85E//
COMNAVSURFLANT NORFOLK VA//N6/N8//
COMNAVSURFPAC SAN DIEGO CA//N432/N814//
COMNAVSEASYSCOM WASHINGTON DC//91W2//
COMNAVRESFOR NEW ORLEANS LA//N85(A)//
COMNAVAIRESFOR NEW ORLEANS LA//N85//
NAVSURFWARCEN ORDSTA LOUISVILLE KY//0671/20/50//
NAVSURFWARCENDIV INDIAN HEAD MD//044/6210//
NAVAIRWPNSTA CHINA LAKE CA//C02A/C02B/C85/C0804//
WPNSTA YORKTOWN VA//04/16/20/30/35//
WPNSTA SEAL BEACH CA//04/20//
WPNSTA CONCORD CA//04/20/30//
NAVSURFWARCENDIV CRANE IN//20/067//
CDRIOC ROCK ISLAND IL//AMSIO-DMS//
CHAIN OF COMMAND
//
BT
#0028
NNNN

ADMINISTRATIVE MESSAGE

ROUTINE

R 061246Z DEC 97 ZYB

FM COMNAVSAFECEN NORFOLK VA//40/43/FILE//

TO ALSAFE

UNCLAS //N05100//
ALSAFE 065/97
PART II, PART III DTG 061247Z DEC 97, PART I DTG 061245Z DEC 97

MSGID/GENADMIN/COMNAVSAFECEN/434-029/DEC//

SUBJ/INTERIM CHANGE 2-5 TO OPNAVINST 5102.1C, MISHAP
INVESTIGATION AND REPORTING//

REF/A/DOC/CNO/03MAR89//

REF/B/DOC/CNO/01SEP94//

REF/C/DOC/CNO/19JAN94//

REF/D/TEL/COMNAVSAFECEN/25SEP97//

REF/E/DOC/DOD/01APR89//

REF/F/DOC/CNO/11OCT94//

REF/G/DOC/DOD/10APR89//

NARR/REF A IS OPNAVINST 5102.1C MISHAP INVESTIGATION AND
REPORTING WITH CH-1, INTERIM CH-2-4. REF B IS OPNAVINST 8600.2B
NAVAL AIRBORNE WEAPONS MAINTENANCE PROGRAM (NAWMP) WITH CH-1.
REF C IS OPNAVINST 5100.19C VOLUME 1 NAVY OCCUPATIONAL SAFETY AND
HEALTH (NAVOSH) PROGRAM MANUAL FOR FORCES AFLOAT WITH CHANGE 1.
REF D IS TELCON BTWN COMNAVSAFECEN CAPT BOLAND/CNO (N45) MR
SHULTZ FOR REF C INCLUDING THIS INTERIM CHANGE.// REF E IS
DODINST 5160.65-M SINGLE MANAGER FOR CONVENTIONAL AMMUNITION
(IMPLEMENTING JOINT CONVENTIONAL AMMUNITION POLICIES AND
PROCEDURES). REF F IS OPNAVINST 5100.23 SERIES, NAVY
OCCUPATIONAL SAFETY HEALTH (NAVOSH) PROGRAM. REF G IS DODINST
6055.7 MISHAP INVESTIGATION, REPORTING, AND RECORDKEEPING.
POC/PORTER/CDR/DSN 564-3520 EXT 7143/-/NAVSAFECEN 43/(757)444-
3520 EXT 7143//

RMKS/1. EXECUTIVE SUMMARY. THIS INTERIM CHANGE CONSOLIDATES ALL
ORDNANCE MISHAP/MALFUNCTION REPORTING REQUIREMENTS INTO A SINGLE
INSTRUCTION. ALL EXPLOSIVE MISHAP REPORTS (EMR) AND CONVENTIONAL

ORDNANCE DEFICIENCY REPORTING (CODR) WILL BE IAW REF A AND THIS INTERIM CHANGE. THIS INTERIM CHANGE IS THE FIRST STEP IN A PROCESS WHICH WILL CONSOLIDATE ALL NAVY MISHAP REPORTING REQUIREMENTS INTO THE OPNAVINST 5102.1 SERIES WHILE RETAINING PROGRAM POLICY IN EXISTING INSTRUCTIONS.

AMMUNITION - SMALL ARMS AND LANDING FORCE

TO: AIG FOUR ZERO TWO
CFA (COGNIZANT FIELD ACTIVITY)
INFO: COMNAVSEASYSCOM WASHINGTON DC//91W2//
COMNAVAIRLANT NORFOLK VA//N85//
COMNAVAIRPAC SAN DIEGO CA//N85/N85E//
COMNAVSURFLANT NORFOLK VA//N6/N8//
COMNAVSURFPAC SAN DIEGO CA//N432/N814//
COMNAVRESFOR NEW ORLEANS LA//N85(A)//
NAVSURFWARCENDIV INDIAN HEAD MD//044/6210//
NAVSURFWARCEN ORDSTA LOUISVILLE KY//0671/50//
NAVSURFWARCENDIV CRANE IN//20/067/
WPNSTA SEAL BEACH CA//04/20//
CDRIOC ROCK ISLAND IL//AMSIO-DMS//
CHAIN OF COMMAND

CARTRIDGES AND CARTRIDGE ACTIVATED DEVICES

TO: AIG SEVEN SIX TWO ZERO
CFA (COGNIZANT FIELD ACTIVITY)
INFO: COMNAVAIRLANT NORFOLK VA//N85//
COMNAVAIRPAC SAN DIEGO CA//N85/N85E//
COMNAVSURFLANT NORFOLK VA//N6/N8//
COMNAVSURFPAC SAN DIEGO CA//N42/N422/N814//
COMNAVRESFOR NEW ORLEANS LA//N85(A)//
COMNAVAIRESFOR NEW ORLEANS LA//N85//
NAVSURFWARCENDIV INDIAN HEAD MD//044/530//
NAVSURFWARCENDIV CRANE IN//20/067/4022/PM416//
WPNSTA SEAL BEACH CA//04/20//
CDRIOC ROCK ISLAND IL//AMSIO-DMS//
CHAIN OF COMMAND

AIRBORNE EXPENDABLE COUNTERMEASURE

TO: AIG SEVEN SIX TWO ZERO
CFA (COGNIZANT FIELD ACTIVITY)
INFO: COMNAVAIRLANT NORFOLK VA//N85//
COMNAVAIRPAC SAN DIEGO CA//N85/N85E//
COMNAVSURFLANT NORFOLK VA//N6/N8//
COMNAVSURFPAC SAN DIEGO CA//N42/N422/N814//
COMNAVRESFOR NEW ORLEANS LA//N85(A)//
COMNAVAIRESFOR NEW ORLEANS LA//N85//
NAVAIRWARCENACDIV PATUXENT RIVER MD//4.5.4.4/4.5.5.5.1//
NAVSURFWARCENDIV INDIAN HEAD MD//044/530//
NAVSURFWARCENDIV CRANE IN//20/067/4022/PM416//
WPNSTA SEAL BEACH CA//04/20//
NAVAIRSYSCOM JACKSONVILLE FL//PMA222//
CDRIOC ROCK ISLAND IL//AMSIO-DMS//
CHAIN OF COMMAND

DEMOLITION MATERIAL AND BULK EXPLOSIVES

AND USE OF EOD SERVICES
TO: AIG FOUR ZERO TWO
CFA (COGNIZANT FIELD ACTIVITY)
INFO: COMNAVAIRLANT NORFOLK VA//N85//
COMNAVAIRPAC SAN DIEGO CA//N85/N85E//
COMNAVSURFLANT NORFOLK VA//N6/N8//
COMNAVSURFPAC SAN DIEGO CA//N30M/N422/N4221/N814//
COMNAVRESFOR NEW ORLEANS LA//N85(A)//
NAVSURFWARCENDIV INDIAN HEAD MD//044/630//
NAVSURFWARCENDIV CRANE IN//20/067//
WPNSTA YORKTOWN VA//04/16/20/30/35//
CDRIOC ROCK ISLAND IL//AMSIO-DMS//
CHAIN OF COMMAND
FREEFALL WEAPONS EXCLUDING MINES AND DEPTH CHARGES
TO: AIG SEVEN SIX TWO ZERO
CFA (COGNIZANT FIELD ACTIVITY)
INFO: COMNAVAIRLANT NORFOLK VA//N85//
COMNAVAIRPAC SAN DIEGO CA//N85/N85E//
COMNAVSURFLANT NORFOLK VA//N6/N8//
COMNAVSURFPAC SAN DIEGO CA//N42/N422/N4221/N814//
COMNAVRESFOR NEW ORLEANS LA//N85(A)//
COMNAVAIRESFOR NEW ORLEANS LA//N85//
NAVSURFWARCENDIV INDIAN HEAD MD//044//
NAVAIRWPNSTA CHINA LAKE CA//C02A/C02B/C85/C0804//
PEOTACAIR WASHINGTON DC//PMA20//
CDRIOC ROCK ISLAND IL//AMSIO-DMS//
CHAIN OF COMMAND
MINES, AND PROJECTOR CHARGES
TO: AIG FOUR ZERO TWO
CFA (COGNIZANT FIELD ACTIVITY)
INFO: COMNAVAIRLANT NORFOLK VA//N85//
COMNAVAIRPAC SAN DIEGO CA//N85/N85E//
COMSUBLANT NORFOLK VA//N7/N42/N43//
COMSUBPAC PEARL HARBOR HI//N7/N42//
COMNAVSURFLANT NORFOLK VA//N6/N8//
COMNAVSURFPAC SAN DIEGO CA//N30M/N42/N814//
COMNAVRESFOR NEW ORLEANS LA//N85(A)//
COMNAVAIRESFOR NEW ORLEANS LA//N85//
NAVSURFWARCENDIV INDIAN HEAD MD//044//
WPNSTA SEAL BEACH CA//04/20//
WPNSTA YORKTOWN VA//04/16/20/30/35//
NAVAIRWPNSTA CHINA LAKE CA//C02A/C02B/C85/C0804//
NAVSURFWARCENDIV CRANE IN//20/067/4022/PM416//
COMINEWARCOM CORPUS CHRISTI TX//N3//
CHAIN OF COMMAND
MISSILES - AIR LAUNCHED
TO: AIG SEVEN SIX TWO ZERO
JSPO PMA 268//ASC/YML EGLIN AFB FL// (IF MISHAP INVOLVES
AIM-120 MISSILE)
CFA (COGNIZANT FIELD ACTIVITY)
INFO: COMNAVAIRLANT NORFOLK VA//N85//

COMNAVAIRPAC SAN DIEGO CA//N85/N85E//
COMNAVAIRESFOR NEW ORLEANS LA//N85//
NAVSURFWARCENDIV INDIAN HEAD MD//044/580//
NAVAIRWPNSTA CHINA LAKE CA//C02A/C02B/C84/C0804//
WPNSTA SEAL BEACH CA//04/20//
** PEOCMPANDUAV WASHINGTON DC//PMA280/PMA282/PMA2805/PMA2811//
PEOTACAIR WASHINGTON DC//PMA242/PMA259//
NWADIV CORONA CA//QA41/PA53//
RECEIVING WPNSTA (TURN IN ITEMS ONLY)
CHAIN OF COMMAND
** MISHAPS INVOLVING TOMAHAWK MISSILES ONLY
MISSILES - SURFACE LAUNCHED
TO: AIG FOUR ZERO TWO
CFA (COGNIZANT FIELD ACTIVITY)
INFO: COMNAVAIRLANT NORFOLK VA//N85//
COMNAVAIRPAC SAN DIEGO CA//N85/N85E//
COMNAVSURFLANT NORFOLK VA//N6/N8//
COMNAVSURFPAC SAN DIEGO CA//N812/N813//
COMNAVRESFOR NEW ORLEANS LA//N85(A)//
COMNAVAIRESFOR NEW ORLEANS LA//N85//
NAVSURFWARCENDIV INDIAN HEAD MD//044/6210//
NAVSURFWARCENDIV CRANE IN//20/067//
WPNSTA YORKTOWN VA//04/16/20/30/35//
WPNSTA SEAL BEACH CA//04/20//
WPNSTA CONCORD CA//04/20/30//
NWADIV CORONA CA//QA40/PA53//
NAVSURFWARCENDIV PORT HUENEME CA//1G00//
** PEOCMPANDUAV WASHINGTON DC//PMA280/PMA282/PMA2805/PMA2811//
CHAIN OF COMMAND
** MISHAPS INVOLVING TOMAHAWK MISSILES ONLY
MISSILES - SUB LAUNCHED
TO: AIG FOUR ZERO TWO
CFA (COGNIZANT FIELD ACTIVITY)
INFO: COMSUBPAC PEARL HARBOR HI//N7/N42//
COMSUBLANT NORFOLK VA//N7/N42/N43//
COMNAVSURFPAC SAN DIEGO CA//N812/N813//
COMNAVSURFLANT NORFOLK VA//N6/N8//
** PEOCMPANDUAV WASHINGTON DC//CE2/C4/PMA280/PMA282/PMA2805/
PMA2811//
NAVUNSEAWARCENDIV NEWPORT RI//831/0032/024/81//
NAVUNSEAWARCNEDIV KEYPORT WA//20/30/041/60//
NWADIV CORONA CA//QA40/PA53//
WPNSTA YORKTOWN VA//04/16/20/30/35//
WPNSTA SEAL BEACH CA//04/20//
NCCOSC RDTE DIV SAN DIEGO CA//038//
CHAIN OF COMMAND
** MISHAPS INVOLVING TOMAHAWK MISSILES ONLY
PYROTECHNICS AND CHEMICALS
TO: AIG FOUR ZERO TWO
CFA (COGNIZANT FIELD ACTIVITY)
INFO: COMNAVAIRLANT NORFOLK VA//N85//

COMNAVAIRPAC SAN DIEGO CA//N85/N85E//
COMSUBLANT NORFOLK VA//N7/N42/N43//
COMSUBPAC PEARL HARBOR HI//N7/N42//
COMNAVSURFLANT NORFOLK VA//N6/N8//
COMNAVSURFPAC SAN DIEGO CA//N42/N814//
COMNAVRESFOR NEW ORLEANS LA//N85(A)//
COMNAVAIRESFOR NEW ORLEANS LA//N85//
NAVSURFWARCENDIV INDIAN HEAD MD//044//
WPNSTA SEAL BEACH CA//04/20//
NAVSURFWARCENDIV CRANE IN//20/067//
CDRIOC ROCK ISLAND IL//AMSIO-DMS//
CHAIN OF COMMAND

ROCKETS - AIR LAUNCHED

TO: AIG SEVEN SIX TWO ZERO
CFA (COGNIZANT FIELD ACTIVITY)
INFO: COMNAVAIRLANT NORFOLK VA//N85//
COMNAVAIRPAC SAN DIEGO CA//N85/N85E//
COMNAVAIRESFOR NEW ORLEANS LA//N85//
NAVSURFWARCENDIV INDIAN HEAD MD//044/570//
NAVAIRWPNSTA CHINA LAKE CA//C02A/C02B/C85/C0804//
WPNSTA SEAL BEACH CA//04/20//
PEOTACAIR WASHINGTON DC//PMA242//
CDRIOC ROCK ISLAND IL//AMSIO-DMS//
CHAIN OF COMMAND

ROCKETS - SURFACE LAUNCHED (LESS ASROC)

TO: AIG FOUR ZERO TWO
CFA (COGNIZANT FIELD ACTIVITY)
INFO: COMNAVSURFLANT NORFOLK VA//N6/N8//
COMNAVSURFPAC SAN DIEGO CA//N811/N812/N813//
COMNAVRESFOR NEW ORLEANS LA//
NAVSURFWARCENDIV INDIAN HEAD MD//044/56//
NAVSURFWARCENDIV CRANE IN//04/20//
WPNSTA SEAL BEACH CA//04/20//
CDRIOC ROCK ISLAND IL//AMSIO-DMS//
CHAIN OF COMMAND

TORPEDOES, SONOBUOYS AND ASROC

TO: AIG FOUR ZERO TWO
CFA (COGNIZANT FIELD ACTIVITY)
INFO: COMNAVAIRLANT NORFOLK VA//N85//
COMNAVAIRPAC SAN DIEGO CA//N85/N85E//
COMSUBLANT NORFOLK VA//N7/N42/N43//
COMSUBPAC PEARL HARBOR HI//N7/N42//
COMNAVSURFLANT NORFOLK VA//N6/N8//
COMNAVSURFPAC SAN DIEGO CA//N432/N811//
COMNAVRESFOR NEW ORLEANS LA//N85(A)//
COMNAVAIRESFOR NEW ORLEANS LA//N85//
NAVSURFWARCENDIV INDIAN HEAD MD//044//
WPNSTA YORKTOWN VA//04/16/20/30/35//
WPNSTA SEAL BEACH CA//04/20//
NCCOSC RDTE DIV SAN DIEGO CA//038//
NAVUNSEAWARCENDIV KEYPORT WA//20/30/041/60//

NAVUNSEAWARCENDIV NEWPORT RI//0032/024/81//
NAVSURFWARCENDIV PORT HUENEME CA//1G00//
CHAIN OF COMMAND
SHIPPING CONTAINERS AND HANDLING FOR NAVAIR COGNIZANCE ITEMS
TO: AIG SEVEN SIX TWO ZERO
CFA (COGNIZANT FIELD ACTIVITY)
INFO: COMNAVAIRLANT NORFOLK VA//85//
COMNAVAIRPAC SAN DIEGO CA//N85/N85E//
COMNAVSURFLANT NORFOLK VA//N6/N8//
COMNAVSURFPAC SAN DIEGO CA//N42/N422/N814//
COMNAVRESFOR NEW ORLEANS LA//N85(A)//
COMNAVAIRESFOR NEW ORLEANS LA//N85//
NAVSURFWARCENDIV INDIAN HEAD MD//044//
NWADIV CORONA CA//QA40/PA53//
NAVAIRWARCENACDIV LAKEHURST NJ//17//
WPNSTA EARLE COLTS NECK NJ//04/20//
CHAIN OF COMMAND
SHIPPING CONTAINERS AND HANDLING FOR NAVSEA COGNIZANCE ITEMS
TO: AIG FOUR ZERO TWO
CFA (COGNIZANT FIELD ACTIVITY)
INFO: COMNAVAIRLANT NORFOLK VA//N85//
COMNAVAIRPAC SAN DIEGO CA//N85/N85E//
COMNAVSURFLANT NORFOLK VA//N6/N8//
COMNAVSURFPAC SAN DIEGO CA//N812/N814//
COMNAVRESFOR NEW ORLEANS LA//N85(A)//
COMNAVAIRESFOR NEW ORLEANS LA//N85//
NAVSURFWARCENDIV INDIAN HEAD MD//044//
WPNSTA EARLE COLTS NECK NJ//4/20//
WPNSTA SEAL BEACH CA//04/20//
NAVSURFWARCENDIV CRANE IN//20/067/4022/PM416//
NWADIV CORONA CA//QA40/PA53//
CHAIN OF COMMAND
8. ADDRESS INDICATING GROUP (AIG) COMPOSITION
AIG SEVEN SIX TWO ZERO
ACT: COMNAVAIRSYSCOM PATUXENT RIVER MD//4.1.10/8.0Y3A/AIR-5.OD43//
NAVORDCEN INDIAN HEAD MD//N71//
NAVORDCEN IMSD MECHANICSBURG PA//60//
INFO: CNO WASHINGTON DC//N411//
CMC WASHINGTON DC//ASL-30/SD//
COMNAVSEASYSCOM WASHINGTON DC//00T//
COMNAVAIRWARCENACDIV PATUXENT RIVER MD//CSDOPR//
COMNAVSAFECEN NORFOLK VA//40/43//
NAVAIRWARCENWPNDIV PT MUGU CA//2004/P2632//
NAVSURFWARCENDIV DAHLGREN VA//C283//
NAVORDCEN LANTDIV YORKTOWN VA//009S1//
NAVORDCEN PACDIV SEAL BEACH CA//0093//
NAVORDCEN ESSOLANT NORFOLK VA//004//
NAVORDCEN ESSOPAC SAN DIEGO CA//004//
COMMARFORLANT//ALD-D//
COMMARFORPAC//ALD-D//

CG FOURTH MAW//ALD-B//
MARCORSYSCOM WASHINGTON DC//AM-EES//
NAVAVSCOLSCOM PENSACOLA FL//155//
SERVSCOLCOM GREAT LAKES IL//42//
FCTCLANT DAM NECK VA//305//
AIG FOUR ZERO TWO
ACT: NAVORDCEN INDIAN HEAD MD//N71//
NAVORDCEN IMSD MECHANICSBURG PA//60//
INFO: CNO WASHINGTON DC//N411//
CMC WASHINGTON DC//ASL-30/SD//
COMNAVAIRSYSCOM PATUXENT RIVER MD//4.1.10/8.0Y3A/AIR-
5.OD43//
COMNAVSEASYSCOM WASHINGTON DC//00T//
COMNAVAIRWARCENACDIV PATUXENT RIVER MD//CSDOPR//
COMNAVSAFECEN NORFOLK VA//40/43//
NAVAIRWARCENWPNDIV PT MUGU CA//2004/P2632//
NAVSURFWARCENDIV DAHLGREN VA//C283//
NAVORDCEN LANTDIV YORKTOWN VA//009S1//
NAVORDCEN PACDIV SEAL BEACH CA//0093//
NAVORDCEN ESSOLANT NORFOLK VA//004//
NAVORDCEN ESSOPAC SAN DIEGO CA//004//
COMMARFORLANT//ALD-D//
COMMARFORPAC//ALD-D//
CG FOURTH MAW//ALD-B//
MARCORSYSCOM WASHINGTON DC//AM-EES//
NAVAVSCOLSCOM PENSACOLA FL//155//
SERVSCOLCOM GREAT LAKES IL//42//
FCTCLANT DAM NECK VA//305//
SECTION 2
EXPLOSIVES MISHAP REPORT (EMR)
AND
CONVENTIONAL ORDNANCE DEFICIENCY REPORT (CODR)
MESSAGE GUIDELINE
REPORT SYMBOL DD-FM&P(AR) 1020(5102)
1. GENERAL
USE FORMAT AND CONTENT BELOW FOR EMR AND CODR REPORTS. SUBMIT AS MUCH INFORMATION AS IS AVAILABLE. SUBMIT SUPPLEMENTARY REPORTS AS NECESSARY TO SUPPLY THE MISSING INFORMATION WHEN AVAILABLE. OMIT ITEMS THAT DO NOT APPLY OR ARE NOT RELEVANT TO THE REPORT.

2. FORMAT AND CONTENT
(PRECEDENCE - NORMALLY PRIORITY)
FM REPORTING ACTIVITY
TO: CFA (COGNIZANT FIELD ACTIVITY) SEE SECTION 4
AIG--------(SEE SECTION 1, PARAGRAPH 7C; IN ADDITION AVIATION ACTIVITIES WILL ADD AIG 402 TO ALL MISHAP MESSAGES. IF MISHAP INVOLVES AN EXPLOSIVES SYSTEM LAUNCH DEVICE OR AWSE, INCLUDE AIG 7620.)
INFO: (SEE SECTION 1, PARAGRAPH 7C)
AVIATION ACTIVITIES WILL INCLUDE:
(1) THE COGNIZANT INVENTORY CONTROL POINT WHEN REPORTING

DEFECTIVE NEW MATERIAL.
(2) THE COGNIZANT FUNCTIONAL WING(S).
(3) THE COGNIZANT COMMANDER, MARINE AVIATION LOGISTICS SQUADRON(S) AND AIRCRAFT WING(S).
(4) WHEN FLIGHT SAFETY CONSIDERATIONS INVOLVE AIRCRAFT OR EQUIPMENT COMMON TO THE AIR FORCE, ARMY, OR COAST GUARD, ADDRESS AN INFORMATION COPY TO THE APPROPRIATE COMMAND AS INDICATED BELOW:
AIR FORCE: AFSC KIRTLAND AFB NM
HQ AFMC WRIGHT PATTERSON AFB OH//SE//
ARMY: CDRAVSCOM STL MO//AMSAVQIAG//
CDRUSASC FT RUCKER AL//PESCD//
COAST GUARD: COMDT COGARD WASHINGTON DC
(5) WHEN FLIGHT SAFETY CONDITIONS CONCERN H-1,3, 46E/F, OR 53D/E AIRCRAFT, INFORMATION COPIES ARE ADDRESSED TO MARINE HELICOPTER SQUADRON ONE (HMX-1).
(6) COMNAVAIRWARCENWPNDIV CHINA LAKE CA, ONLY WHEN THE CODR PERTAINS TO WEAPONS LOADING PROCEDURES IN NAVAIRSYSCOM AIRBORNE WEAPONS AND STORES LOADING MANUALS AND CHECKLIST.
(7) INCLUDE THE SUPPORTING STATION OR SHIP INTERMEDIATE MAINTENANCE ACTIVITY.

UNCLAS FOUO//N08020// (NORMALLY UNCLAS UNLESS CLASSIFIED INFORMATION MUST BE INCLUDED.)

MSGID/GENADMIN/MSG ORIG/MSG SER NO./MONTH//

SUBJ/EXPLOSIVES MISHAP REPORT (EMR) OR EXPLOSIVES MISHAP REPORT/ENGINEERING INVESTIGATION REQUEST (EMR/EI)/OR CONVENTIONAL ORDNANCE DEFICIENCY REPORT (CODR) OR CONVENTIONAL ORDNANCE DEFICIENCY REPORT/ENGINEERING INVESTIGATION REQUEST (CODR/EI) (SELECT APPROPRIATE ENTRIES FOR SUBJECT LINE. SEE EXAMPLE MESSAGES IN SECTION (3) (REPORT SYMBOL DD-FM&P(AR) 1020(5102)) (MIN: CONSIDERED)//

REF/A/DOC/CNO/DATE//

REF/B/(IF FOLLOW-UP MESSAGE, REFER TO PRIOR MESSAGES.)//

NARR/THIS IS A GENERAL USE SAFETY MISHAP REPORT TO BE USED ONLY FOR SAFETY PURPOSES PER OPNAVINST 5102.1C. REF A IS OPNAVINST 5102.1C, EMR AND CODR REPORTING PROCEDURES. REF B IS FOLLOW-UP MESSAGE.//
POC/NAME/RANK/PRIMARY PHONE/-/LOCATION/SECONDARY PHONE//

RMKS/PART I
ALPHA: GENERAL REPORTING INFORMATION
1. UIC OF REPORTING UNIT. (ALSO LIST MISHAP ACTIVITY AND UIC IF DIFFERENT FROM THE REPORTING ACTIVITY). (FOR EXAMPLE: 60005/VMA-211 62107)
2. REPORT SERIAL NO. (UIC-YEAR-NUMBER OF REPORT) (FOR EXAMPLE:

N09221-96-0011) NUMBER OF REPORT BY NON-AVIATION ACTIVITIES WILL BE LOCALLY GENERATED SEQUENTIAL NUMBER BY CALENDAR YEAR. FOR AVIATION ACTIVITIES THE REPORT NUMBER WILL BE OBTAINED FROM QA PER OPNAVINST 8600.2 SERIES, VOL 1, PARA 4.6.13.2.

3. LOCAL TIME AND DATE OF MISHAP OR DEFICIENCY. (FOR EXAMPLE: 1030 13OCT95)

4. GEOGRAPHIC LOCATION. IF CLASSIFIED GIVE GENERAL AREA.

5. LOCATION WHERE OCCURRED. LOCATION AT ACTIVITY WHERE MISHAP OR DEFICIENCY OCCURRED. (OMIT THE LOCATION IF THE ENTRY WILL CAUSE THE MESSAGE TO BECOME CLASSIFIED)

6. EVOLUTION AT TIME. (FOR EXAMPLE: LOADING, UNLOADING, HANDLING, UNREP, PAC-FIRE, POST FLIGHT CHECK, MISSILEX, GUNEX, ROUTINE MAINTENANCE).

7. SHIP OR AIRCRAFT STATUS. (FOR EXAMPLE: ANCHORED, INPORT, INFLIGHT, UNDERWAY).

8. USE BY AVIATION ACTIVITIES ONLY.
   A. AIRCRAFT TYPE AND BUNO. (FOR EXAMPLE: F/A-18 164100).
   B. DELIVERY DATA. (RELEASE AIRSPEED/MACH NUMBER, RELEASE DIVE ANGLE, RELEASE INTERVAL, AIRCRAFT CONFIGURATION, RELEASE ALTITUDE, RELEASE ACCELERATION, TURBULENT OR NON TURBULENT FLIGHT CONDITIONS AT RELEASE, DELIVERY MODE RETARD, NON-RETARD, ETC.)
   C. CONFIGURATION. (FUZES, PLUGS, THERMAL PROTECTION, ETC.)
   D. AIRCRAFT RIGGING. (AIRCRAFT LOAD CONFIGURATION, AIRCRAFT STATION, MER/TER STATION, TYPE ARMING WIRE, ROUTING/ RIGGING FOR FUZE, FINS, ARMING SOLENOID USED (NOSE, TAIL, ETC.))

BRAVO: MATERIAL (PROPERTY) DAMAGE/MALFUNCTION.

1. EQUIPMENT MALFUNCTION, DAMAGED OR DESTROYED.
   A. EXPLOSIVE SYSTEMS INVOLVED. REPEAT FOLLOWING ITEMS FOR ALL SYSTEMS INVOLVED.
      (1) NAME, MK, MOD, MODEL
      (2) EQUIPMENT IDENTIFICATION CODE (EIC), WORK UNIT CODE (WUC)
      (3) DODIC OR NALC (MANDATORY)
      (4) NATIONAL STOCK NUMBER
      (5) LOT NO.
      (6) SERIAL NO.
      (7) DESCRIBE DAMAGE
      (8) IF DEFECTIVE MATERIAL SUSPECTED, STATE NUMBER OF ITEMS REMAINING IN SAME LOT OR BATCH
   B. LAUNCH DEVICES. REPEAT FOR ALL LAUNCH DEVICES INVOLVED.
      (1) NAME, MK, MOD, MODEL
      (2) EQUIPMENT IDENTIFICATION CODE (EIC), WORK UNIT CODE (WUC)

(3) NATIONAL STOCK NUMBER
(4) LOCATION. (FOR EXAMPLE: MOUNT, LAUNCHER, SITE, AREA).
(5) DESCRIBE DAMAGE

C. ASSOCIATED HARDWARE. (FOR EXAMPLE: ARMAMENT WEAPONS SUPPORT EQUIPMENT (AWSE) WORKSTANDS, TEST SETS, FUZE SETTERS, FIRE CONTROL DIRECTORS). REPEAT FOR ALL ASSOCIATED HARDWARE.
(1) MOD, MODEL
(2) EQUIPMENT IDENTIFICATION CODE (EIC), WORK UNIT CODE (WUC)
(3) NATIONAL STOCK NUMBER
(4) DESCRIBE DAMAGE

D. BULK OR BATCH EXPLOSIVE MATERIAL INVOLVED. NORMALLY APPLIES TO QUANTITIES OF MATERIALS NOT SPECIFICALLY IDENTIFIABLE BY WEAPON SYSTEM.
(1) NAME OF EXPLOSIVES
(2) WEIGHT OF EXPLOSIVES

E. ALL OTHER DEPARTMENT OF DEFENSE PROPERTY

F. NON-DOD PROPERTY

2. ESTIMATED COST TO REPLACE OR REPAIR. PROVIDE A TOTAL COST TO REPLACE ALL HARDWARE INCLUDING $100 FOR EACH HOUR OF LABOR. DO NOT LIST TOTAL COST OF ITEM UNLESS IT CANNOT BE REPAIRED.

A. EXPLOSIVE SYSTEM

B. LAUNCH DEVICE

C. ASSOCIATED HARDWARE

D. ALL OTHER DEPARTMENT OF DEFENSE PROPERTY

E. NON-DOD PROPERTY

F. TOTAL DOLLAR LOSS (MANDATORY - INCLUDE IN SUPPLEMENTARY MESSAGE IF ALL DOLLAR VALUES NOT INITIALLY AVAILABLE.)

CHARLIE: INJURIES/FATALITIES

1. FATALITY, EXTENT OF INJURIES OR OCCUPATIONAL ILLNESS. SPECIFY IF FATALITY, MISSING, PERMANENT TOTAL DISABILITY, PERMANENT PARTIAL DISABILITY, OR NO DISABILITY LIKELY. IF THE MISHAP INVOLVES MORE THAN ONE PERSON, BE SPECIFIC IN PARAGRAPH CHARLIE ABOUT WHICH PERSON IS BEING DESCRIBED. REPEAT ITEMS 1 THROUGH 8 FOR EACH PERSON.

2. AGE/SEX

3. RANK AND DESIGNATOR, RATE AND NEC, GRADE, JOB TITLE AND EMPLOYMENT STATUS. (FOR EXAMPLE: USN, USNR, USNR-R, OTHER DEPARTMENT OF DEFENSE PERSONNEL, NAVY FEDERAL CIVIL SERVANTS, CONTRACTORS, FOREIGN MILITARY EXCHANGE PERSONNEL, AND FOREIGN CIVILIANS).

4. DUTY STATUS (ON OR OFF-DUTY) AND UIC (IF DIFFERENT FROM REPORTING ACTIVITY). IF THE MISHAP INVOLVES INJURIES TO PERSONNEL FROM DIFFERENT COMMANDS, SPECIFY THE UIC OF EACH INDIVIDUAL.

5. SPECIFIC JOB OR ACTIVITY INDIVIDUAL ENGAGED IN AT TIME OF MISHAP. (FOR EXAMPLE: CONDUCTING PLANNED MAINTENANCE (PMS), STANDING WATCH, HANDLING AMMUNITION, TRAINING, OR WEAPONS

MAINTENANCE).
6. NUMBER OF MONTHS EXPERIENCE AT THE JOB OR ACTIVITY. THIS INFORMATION IS TO DETERMINE THE EXPERIENCE THE PERSON POSSESSED FOR THE JOB OR ACTIVITY.
7. MEDICAL DIAGNOSIS. INCLUDE PART OF BODY AND TYPE OF INJURY.
8. ESTIMATE OF LOST TIME
    A. TOTAL LOST WORKDAYS. REPORT ACTUAL NUMBER OF DAYS INCLUDING WORKDAYS HOSPITALIZED.
    B. DAYS ACTUALLY HOSPITALIZED.

DELTA: TYPE OF MISHAP
1. DETONATION
2. INDUCED DEFECT
3. MALFUNCTION
4. OBSERVED DEFECT
5. FAIL TO TEST
6. CHEMICAL AGENT RELEASE
7. OTHER

ECHO: MISHAP NARRATIVE.
1. NARRATIVE. INCLUDE CHAIN OF EVENTS LEADING UP TO, THROUGH, AND SUBSEQUENT TO THE MISHAP OR DEFICIENCY. STATE IF MISHAP OR DEFICIENCY WAS "INDUCED" (CAUSED BY THE REPORTING ACTIVITY), OR "DISCOVERED" (NOT CAUSED BY REPORTING ACTIVITY BUT REVEALED DURING INSPECTION OR TEST.) INCLUDE AS MUCH INFORMATION AS POSSIBLE TO PROVIDE A CLEAR UNDERSTANDING OF EXACTLY WHAT HAPPENED OR MIGHT HAVE HAPPENED INCLUDING SUSPECTED OR KNOWN CAUSES. LIST SECONDARY CAUSE, IF APPLICABLE. IF REQUIRED, REQUEST ENGINEERING INVESTIGATION. IF DESIRED, REQUEST GUIDANCE, INFORMATION OR ASSISTANCE FROM HIGHER AUTHORITY. IF COGNIZANT FIELD ACTIVITY (CFA) RESPONSE IS REQUIRED, "STATE CFA RESPONSE REQUESTED". IF NO CFA RESPONSE REQUIRED, "STATE NO CFA RESPONSE REQUESTED".
2. ACTION/DISPOSITION OF DISCREPANT MATERIAL. IF HOLDING FOR INVESTIGATION, INDICATE THE HOLDING ACTIVITY LOCATION, AND TIME TO BE HELD AT THE ACTIVITY. IF THE EXHIBIT IS A CAD OR AEPS ITEM, PROVIDE THE NAME OF THE HOLDING STATION OR SHIP ORDNANCE DEPARTMENT AND THE LOCALLY ASSIGNED TURN-IN DOCUMENT NUMBER.
NOTE: FOR AVIATION ACTIVITIES ONLY. ANY CARTRIDGE, CAD, OR AEPS SUSPECTED OF BEING DEFECTIVE, WHICH MAY CAUSE A FAILURE OF THE EMERGENCY SYSTEM, SHALL BE REPORTED AS A COMBINED CODR/EI. IF REQUESTED, THE ITEM SHALL BE AIR SHIPPED TO THE NAVAL SURFACE WARFARE CENTER DIVISION, INDIAN HEAD, MD, UPON RECEIPT OF THE REQUEST FOR THE EI MATERIAL AND THE MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURE SHIPPING DOCUMENT NUMBER PROVIDED BY NAVAL SURFACE WARFARE CENTER DIVISION, INDIAN HEAD, MD.

FOXTROT: CAUSE FACTORS
1. CAUSE OF MISHAP OR DEFICIENCY. STATE APPROPRIATE CAUSE: MATERIAL FAILURE, IMPROPER DESIGN, ENVIRONMENT, HUMAN ERROR, OR SUPERVISORY ERROR. IF MATERIAL OR DESIGN, DESCRIBE HOW EQUIPMENT FAILED. IF ENVIRONMENT, STATE IF NOT STORED PROPERLY, CORRODED, ETC. IF HUMAN ERROR, SUPERVISORY ERROR, OR IMPROPER PROCEDURE,

COMPLETE ITEMS 2 THROUGH 4 BELOW.
2. WHAT DID THE PERSON OR PERSONS FAIL TO DO? FOR EXAMPLE; CORRECTLY OPERATE CONTROLS; ACCOMPLISH PLANNED MAINTENANCE (PMS) OR CORRECTIVE MAINTENANCE PROPERLY; FOLLOW LOADING AND DOWNLOADING CHECKLIST, SOP, OR MAINTENANCE INSTRUCTION MANUALS; RECOGNIZE HAZARDOUS SITUATIONS; USE PROPER CAUTION FOR KNOWN RISK; USE PROTECTIVE CLOTHING OR EQUIPMENT; USE PROPER TOOL OR EQUIPMENT; PLAN ADEQUATELY, SUPERVISE PROGRESS OF WORK; OTHER.//

BT
NNNN

ADMINISTRATIVE MESSAGE

ROUTINE

R 061247Z DEC 97 ZYB

FM COMNAVSAFECEN NORFOLK VA//40/43/FILE//

TO ALSAFE

UNCLAS //N05100//
ALSAFE 065/97
PART III, PART I DTG 061245Z DEC 97, PART II DTG 061246Z DEC 97

MSGID/GENADMIN/COMNAVSAFECEN/434-029/DEC//

SUBJ/INTERIM CHANGE 2-5 TO OPNAVINST 5102.1C, MISHAP
INVESTIGATION AND REPORTING//

REF/A/DOC/CNO/03MAR89//

REF/B/DOC/CNO/01SEP94//

REF/C/DOC/CNO/19JAN94//

REF/D/TEL/COMNAVSAFECEN/25SEP97//

REF/E/DOC/DOD/01APR89//

REF/F/DOC/CNO/11OCT94//

REF/G/DOC/DOD/10APR89//

NARR/REF A IS OPNAVINST 5102.1C MISHAP INVESTIGATION AND
REPORTING WITH CH-1, INTERIM CH-2-4. REF B IS OPNAVINST 8600.2B
NAVAL AIRBORNE WEAPONS MAINTENANCE PROGRAM (NAWMP) WITH CH-1.
REF C IS OPNAVINST 5100.19C VOLUME 1 NAVY OCCUPATIONAL SAFETY AND
HEALTH (NAVOSH) PROGRAM MANUAL FOR FORCES AFLOAT WITH CHANGE 1.
REF D IS TELCON BTWN COMNAVSAFECEN CAPT BOLAND/CNO (N45) MR
SHULTZ FOR REF C INCLUDING THIS INTERIM CHANGE.// REF E IS
DODINST 5160.65-M SINGLE MANAGER FOR CONVENTIONAL AMMUNITION
(IMPLEMENTING JOINT CONVENTIONAL AMMUNITION POLICIES AND
PROCEDURES). REF F IS OPNAVINST 5100.23 SERIES, NAVY
OCCUPATIONAL SAFETY HEALTH (NAVOSH) PROGRAM. REF G IS DODINST
6055.7 MISHAP INVESTIGATION, REPORTING, AND RECORDKEEPING.
POC/PORTER/CDR/DSN 564-3520 EXT 7143/-/NAVSAFECEN 43/(757)444-
3520 EXT 7143//

RMKS/1. EXECUTIVE SUMMARY. THIS INTERIM CHANGE CONSOLIDATES ALL
ORDNANCE MISHAP/MALFUNCTION REPORTING REQUIREMENTS INTO A SINGLE
INSTRUCTION. ALL EXPLOSIVE MISHAP REPORTS (EMR) AND CONVENTIONAL

ORDNANCE DEFICIENCY REPORTING (CODR) WILL BE IAW REF A AND THIS INTERIM CHANGE. THIS INTERIM CHANGE IS THE FIRST STEP IN A PROCESS WHICH WILL CONSOLIDATE ALL NAVY MISHAP REPORTING REQUIREMENTS INTO THE OPNAVINST 5102.1 SERIES WHILE RETAINING PROGRAM POLICY IN EXISTING INSTRUCTIONS.

3. WHY DID THE PERSON OR PERSONS FAIL TO CARRY OUT ACTION OF PARAGRAPH FOXTROT TWO? FOR EXAMPLE: LACK OF CONCERN OR INTEREST; INADEQUATE SUPERVISION, DISTRACTED OR INATTENTIVE; HASTE, OVERCONFIDENCE; EMOTIONALLY AROUSED; INADEQUATE KNOWLEDGE; INSUFFICIENT EXPERIENCE; FATIGUE; ALCOHOL; DRUGS; ILLNESS; MISUNDERSTANDING; DESIGN; OTHER.

4. WHO CAUSED THE MISHAP?
   A. SUPERVISOR, OPERATOR, MAINTENANCE WORKER, OFF-DUTY MILITARY, OTHER, OR UNKNOWN
   B. RANK AND DESIGNATOR, RATE AND NEC, OR GRADE AND JOB TITLE
   C. WAS A SUPERVISOR OR SAFETY OBSERVER PRESENT?
   D. QUALIFICATION OR CERTIFICATION HELD. ENTER YES, NO, OR NOT REQUIRED. INDICATE IF EACH PERSON INVOLVED IN THE MISHAP AS A CAUSAL FACTOR HOLDS A CURRENT QUALIFICATION OR CERTIFICATION AND THAT THE INDIVIDUAL WAS SPECIFICALLY TRAINED IN THE TASK IN WHICH THE MISHAP OCCURRED, BASED ON OPNAVINST 8023.2C OR MCO 8023.3. (NOTAL)

5. FOR PRODUCTION BASE ONLY.
   A. EFFECTS
   B. EXPOSURE TO SIGNIFICANT ENVIRONMENTAL CONDITIONS. (FOR EXAMPLE: ELECTROSTATIC, RELATIVE HUMIDITY, TEMPERATURE).

GOLF: RECOMMENDATIONS AND LESSONS LEARNED. BASED ON THE ABOVE CAUSES FOR THE MISHAP OR DEFICIENCY, GIVE A RECOMMENDATION ON HOW TO AVOID FUTURE MISHAPS OF THE SAME, OR A RELATED, TYPE. IF SEVERAL FACTORS ARE INVOLVED, BE SURE TO LIST THEM. PARAGRAPH GOLF IS PERHAPS THE MOST IMPORTANT PART OF THE REPORT. IF GOOD RECOMMENDATIONS ARE IMPLEMENTED, REPETITIVE MISHAPS CAN BE PREVENTED. IF CAUSED BY A MATERIAL OR DESIGN DEFECT, SUGGEST CHANGES NEEDED FOR SAFER EQUIPMENT. IF CAUSED BY PERSONNEL OR SUPERVISORY ERROR, SUGGEST CHANGES IN STANDARD OPERATING PROCEDURES, IF APPROPRIATE. LIST SPECIFIC ACTION TAKEN BY YOUR COMMAND TO RESOLVE REPORTED INCIDENT. FOR INCIDENTS AFFECTING THE PRODUCTION BASE, LIST PROPOSED CORRECTIVE ACTION.

HOTEL: SUPPLEMENTAL DATA

1. TECHNICAL INVESTIGATION (NOT) REQUESTED. MANDATORY - FOR INCIDENTS AFFECTING THE PRODUCTION BASE, LIST TYPE OF INVESTIGATION REQUIRED OR PLANNED.

2. ITEM OR FRAGMENTS (NOT) AVAILABLE

3. PHOTOGRAPHS (NOT) AVAILABLE

4. SUPPLEMENTARY MSG WILL (NOT) BE SUBMITTED. IF THE CAUSE, LESSONS LEARNED, RECOMMENDATIONS, OR DOLLAR LOSS OF EQUIPMENT DAMAGES ARE NOT DETERMINED BEFORE THE INITIAL REPORTING TIME REQUIREMENTS, INCLUDE THEM AND OTHER MISSING INFORMATION IN A

SUPPLEMENTARY MESSAGE.
PART II (COMPLETE ONLY IF SURFACE-LAUNCHED GUIDED MISSILES ARE INVOLVED.)
ALPHA: SURFACE LAUNCHED MISSILES
IN CASE OF MISFIRE OR DUDS, IF READY TO FIRE LIGHT WAS NOT ILLUMINATED, DETERMINE, IF POSSIBLE, WHICH OF THE FOLLOWING INTERLOCKS WERE NOT PRESENT:
1. LAUNCHER SYSTEM BLAST DOOR CLOSED
2. LAUNCHER SYNC
3. FIRING RAIL LOADED
4. MLC EXTENDED

5. LAUNCHER POINT TO SAFE FIRING ZONE
BRAVO: INTENDED OFF-LOAD DATE OF ITEMS INVOLVED AND ACTIVITY, IF KNOWN//
SECTION 3

SAMPLE MESSAGE FORMAT

ROUTINE
R 011420Z MAR 95
FM FITRON ONE FOUR TWO
TO SEVEN SIX TWO ZERO
NAVAIRWARCENWPNDIV PT MUGU CA//
INFO COMNAVAIRLANT NORFOLK VA//N85//
COMNAVAIRPAC SAN DIEGO CA//N85/N85E//
COMNAVSURFLANT NORFOLK VA//N6/N8//
COMNAVSURFPAC SAN DIEGO CA//N42/N422/N4221/N814//
NAVSURFWARCENDIV INDIAN HEAD MD//044//
NAVSURFWARCEN WHITE OAK DET SILVER SPRING MD//450/R95//
NAVAIRWPNSTA CHINA LAKE CA//C02A/C02B/C85/C0804//
CDRIOC ROCK ISLAND IL//AMSIO-DMS//
ZEN/COMCARAIRWING SIX//
COMFITWING ONE OCEANA VA//
UNCLAS FOUO //N08020//

MSGID/GENADMIN/VF-142/SAF-003/MAR//

SUBJ/CONVENTIONAL ORDNANCE DEFICIENCY REPORT/ENGINEERING INVESTIGATION (CODR/EI) REQUEST//

REF/A/DOC/CNO/25AUG96//

REF/B/DOC/NAVAIR/01OCT95//

REF/C/DOC/NAVAIR/15JUN95//

NARR/THIS IS A GENERAL USE SAFETY MISHAP REPORT TO BE USED ONLY FOR SAFETY PURPOSES PER OPNAVINST 5102.1C. REF A IS OPNAVINST 5102.1C, EXPLOSIVES MISHAP AND CONVENTIONAL ORDNANCE DEFICIENCY REPORTING PROCEDURES. REF B IS NAVAIR 01-F14AAA-75, AIRBORNE WEAPONS/STORES LOADING MANUAL. REF C IS NAVAIR 01-F14AAD-75-3, BOMBS RETARD/NONRETARD WEAPONS LOADING CHECKLIST.

POC/ALLISON/CWO4/DSN 564-3520 EXT 7159/OCEANA, VA/(757)444-3520
EXT 7164//

RMKS/ALPHA:
1. 09097
2. N09097-96-0001
3. 1205 25 MAR 96
4. NAS FALLON NV
5. BOMBING RANGE

6. PRACTICE BOMBING MISSION

7. INFLIGHT
8.A. F-14D 160000
B. 600 KNOTS TAS, 37 DEGREE DIVE, 13K FEET, NON TURBULENT, NON-RETARD
C. FMU-139 ELECT TAIL FUZE, BSU-33 FIN, MXU-735 NOSE PLUG, MK-122 ARMING SAFETY SWITCH
D. WEAPONS RAIL STA 6R, MK-3 ARMING WIRE, MK-82 AFT LUG THROUGH MAU-182 ATTACHED TO AFT POSITIVE ARM OF BRU-32 THROUGH TOP OF FIN THROUGH POP OUT PIN OF FMU-139, TWO FAHNSTOCK CLIPS INSTALLED.

BRAVO:
1.A. EXPLOSIVE SYSTEMS INVOLVED
(1) GENERAL PURPOSE BOMB, MK-82, MOD 2, THERMALLY PROTECTED
(2) N/A
(3) E488
(4) 1325-00-409-1727
(5) C-41-27C
(6) N/A
(7) DUDDED
(8) UNKNOWN
(1) BOMB FUZE, FMU-139A/B, NOSE AND TAIL, ELECTRONIC, IMPACT
(2) N/A
(3) F810
(4) 1325-01-255-6337
(5) MGG88A002-011
(6) N/A
(7) DUDDED
(8) UNKNOWN
B. N/A
C. N/A
D. N/A
E. N/A
F. N/A
2.A. 182.00
B. NONE
C. 678.45
D. NONE
E. NONE

F. 860.45
CHARLIE: N/A
DELTA: TYPE OF MISHAP
3. MALFUNCTION
ECHO: NARRATIVE.
PILOT REPORTED THAT DURING FLIGHT ON SECOND RELEASE OF MK-82 THERMALLY PROTECTED ELECTRICALLY FUZED BOMB FROM STA 6R WEAPON DUDDED ON IMPACT. FIRST BOMB RELEASED FROM STA 3R EXPLODED ON IMPACT. NO SMS DISCREPANCIES WERE NOTED. RELEASE AND CONTROL CHECKS WERE PERFORMED PER REF (B) WITH NO DISCREPANCIES FOUND. ALL LOADING WAS PERFORMED PER REF (C). REQUEST ENGINEERING INVESTIGATION.
FOXTROT: CAUSE FACTORS
1. MATERIAL FAILURE
GOLF: NONE
HOTEL: SUPPLEMENTAL DATA
1. N/A
2. ENGINEERING INVESTIGATION REQUESTED
3. ITEM OR FRAGMENTS AVAILABLE ON BOMBING RANGE
4. PHOTOGRAPHS NOT AVAILABLE
5. SUPPLEMENTARY MSG WILL NOT BE SUBMITTED.

SAMPLE MESSAGE FORMAT

FM USS ANTIETAM
TO AIG FOUR ZERO TWO
NAVSURFWARCEN ORDSTA LOUISVILLE KY//0671/20/50//
INFO COMNAVAIRLANT NORFOLK VA//N85//
COMNAVAIRPAC SAN DIEGO CA//N85/N85E//
COMNAVSURFLANT NORFOLK VA//N6/N8//
COMNAVSURFPAC SAN DIEGO CA//N432/N814//
NAVSURFWARCENDIV INDIAN HEAD MD//044/610//
NAVSURFWARCEN WHITE OAK DET SILVER SPRING MD//450/R95//
NAVAIRWPNSTA CHINA LAKE CA//C02A/C02B/C85/C0804//
WPNSTA YORKTOWN VA//04/16/20/30/35//
WPNSTA SEAL BEACH CA//04/20//
WPNSTA CONCORD CA//04/20/30//
NAVSURFWARCENDIV CRANE IN//20/067//
CDRIOC ROCK ISLAND IL//AMSIO-DMS//
(CHAIN OF COMMAND)
UNCLAS FOUO //N08020//

MSGID/GENADMIN/ANTIETAM/0001/MAR//

SUBJ/CONVENTIONAL ORDNANCE DEFICIENCY REPORT (CODR) (REPORT SYMBOL DD-FM&P(AR) (5102)) (MIN: CONSIDERED)//

REF/A/DOC/CNO/AUG96//

NARR/THIS REPORT IS FOR OFFICIAL USE ONLY. THIS IS A GENERAL USE MISHAP REPORT TO BE USED ONLY FOR SAFETY PURPOSES PER OPNAVINST 5102.1C. REF A IS OPNAVINST 5102.1C, EXPLOSIVES MISHAP AND CONVENTIONAL ORDNANCE REPORTING PROCEDURES.

POC/ORDMAN/LT/COML (619) 556-4472/-/WEPS/ DSN 526-4472//

RMKS/PART I
ALPHA:
1. N21387
2. N21387-96-0001
3. 1300 14OCT95
4. HI; OPAREA
5. CIWS, MK15 MOD12, BASELINE 1, MT 21
6. PAC-FIRE EXERCISE
7. UNDERWAY
BRAVO:
1.A.1. M61A1 20MM ROTARY CANNON
    2. GVOO
    3. A676
    4. N/A
    5. N/A
    6. SER NR 1J437
    7. REMOVABLE ROTOR TRACK WAS REPAIRABLE BY FILING DOWN DISPLACED MATERIAL. TRACK RETAINING BOLTS AND BOLT SPACERS WERE BENT AND UNUSABLE.
    8. N/A
  B. - F. N/A
2.A. $395.80 FOR M61A1 20MM ROTARY CANNON
  B. - E. N/A
  F. 395.80
CHARLIE: N/A
DELTA:
1. MALFUNCTION
ECHO: DURING PAC-FIRE, REMOVABLE ROTOR TRACK DISLODGED DURING INITIAL GUN ROTATION. THE BREECH BOLT JAM. THE GUN STOPPED PRIOR TO FIRING. THE FIFTY ROUND STRING OF DUMMY AMMUNITION AT BEGINNING OF AMMUNITION CHAIN PREVENTED LIVE AMMUNITION FROM BEING JAMMED. REMOVABLE TRACK RETAINING BOLTS AND BOLT SPACERS WERE BENT AND UNUSABLE. PARTS AND TECH ASSIST RECEIVED VIA CASREP. REPAIRS EFFECTED INPORT. TRACK RETAINER BOLTS MAY NOT HAVE BEEN PROPERLY TORQUED DURING REBUILD AT SIMA OR BOLTS MAY HAVE LOST TENSILE STRENGTH AND SIMPLY FAILED. ALL PRE-FIRE CHECKS WERE SATISFACTORILY ACCOMPLISHED PRIOR TO EXERCISE.
FOXTROT:
1. MATERIAL FAILURE WAS MOST LIKELY CAUSE OF GUN JAM. REMOVABLE TRACK RETAINER BOLTS FAILED TO HOLD TRACK IN PLACE. TECHNICIAN ERROR NOT PROBABLE DUE TO SEVERAL HIGH SPEED GUN TESTS CONDUCTED PRIOR TO FIRING.
GOLF: NONE
HOTEL:
1. TECHNICAL INVESTIGATION REQUESTED
2. ITEM AVAILABLE
3. PHOTOGRAPHS AVAILABLE
4. SUPPLEMENTARY MSG WILL NOT BE SUBMITTED.
SECTION 4

COGNIZANT FIELD ACTIVITIES

1. AVIATION ACTIVITIES.

EQUIPMENT	CFA
AERIAL REFUELING/EXT. FUEL STORES/BAGGAGE CONTAINERS	NAVAVNDEPOT JACKSONVILLE FL
AIRCRAFT BATTERIES/PYROTECHNICS/ SIGNAL CARTRIDGES/INFRARED DECOY FLARES & DEVICES	NAVSURFWARCENDIV CRANE IN
AIRCRAFT PERSONAL PROTECTIVE/ SURVIVAL EQUIPMENT/OXYGEN SYS/ LOX CONVERTERS/OXYGEN REGULATORS/ OXYGEN CYLINDERS/RF PASSIVE COUNTERMEASURES(CHAFF)/RF ACTIVE COUNTERMEASURES (GEN-X & POET)	NAVAIRWARCENACDIV PATUXENT RIVER MD
AVIATION TRAINING DEVICES	NAVAIRWARCENTRASYSDIV ORLANDO FL
BOMB RACKS/SONOBOUYS/WALLEYE/ AIRCRAFT MISSILE LAUNCHERS/ LAU-138A/A GUIDED MISSILE LAUNCHER SET/D-46/ALE-39 BOL CHAFF DISPENSER	HTSC INDIANAPOLIS IN
EXPLOSIVE CARTRIDGES/CADS/AEPS/ ROCKETS/ROCKET LAUNCHERS/JATO/ RATO/AIRBORNE EXPENDABLE COUNTERMEASURE CADS	NAVSURFWARCENDIV INDIAN HEAD MD
HAND TOOLS	FLEMATSUPPO MECHANICSBURG PA
MISSILES (EXCEPT WALLEYE MSL) WSE/TARGETS/TALD/PIONEER/ AIRCRAFT GUNS/AMMUNITION/BOMBS/ AIRBORNE ORDNANCE/PARACHUTE FLARE DISPENSERS/ALE-33/44 DISPENSER SETS	NAVAIRWARCENWPNDIV PT MUGU CA
AIR LAUNCHED MISSILE CONTAINERS	WPNSTA EARLE COLTS NECK NJ
TECHNICAL PUBLICATIONS	NAVAIRTECHSERVFAC PHILADELPHIA PA
ALE-29A/37A/41/47 DISPENSER SETS/ALE-39 DISPENSING SYSTEM	NAVAVNDEPOT JACKSONVILLE FL
ARMAMENT WEAPONS SUPPORT EQUIPMENT (AWSE)	NAVAIRWARCENAD LAKEHURST NJ
2. AIRCRAFT	CFA/NAVAVNDEPOT
A-6E,EA-6B,E-6A,F-14,P-3, T-2C,T-45A	NAVAVNDEPOT JACKSONVILLE FL
A-4,AV-8,C-130,F-4,H-46, H-53,H-1,AH-1,H-2,H-3	NAVAVNDEPOT CHERRY POINT NC
C-2,E-2,F-5,F/A-18,S-3	NAVAVNDEPOT NORTH ISLAND CA
C-9B,CT-39,C-12,C-20D,DC-130, T-34C,T-44,TH-57,TC-4C	PMA-227 PATUXENT RIVER MD
PIONEER UAV	NAVAIRWARCENACDIV PATUXENT RIVER MD

3. SEA/SHORE ACTIVITIES.

GUN AMMUNITION/PYROTECHNICS/ SIGNAL CARTRIDGES/AN-SLQ-49/ SMALL ARMS, DYNAMITE	NAVSURFWARCENDIV CRANE IN
CIWS/SURFACE GUNS/SRBOC/ DEMOLITION MATERIALS/DETONATORS/ GRENADES	NAVSURFWARCEN ORDSTA LOUISVILLE KY
TORPEDOS AND ASROC	NAVUNSEAWARCENDIV KEYPORT WA
SURFACE LAUNCHED MISSILES/ SURFACE MISSILE LAUNCHERS	NAVSURFWARCENDIV PORT HUENEME CA
SUBSURFACE MISSILES/ TORPEDO LAUNCHERS	NAVUNSEAWARCENDIV NEWPORT RI
SURFACE ROCKET LAUNCHERS	NAVSURWARCENDIV INDIAN HEAD MD
MHE/HANDLING EQUIPMENT/ SURFACE LAUNCH MISSILE CONTAINERS	WPNSTA EARLE COLTS NECK NJ//

BT
NNNN

OPNAVINST 5102.1C

WITH

INTERIM CHANGES

UUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUU
U U N C L A S S I F I E D U
UUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUU

RTTUZYUW RUCOSGG9138 0600845-UUXX--RUCOQAX RUCOQAY RUCOSAD
RUCOQAS RUCOSAK RUCOSAJ RUCOSAF RUCOHAT RUCOVAD RUCOQAU
RUCOJAN RUCOQAP RUCOQAC RUCOQAR RUCOPAB RUCOQAL RUCOJAD
RUCOSAI RUCOPAM RUCOHAU RUCOPAI RUCOPAZ RUCOPAU RUCOSAL
RUCOPAL RUCOQAJ RUCOPAS RUCOHAC RUCOQAE RUCOFAH RUCOJAP
RUCOPAV RUCOPAW RUCOPAK.
ZNR UUUXX
R 010845Z MAR 95 ZYB PSN 999502I34
FM COMNAVSAFECEN NORFOLK VA//30/40/43/FILE//
TO ALSAFE
AIG ONE ONE THREE TWO NINE
AIG ONE ONE FOUR FIVE THREE
BT
UNCLAS //N08020//
MSGID/GENADMIN/COMNAVSAFECEN/434-262/MAR//
SUBJ/CODE CHANGE AND TELEPHONE LISTING//
REF/A/DOC/CNO/3 MAR 89 WITH CHG 1 DTD 22 MAY 90//
REF/B/DOC/CNO/7 SEP 93//
NARR/REF A IS OPNAVINST 5102.1C MISHAP INVESTIGATION AND
REPORTING. REF B IS OPNAVINST 5100.21B AFLOAT MISHAP
INVESTIGATION AND REPORTING.//
POC/R. SPANGLER/CAPT/DSN 564-3343/-/COMNAVSAFECEN 43/(804)444-
3343//
RMKS/1. THIS MESSAGE ANNOUNCES NEW CODES AND UPDATES TELEPHONE
LISTING FOR COMMAND'S LISTED BELOW IOT SUPPORT REFERENCES A AND B
AS FOLLOWS:
A. REF A: AFTER PARA 505BC6 DURING "NORMAL WORKING HOURS" OF THE
PAGE 02 RUCOSGG9138 UNCLAS
WASHINGTON DC AREA (0800 - 1630 EASTERN TIME):

COMMANDS	DSN	COMM
CNO (N411)	225-7093	(703) 695-7093
COMNAVAIRSYSCOM (AIR-516C1)		
(EXPLOSIVE MATERIAL/EQUIPMENT)	222-8702	(703) 692-8702
COMNAVAIRSYSCOM (AIR-09F)		
(DEATH AND INJURIES)	222-1234	(703) 692-1234
COMNAVORDCEN (N71)	354-6081 EXT 107	(301) 743-6081 EXT 107
COMNAVSAFECEN (43)	564-3343	(804) 444-3343

B. REF A: OUTSIDE OF "NORMAL WORKING HOURS" OF THE WASHINGTON DC
AREA (1630 - 0800 EASTERN TIME):

CNO (NAVY DEPARTMENT CAPTAIN)	225-0231	(703) 695-0231
COMNAVSEASYSCOM (WATCH OFFICER)	332-7527	(703) 602-7527/8
COMNAVAIRSYSCOM (DUTY OFFICER)	222-1666	(703) 692-1666
COMNAVSAFECEN (DUTY OFFICER)	564-3520	(804) 444-3343

2. REF B ENCLOSURE 7 PARA 4C2B1, DURING "NORMAL WORKING HOURS" OF

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THE WASHINGTON DC AREA (0800 - 1630)
DELETE:
COMNAVSEASYSCOM (SEA-665) 332-2080 (703) 602-2080
PAGE 03 RUCOSGG9138 UNCLAS
ADD:
COMNAVORDCEN (N71) 354-6081 (301) 743-6081
EXT 107 EXT 107
3. FILE COPY OF MESSAGE WITH REFS A AND B.//
BT
#9138
NNNN
DLVR:CARAEWRON SEVEN EIGHT(1)...ACT
DLVR:CARAEWRON ONE TWO ONE(1)...ACT
DLVR:CARAEWRON ONE TWO ZERO(1)...ACT
DLVR:FLECOMPRON SIX(1)...ACT
DLVR:MAG FOUR TWO DET BRAVO(1)...ACT
DLVR:HELSUPPSPECRON FOUR(1)...ACT
DLVR:CARAEWRON ONE TWO THREE(1)...ACT
DLVR:BRDENCLINIC LITTLE CREEK VA(1)...ACT
DLVR:FLTIMAGCENLANT OCEANA DET LITTLE CREEK VA(1)...ACT
DLVR:HELMINERON FOURTEEN(1)...ACT
DLVR:HMM SEVEN SEVEN FOUR(1)...ACT
DLVR:NAVFOODMGTM NORFOLK VA(1)...ACT
DLVR:HELSUPPRON TWO(1)...ACT
DLVR:COMHELWINGRESREPLANT NORFOLK VA(1)...ACT
DLVR:HELSUPPRON EIGHT(1)...ACT
DLVR:COMAEWWINGLANT NORFOLK VA(1)...ACT
DLVR:RESINTPROFF FIFTEEN NORFOLK VA(1)...ACT
DLVR:NETPMSA UNIT NORFOLK VA(1)...ACT
DLVR:FLELOGSUPPRON FIVE SIX(1)...ACT
DLVR:DEFCOURIERSVC NORFOLK VA(1)...ACT
DLVR:BRMEDCLINIC NAVPHIBASE LITTLE CREEK VA(1)...ACT
DLVR:PERSUPP DET NAS NORFOLK VA(1)...ACT
DLVR:GMF MESS(1)...ACT
DLVR:NAVAIRES NORFOLK VA(1)...ACT
DLVR:AMCMWPNSYSTASCOL NORFOLK VA(1)...ACT
DLVR:NAVDRUGLAB NORFOLK VA(1)...ACT
DLVR:NAVOSHENVTRACEN NORFOLK VA(1)...ACT
DLVR:MEASOPCONCEN NORFOLK VA(1)...ACT
DLVR:NAVCRIMINVSERV MTT LANT NORFOLK VA(1)...ACT
DLVR:EODMU TWO DET NORFOLK VA(1)...ACT
DLVR:DECA CENTRAL RGN LITTLE CREEK VA(1)...ACT
DLVR:NEXCOM REP NORFOLK VA(1)...ACT
970(1)...ACT FOR NAVAVNDEPOT NORFOLK(10)
18626/ 3/0180

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U U N C L A S S I F I E D U
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990(1) 940(1) 500(1) 05(1) 04(1) 01(1) 002(1) 00(1) COMM(1)
054(1)...ACT FOR COMNAVSAFECEN NORFOL(2)
/18/0001
FILE(1)
CWO(0)...ACT FOR NTCC BREEZY PT NORFO(3)
/18/0001
133(1) 132(0) 131(1) 13(1)
RTD:000-000/COPIES:0047

*** MDS office codes that have received this message: ***

00	01	111G	112B	11C
126	127	128	128A	128B
128C	30	30A	30B	30M
31M	33M	34M	36	373
38M	39	40A	40S	414
42	43	435	436	43A
43M	44	47	471	472
473	48	486	48A	542
90	90A	90B	91	93
94	95			

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U U N C L A S S I F I E D U
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R071058Z MAY 93 ZYB
FM CNO WASHINGTON DC//N09//
TO NAVADMIN
INFO COMNAVSAFECEN NORFOLK VA//00/30/40/054//
UNCLAS //N05100//
MSGID/NAVADMIN/CNO/N09B//
SUBJ/INTERIM CHANGE 2-4 TO OPNAVINST 5102.1C MISHAP INVESTIGATION AND REPORTING//
REF/A/DOC/CNO/03MAR89//
AMPN/OPNAVINST 5102.1C, MISHAP INVESTIGATION AND REPORTING WITH CHG 1 DTD 22 MAY 90 AND INTERIM CHANGES 2-1, 2-2, AND 2-3//
REF/B/GENADMIN/CNO/052003ZAPR93/-/NOTAL//
AMPN/CANCELLATION OF THE NAVY MAILED MESSAGE PROGRAM (NAVGRAM)//
RMKS/1. THIS INTERIM CHANGE CANCELS THE USE OF LETTERS AND NAVGRAMS FOR MISHAPS REPORTED ACCORDING TO REF A. REF A ALLOWED OFF-DUTY AND MOTOR VEHICLE MISHAP REPORTS TO BE FORWARDED TO THE COMMANDER, NAVAL SAFETY CENTER VIA MESSAGE, LETTER, OR NAVGRAM IN APPENDICES A AND C. REF A ALSO PERMITS THE USE OF NAVGRAMS FOR SUBMISSION OF REPORTS OF NON-FATAL DIVING MISHAPS IN APPENDIX D.
2. REF B CANCELS THE USE OF NAVGRAMS EFFECTIVE 1 MAY 93 AND TO IMPROVE TIMELINESS AND ACCURARY OF REPORTING OFF-DUTY AND MOTOR VEHICLE MISHAPS WILL NOW BE REPORTED BY NAVAL MESSAGE. DIVING MISHAPS WILL BE REPORTED BY MESSAGE OR LETTER.
3. ACTION. MAKE THE FOLLOWING PEN AND INK CHANGES TO REF A.
A. CHAP 3, PG 3-4, PARA 302b(2)
(1) SIXTH, SEVENTH AND EIGHTH LINES: DELETE, "A NAVGRAM OR LETTER USING THE MESSAGE FORMAT MAY ALSO BE SUBMITTED. REGARDLESS OF HOW THEY ARE SENT,".
(2) NINTH AND TENTH LINES: DELETE, "USE OF A NAVGRAM TO SUBMIT ROUTINE MISHAP REPORTS IS HIGHLY RECOMMENDED."
B. CHAP 4, PG 4-2, PARA 402b(2)
(1) SIXTH, SEVENTH AND EIGHTH LINES: DELETE, "A NAVGRAM OR LETTER USING THE MESSAGE FORMAT MAY ALSO BE SUBMITTED. REGARDLESS OF HOW THEY ARE SENT,".
(2) TENTH AND ELEVENTH LINES: DELETE, "USE OF A NAVGRAM TO SUBMIT ROUTINE MISHAP REPORTS IS HIGHLY RECOMMENDED."
C. CHAP 6, PG 6-1, PARA 601b.
(1) THIRD LINE: CHANGE "...BY MESSAGE, NAVGRAM, OR LETTER, TO..." TO READ "...BY MESSAGE, TO...".
(2) NINTH AND TENTH LINES: DELETE, "USE OF A NAVGRAM TO SUBMIT ROUTINE MISHAP REPORTS IS HIGHLY RECOMMENDED."
D. CHAP 8, PG 8-2, PARA 802b(1)
(1) THIRD LINE: CHANGE "...BY MESSAGE, LETTER, OR NAVGRAM." TO READ "...BY MESSAGE OR LETTER.".
(2) FOURTH AND FIFTH LINES: CHANGE TO READ, "USE OF A LETTER TO SUBMIT ROUTINE DIVING MISHAP REPORTS IS HIGHLY RECOMMENDED."
E. APPENDIX A, PG A-1, SECOND LINE OF TITLE, CHANGE "SAMPLE MESSAGE/NAVGRAM" TO READ "SAMPLE MESSAGE"
F. APPENDIX C, PG C-1, SECOND LINE OF TITLE, CHANGE "SAMPLE

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MESSAGE/LETTER/NAVGRAM" TO READ "SAMPLE MESSAGE"

G. APPENDIX H, PG H-1, NOTE 1, SECOND LINE, CHANGE "... WITHIN 20 CALENDAR DAYS BY MESSAGE OR NAVGRAM IAW" TO READ "... WITHIN 30 CALENDAR DAYS BY MESSAGE IAW...".

4. ENTER THIS INTERIM CHANGE ON THE RECORD OF CHANGES AND CORRECTIONS PAGE AND FILE IT WITH REF A. THE CONTENTS WILL BE INCORPORATED IN A FORTHCOMING REVISION TO REF A.

5. FOR FURTHER INFORMATION ON MOTOR VEHICLE MISHAP REPORTING CALL DSN 564-3344 OR COML (804) 444-3344; FOR FURTHER INFORMATION ON OFF-DUTY MISHAP REPORTING CALL DSN 564-5748 OR COML (804) 444-5748 AND FOR DIVING MISHAPS CALL DSN 564-6427 OR COML (804) 444-6427.//

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RTTUZYUW RUCOSGG0247 0771300-UUUU--RUCOSUU.
ZNR UUUUU
08130OZ MAR 93 ZYB
FM COMNAVSAFECEN NORFOLK VA//O/FLLE//
TO ALSAFE
BT
UNCLAS //N05100//
MSGID/GENADMIN/COMNAVSAFECEN/OO/MAR//
SUBJ/FATALITIES RELATED TO PHYSICAL STRESS//
REF/A/LTR/NAVSAFECEN/27OCT92//
REF/B/DOC/OPNAVINST 5100.21A/20MAY91//
REF/C/DOC/OPNAVINST 3750.6Q/28AUG89//
RMKS/1. THE NUMBER OF DEATHS ATTENDANT TO PHYSICALLY STRESSFUL ACTIVITIES SUCH AS PRT IS ON THE INCREASE. IN THE PAST WE HAVE CLASSIFIED THESE AS "NATURAL CAUSE" DEATHS AND NOT TRACKED THEM IN THE SAFETY CENTER DATA BASE. HOWEVER, A REVIEW OF THE DATA SHOWS THAT OVER THE PAST EIGHT YEARS AT LEAST 44 DEATHS HAVE BEEN PHYSICAL TRAINING RELATED AND 74 WERE PROBABLY PHYSICAL STRESS RELATED.
2. THE SAFETY CENTER HAS TAKEN A CLOSER LOOK AT RECENT PRT DEATHS AND IN SOME CASES ASKED FOR A 72-HOUR PERSONAL PROFILE. WE ARE ALSO LOOKING AT MORE THAN 450 HEART ATTACK AND 80 OTHER STRESS RELATED DEATHS OVER THE PAST SEVERAL YEARS IN AN ATTEMPT TO IDENTIFY RELEVANT INDICATORS. BUMED'S ENDORSEMENT OF A JAG INVESTIGATION INTO A SENIOR OFFICER'S SUDDEN CARDIAC DEATH (SCD) EMPHASIZES THE NEED TO REVIEW SUCH DEATHS AND PROVIDE THE INFORMATION FROM OUR STUDY TO THE FLEET AS SOON AS POSSIBLE.
3. THIS ISSUE HAS ALSO'BEEN DISCUSSED WITH THE ARMY AND AIR FORCE. THE AIR FORCE FELT THE PROBLEM WAS SO SIGNIFICANT THEY CHANGED THE WAY THEY CONDUCT THEIR PRT. THEY CONSTANTLY MONITOR AN INDIVIDUAL'S CARDIOVASCULAR STRESS DURING PRT AND PLACE THOSE WHO FAIL ON A CARDIOVASCULAR IMPROVEMENT PROGRAM. THE ARMY IS ANALYZING THEIR DATA TO DETERMINE WHAT THEY TOO CAN DO TO LESSEN THE RISK. AFTER A RECENT BRIEF TO THE CNO ON THE SUBJECT, THE NAVY'S EXECUTIVE STEERING COMMITTEE (ESC) DIRECTED A POA&M BE DEVELOPED TO REPLACE THE CURRENT NAVY PRT PROGRAM WITH ONE SIMILAR TO THE AIR FORCE'S. ADDITIONALLY, THE CNO ESC DIRECTED THAT THE LESSONS LEARNED FROM ANALYSIS OF SERIOUS SAFETY INCIDENTS AND FATALITIES BE INCLUDED IN THE PCO/PXO CURRICULA. THIS WILL INCLUDE LESSONS LEARNED FROM THE ANALYSIS OF 72 HOUR PROFILES.
4. ALTHOUGH GENERAL RISK FACTORS ARE WELL KNOWN, WE MUST LOOK FOR SPECIFIC INDICATORS WHICH WILL IDENTIFY HIGH RISK PERSONNEL PRIOR TO THEIR PARTICIPATING IN PHYSICALLY STRESSFUL EVOLUTIONS SUCH AS THE PRT. THIS SAME INFORMATION CAN BE USED TO INFORM NAVY PERSONNEL OF THE DANGER THEY FACE FROM LACK OF EXERCISE AND DISREGARD OF WARNING SIGNALS. IN ORDER FOR US TO RECOGNIZE THESE COMMON

INDICATORS, IDENTIFY RISK, STIMULATE DEBATE, AND DISSEMINATE AWARENESS INFORMATION, THE SAFETY CENTER IS TARGETING PHYSICAL STRESS RELATED FATALITIES AS A NAVSAFECEN INVESTIGATIVE INITIATIVE.
5. IN RESPONSE TO THE CNO DIRECTIVE WE NEED TO ESTABLISH A DATA BASE OF ADDITIONAL STATISTICAL INFORMATION. THIS INFORMATION WILL BE DERIVED FROM THE 72 HOUR PERSONAL PROFILE. THE MORE THOROUGH THE INVESTIGATOVE EFFORTS - THE MORE EFFECTIVE OUR IDENTIFICATION OF THE RISK INDICATORS.
6. ALL COMMANDS ARE TO COMMENCE GATHERING 72-HOUR PERSONAL PROFILE INFORMATION ON NATURAL CAUSE DEATHS OCCURRING DURING OR WITHIN 6 HRS OF COMPLETING COMMAND DIRECTED PRT, PHYSICAL EXERCISE, OR EVOLUTIONS INVOLVING PHYSICAL STRESS. IF A DEATH IS RELATED TO FORMAL WORK OR PRT, AND THERE ARE NO EXTENUATING CIRCUMSTANCES, THEN IT IS CONSIDERED AN "ON-DUTY OCCUPATIONAL" MISHAP NOT REQUIRING A HEADQUARTER'S COMMAND INVESTIGATION. THIS INFORMATION WILL NOT AFFECT DEATH BENEFITS RESULTING FROM A JAG INVESTIGATION. TRAINING RELATED DEATHS STILL REQUIRE A HEADQUARTERS COMMAND SAFETY INVESTIGATION UNTIL IT IS DETERMINED THAT THE DEATH WAS NOT RELATED TO THE TRAINING.
7.THE FOLLOWING PROCEDURES APPLY:
A. COMMANDS WILL INITIALLY REPORT THESE FATALITIES VIA AN OPREP-3.
B. WITHIN 30 CALENDAR DAYS OF THE FATALITY, PROVIDE A MISHAP MESSAGE REPORT TO NAVSAFECEN (CODE 41). USE THE FORMAT IN REF (A) (ENCL (1) APPENDIX 14F) OR REF (B) (ENCL (6) (USED BY SHORE AND AFLOAT ACTIVITIES RESPECTIVELY)) TO REPORT THESE FATALITIES.
C. PROVIDE THE FOLLOWING INFORMATION AFTER THE MISHAP REPORT NARRATIVE:
(1) FOR THE 72-HOUR PERIOD IMMEDIATELY PRECEDING THE MISHAP:
- LEAVE OR LIBERTY STATUS.
- TYPE OF ACTIVITY- OR WORK PERFORMED AND WORK SCHEDULE.
- PERIODS OF REST AND SLEEP.
- TRAVEL AND RECREATIONAL ACTIVITIES.
- MEDICATIONS PRESCRIBED AND TAKEN.
- ALCOHOL OR OTHER DRUG USE (PRESCRIPTION, NONPRESCRIPTION AND ILLEGAL) .
- DESCRIBE ANY PHYSICAL STRESS.
(2)ADDITIONAL INFORMATION AS FOLLOWS:
- GENERAL PHYSICAL CONDITION, INCLUDING VIRAL INFECTIONS, PHYSICAL ANOMALIES, RECENT CHRONIC FATIGUE, HYPERTENSION, DIABETES, SIGNIFICANTLY ELEVATED CHOLESTEROL, OR OTHER MEDICAL PROBLEMS.
- MENTAL AND EMOTIONAL STATE INCLUDING PERCEIVED STRESS AND BEHAVIOR CHANGES (BASED ON OBSERVATIONS OF CO-WORKERS, FRIENDS AND FAMILY).
- SMOKING HABITS, PAST AND PRESENT.

- MEAL TIMES AND TYPE OF FOOD AND LIQUIDS CONSUMED (IF KNOWN) DURING PREVIOUS 48 HOURS. SPECIFICALLY, HYDRATION-THE TYPE OF LIQUIDS AND QUANTITY CONSUMED WITHIN TWO HOURS PRIOR TO DEATH.
- FORWARD HARD COPIES OF AUTOPSY AND TOXICOLOGY REPORT.
- PERSONAL AND FAMILY HISTORY OF HEART DISEASE.
- HEIGHT, WEIGHT, PERCENT BODY FAT, AND ANY RISK FACTORS ADDRESSED IN LAST TWO PRT SCREENINGS.
- HISTORY OF PHYSICAL CONDITIONING PROGRAM; WHAT AND HOW OFTEN.
- ATTITUDE AND PHYSICAL DEMEANOR PRIOR TO DEATH.
- ENVIRONMENT/WEATHER ACTIVITY WAS CONDUCTED IN.
- TIME FROM START AND END OF ACTIVITY TO ONSET OF FIRST SYMPTOMS.
- ANY OTHER INFORMATION AVAILABLE.
-POINT OF CONTACT.

NOTE: REF (C), PAGE N-48, CAN HELP DEVELOP A CHRONOLOGICAL ACCOUNT OF ACTIVITIES OF PREVIOUS 72 HOURS. A COPY IS AVAILABLE FROM THE NAVAL SAFETY CENTER.

8. THIS DATA WILL BE USED TO DEVELOP COMMAND AND INDIVIDUAL AWARENESS OF THE DANGERS AND DANGER SIGNALS ASSOCIATED WITH PHYSICAL STRESS AND SCD. THIS IS THE KNOWLEDGE THE COMMAND NEEDS TO ASSESS THEIR PERSONNEL'S PHYSICAL CONDITION PRIOR TO DIRECTING OR ALLOWING PERSONNEL TO PARTICIPATE IN PHYSICALLY STRESSFUL ACTIVITIES.//

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RTTUZYUW RUCOSGG0311 2961446-UUUU--RUCOSUU.
ZNR UUUUU
R 221446Z OCT 92 ZYB
FM NAVSAFECEN NORFOLK VA//40/054//
TO NAVSAFE EAST
NAVSAFE WEST
BT
UNCLAS //N05100//
MSGID/GENADMIN/NAVSAFECEN/40-311/OCT//
SUBJ/INTERIM CHANGE 2-3 TO OPNAVINST 5102.1C, MISHAP INVESTIGATION AND REPORTING//
REF/A/DOC/CNO/3MAR89//
AMPN/OPNAVINST 5102.1C//
RMKS/1. THIS CHANGE MODIFIES THE MOTOR VEHICLE AND OFF-DUTY MISHAP REPORTING REQUIREMENTS IN REF A. CHANGES ARE EFFECTIVE IMMEDIATELY.
2. DISCUSSION. MOST ACCIDENTAL NAVAL DEATHS ARE RELATED TO MOTOR VEHICLE AND OFF-DUTY MISHAPS. WE HAVE SEEN A SLOW BUT STEADY DECLINE IN THE NUMBER OF THESE DEATHS OVER THE LAST FEW YEARS. HOWEVER, WE CAN AND MUST DO MORE. WE NEED COMPREHENSIVE INVESTIGATIONS AND EXTENSIVE BACKGROUND INFORMATION TO IDENTIFY UNDERLYING CAUSES AND FORMULATE LESSONS LEARNED. ACCORDINGLY, FOR ALL CLASS A AND B ON OR OFF-DUTY MOTOR VEHICLE AND OFF-DUTY RECREATION AND ATHLETICS MISHAPS, REF A IS MODIFIED TO INCLUDE A 72-HOUR PREMISHAP PROFILE AS INDICATED BELOW.
3. ACTION. MAKE THE FOLLOWING PEN AND INK CHANGES TO REF A.

A. CHAPTER 3, PAGE 3-5
(1) PARAGRAPH 302B(3) THIRD LINE: CHANGE ⁘(OP-45) AND THE NAVAL SAFETY CENTER" TO II(N45) AND THE NAVAL SAFETY CENTER FOR ON-DUTY MISHAPS, AND WITHIN 48 HOURS TO NAVAL SAFETY CENTER FOR OFF-DUTY MISHAPS"

(2) PARAGRAPH 302B(3)(A) FIRST LINE: CHANGE "OCCUPATIONAL (ON-DUTY)" TO "ON OR OFF-DUTY"

(3) PARAGRAPH 302B(3)(B) FIRST LINE: CHANGE "OCCUPATIONAL (ON-DUTY)" TO "ON OR OFF-DUTY"

(4) PARAGRAPH 302B(3)(C) FIRST LINE: CHANGE "OCCUPATIONAL (ON-DUTY)" TO "ON OR OFF-DUTY"

B. CHAPTER 6, PAGE 6-1

(1) PARAGRAPH 601B FIFTH AND SIXTH LINES: CHANGE "ONDUTY" TO "ON OR OFF-DUTY"

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UNCLASSIFIED

(2) PARAGRAPH 601B SEVENTH AND EIGHTH LINES: DELETE "OR TELEPHONE"

C. APPENDIX A, PAGE A-4

(1) PARAGRAPH ECHO 2, SECOND LINE: DELETE "END OF MESSAGE."

(2) ADD PARAGRAPH FOXTROT:

FOXTROT: 72-HOUR PREMISHAP PROFILE. FOR EACH CLASS A OR B OFF-DUTY MILITARY INJURY OR DEATH, IF THE INJURED OR DEAD PERSON HAD INFLUENCE ON THE OCCURRENCE OR OUTCOME OF THE MISHAP (WAS NOT A PASSIVE VICTIM), INCLUDE FOR THAT INDIVIDUAL:

(1) LEAVE OR LIBERTY STATUS. INCLUDE TRAVEL COMPLETED IN THE 72 HOURS IMMEDIATELY PRECEDING THE MISHAP.

(2) TYPE OF WORK PERFORMED AND WORK SCHEDULE (HOURS) FOR THE 72 HOURS IMMEDIATELY PRECEDING THE MISHAP.

(3) PERIODS OF REST AND SLEEP FOR THE 72 HOURS IMMEDIATELY PRECEDING THE MISHAP.

(4) MEDICATIONS PRESCRIBED.

(5) ALCOHOL AND OTHER DRUGS (PRESCRIPTION, NONPRESCRIPTION AND ILLEGAL) TAKEN DURING THE 72 HOURS IMMEDIATELY PRECEDING THE MISHAP.

(6) GENERAL PHYSICAL CONDITION, INCLUDING ILLNESSES.

(7) INDIVIDUAL'S MENTAL, EMOTIONAL AND PHYSICAL STATE INCLUDING PERCEIVED STRESS AND BEHAVIOR CHANGES (BASED ON SUPERVISOR, NEXT-OF-KIN (IF AVAILABLE), CO-WORKERS AND FRIENDS).

(8) OTHER COMMENTS THE SUPERVISOR, NEXT-OF-KIN, CO-WORKERS AND FRIENDS WISH TO MAKE RELATED TO THE INDIVIDUAL'S CONDITION OR PREMISHAP ACTIVITIES.

(9) OTHER FACTORS PRIOR TO THE MISHAP THAT COULD HAVE EFFECTED THE MISHAP OCCURRENCE OR ITS OUTCOME.

(10) NON-JUDICIAL PUNISHMENT (NJP)/UNIFORM CODE OF MILITARY JUSTICE (UCMJ) RECORD (MILITARY ONLY) OR ANY OTHER

BEHAVIOR INFRACTIONS FOR THE PAST 3 YEARS.

D. APPENDIX C, PAGE C-3, ADD PARAGRAPH 21:

21. 72-HOUR PROFILE. FOR EACH MOTOR VEHICLE MISHAP INVOLVING A CLASS A OR B INJURY OR DEATH, INCLUDE A 72-HOUR PREMISHAP PROFILE ON THE INJURED OR DEAD PERSON IF THAT INDIVIDUAL HAD AN INFLUENCE ON THE MISHAP OCCURRENCE OR OUTCOME (NOT A PASSIVE VICTIM). IF THE PERSON INJURED OR KILLED WAS A PASSENGER, PROVIDE THE 72-HOUR PREMISHAP PROFILE ON THE DRIVER(S) IF MILITARY OR ON-DUTY CIVILIAN. THE 72-HOUR PROFILE INCLUDES:

A. ON-DUTY, LEAVE OR LIBERTY STATUS. INCLUDE TRAVEL COMPLETED DURING THE 72 HOURS IMMEDIATELY PRECEDING THE MISHAP.

B. TYPE OF WORK PERFORMED AND WORK SCHEDULE (HOURS) FOR THE 72 HOURS IMMEDIATELY PRECEDING THE MISHAP.

C. PERIODS OF REST AND SLEEP FOR 72 HOURS IMMEDIATELY PRECEDING THE MISHAP.

D. MEDICATIONS PRESCRIBED.

E. ALCOHOL AND OTHER DRUGS (PRESCRIPTION, NONPRESCRIPTION AND ILLEGAL) TAKEN DURING THE 72 HOURS IMMEDIATELY PRECEDING THE MISHAP.

F. GENERAL PHYSICAL CONDITION, INCLUDING ILLNESSES.

G. INDIVIDUAL'S MENTAL, EMOTIONAL AND PHYSICAL STATE INCLUDING PERCEIVED STRESS AND BEHAVIOR CHANGES (BASED ON SUPERVISOR, NEXT-OF-KIN (IF AVAILABLE), CO-WORKERS AND FRIENDS).

H. OTHER COMMENTS THE SUPERVISOR, NEXT-OF-KIN, COWORKERS AND FRIENDS WISH TO MAKE RELATED TO THE INDIVIDUAL'S CONDITION OR PREMISHAP ACTIVITIES.

I. OTHER FACTORS PRIOR TO THE MISHAP THAT COULD HAVE EFFECTED THE MISHAP OCCURRENCE OR ITS OUTCOME.

J. OTHER.

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UNCLASSIFIED

(1) NJP/UCMJ RECORD (MILITARY ONLY) OR ANY OTHER BEHAVIOR INFRACTIONS FOR THE PAST 3 YEARS.

(2) PROVIDE THE DRIVER'S LICENSE NUMBER AND ISSUING STATE FOR ALL NAVY MILITARY PERSONNEL WHO ARE DRIVERS IN

A CLASS A OR B MISHAP. IF A CIVILIAN IS DRIVING THE MISHAP VEHICLE, SO STATE. (DO NOT PROVIDE THE CIVILIAN'S DRIVER'S LICENSE NUMBER.)

(3) DRIVER'S EXPERIENCE OR KNOWLEDGE OPERATING THIS PARTICULAR TYPE OF VEHICLE.

4. NAVSAFECEN RECEIVES MANY MISHAP REPORTS WITH CAUSE FACTORS AND RELATED FACTORS LISTED AS "UNKNOWN". WE NEED COMPLETE MISHAP INFORMATION IF WE ARE TO IDENTIFY THE ROOT CAUSES AND REDUCE THE NUMBER OF MISHAPS. HENCEFORTH, WE WILL RETURN FOR FURTHER INVESTIGATION ANY MISHAP REPORT REQUIRED BY REF A WHICH CONTAIN "UNKNOWN" OR "NOT KNOWN" OR SIMILAR RESPONSES AND LACK FURTHER EXPLANATION AS TO WHY THE INFORMATION IS UNAVAILABLE. A SOLID INVESTIGATIVE EFFORT MUST BE UNDERTAKEN IF WE ARE TO OVERCOME THE NUMBER ONE KILLER OF OUR PEOPLE. OUR PAST EFFORTS HAVE BEEN INADEQUATE

5. FOR FURTHER INFORMATION ON MOTOR VEHICLE MISHAP REPORTING CALL DSN 564-3344 OR COML (804) 444-3344; FOR FURTHER INFORMATION ON OFF-DUTY MISHAP REPORTING CALL DSN 564-5748 OR COML (804) 4445748.//
BT
#0311
NNNN

ADMINISTRATIVE MESSAGE

ROUTINE

R 071447Z NOV 91 ZYB PSN 565976138

FM NAVSAFECEN NORFOLK VA//30/054//

TO NAVSAFE EAST NAVSAFE WEST

ACCT NA-CRAXDA

UNCLAS //N05100//

SUBJ: CLARIFICATION OF CHANGE 2-2 TO OPNAVINST 5102.1C MISHAP INVESTIGATION AND REPORTING
MSGID/GENADMIN/NAVSAFECEN//
REF/A/GENADMIN/NAVSAFECEN/041448ZOCT91//
REF/B/DOC/CNO WASHINGTON DC/03MAR89//
REF/C/DOC/CNO WASHINGTON DC/31AUG83//
NARR/REF B IS OPNAVINST 5102.1C. REF C IS OPNAVINST 5100.23B.//
RMKS/1. REF A PROMULGATED SEVERAL CHANGES TO REF B EFFECTIVE 1 OCT 91.

2. AS A RESULT OF NUMEROUS QUESTIONS ON REF A, THE FOLLOWING INFORMATION IS PROVIDE FOR CLARIFICATION:

A. REF A CHANGED THE REQUIREMENT FOR REPORTING LOST WORKDAY MISHAPS TO NAVSAFECEN. ONLY MISHAPS RESULTING IN 5 OR MORE LOST WORKDAYS ARE NOW REQUIRED TO BE REPORTED TO NAVSAFECEN IN PID FORMAT. THIS CHANGE APPLIES ONLY TO LOST WORKDAY CASES; NOT INVESTIGATION, RECORDKEEPING AND CASE REVIEW.

B. IN ADDITION, REFER TO REF B, CHAPTER 3, PARAGRAPH 301A(3) THROUGH 301A(6) FOR EXCEPTIONS TO THE FIVE LOST WORKDAY REPORTING REQUIREMENTS. ALL CASES OF ELECTRIC SHOCK AS A RESULT OF EQUIPMENT DESIGN DEFICIENCY, ALL CHEMICAL OR TOXIC EXPOSURES, ALL OXYGEN DEFICIENCY AND ALL TERMINATION OF TRAINING MISHAPS ARE STILL REQUIRED TO BE REPORTED TO NAVSAFECEN.

C. THE CHANGE IN REPORTABLE LOST WORKDAY CASES DOES NOT AFFECT THE RECORDING OF INJURIES AND ILLNESSES IN REF B, CHAPTER 7, PARA 701. ALL OCCUPATIONAL LOST WORKDAY INJURIES AND ILLNESSES MUST STILL BE RECORDED ON THE LOG OF NAVY INJURIES AND OCCUPATIONAL ILLNESSES.

D. REFER TO REF B, CHAPTER 7, PARA 701E: REF A CHANGED THE FORMULA FOR CALCULATING THE INJURY AND ILLNESS FREQUENCY RATE. ALTHOUGH FIRST AID CASES MUST BE RECORDED IN THE LOG OF NAVY INJURIES AND ILLNESSES AND SUMMARIZED ON THE QUARTERLY REPORT OF NAVY CIVILIAN OCCUPATIONAL INJURIES AND ILLNESSES, THEY ARE NO LONGER COUNTED WHEN CALCULATING THE FREQUENCY RATE FOR TOTAL CASES.

3. CHANGES TO REF B DO NOT CHANGE THE REQUIREMENT IN REF C, CHAPTER 16 PARAGRAPH 16007D. COMMANDING OFFICERS MUST STILL REVIEW ALL MISHAPS WITH THREE OR MORE LOST WORKDAYS WITH THE

COGNIZANT FIRST-LINE SUPERVISOR AN/OR THE NEXT LEVEL OF MANAGEMENT INVOLVED.

4. THIS MESSAGE HAS BEEN COORDINATED WITH OP-454.//

ADMINISTRATIVE MESSAGE

ROUTINE

R 041448Z OCT 91 ZYB PSN 300374117

FM NAVSAFECEN NORFOLK VA//40/054//

TO NAVSAFE EAST NAVSAFE WEST

ACCT NA-CRAXDA

UNCLAS //N05100//

SUBJ: INTERIM CHANGE 2-2 TO OPNAVINST 5102.1C MISHAP INVESTIGATION AND REPORTING
MSGID/GENADMIN/NAVSAFECEN/41/OCT//
REF/A/DOC/OPNAV/22MAY90//
AMPN/INST 5102.1C//
RMKS/1. THIS INTERIM CHANGE MODIFIES THE REPORTING REQUIREMENTS IN REF A. CHANGES ARE EFFECTIVE 1 OCT 91.

2. ACTION. MAKE THE FOLLOWING PEN AND INK CHANGES TO REF A.
A. CHAPTER 1, PAGE 1-6
(1) PARAGRAPH 11 OF (1) FOURTH LINE: AFTER "HOURS" INSERT "BEYOND THE DAY ON INJURY"
(2) PARAGRAPH 11 OF (2) FOURTH LINE: AFTER " DUTY HOURS" INSERT "BEYOND THE DAY ON INJURY"
B. CHAPTER 3, PAGE 3-1
(1) PARAGRAPH 301A(2) THIRD LINE: CHANGE " 24 HOURS" TO "120 HOURS"
(2) PARAGRAPH 301A(2) FIFTH LINE, CHANGE "FOR A FULL-SHIFT" TO " FOR FIVE (5) FULL -SHIFTS."
(3) PARAGRAPH 301A(3) CHANGE TO READ: ELECTRIC SHOCK. ANY CASE ASHORE RESULTING FROM EQUIPMENT DESIGN DEFICIENCY.
C. CHAPTER 3, PAGE 3-4, PARAGRAPH 302B(2)(A) NINTH LINE, CHANGE "20 CALENDAR DAYS" TO " 30 CALENDAR DAYS."
D. CHAPTER 4, PAGE 4-2, PARAGRAPH 402B(2), NINTH LINE, CHANGE "20 CALENDAR DAYS" TO "30 CALENDAR DAYS."
E. CHAPTER 6, PAGE 6-1, PARAGRAPH 601B, FOURTH LINE, CHANGE "20 CALENDAR DAYS" TO "30 CALENDAR DAYS."
F. CHAPTER 7, PAGE 7-3, PARAGRAPH 701E, CHANGE PARAGRAPH TO READ: SEMI-QUARTERLY ALL-NAVY LISTINGS. SIXTY DAYS AFTER THE END OF THE SECOND AND FOURTH QUARTER, THE NAVAL SAFETY CENTER PRODUCES A COMPUTER LISTING SHOWING THE QUARTERLY REPORT DATA AND FREQUENCY RATES FOR EACH ACTIVITY FOR THE SECOND AND FOURTH QUARTERS TO DATE. THAT LISTING ALSO SHOWS TOTALS FOR ECHELON II AND III COMMANDS, AND ALL-NAVY TOTALS. FREQUENCY RATES ARE COMPUTED ON THE BASIS OF FORMULA IN 29 CFR 1960. THE FREQUENCY RATE IS THE NUMBER OF FATALITIES PLUS THE NUMBER OF LOST-TIME CASES PLUS THE NUMBER OF NO-LOST TIME CASES TIMES 200,000 WORK HOURS OF EXPOSURE DIVIDED BY TOTAL HOURS WORKED."

$$\text{FREQUENCY} = \frac{\text{NUMBER OF FATALS} + \text{NUMBER LOST TIME CASES} + \text{NUMBER NO LOST TIME CASES}}{\text{TOTAL HOURS WORKED}} \times 200{,}000$$

G. APPENDIX F, PAGE F-2,

(1) COLUMN 7 INSTRUCTION, CHANGE CODE "27" TO CODE "29."

(2) NOTE: DELETE THE SENTENCE "IF THE CASE RESULTS IN SUBMISSION OF AN INDIVIDUAL MISHAP REPORT TO NAVSAFECEN, THEN A SECOND CHECK SHOULD BE ENTERED IN COLUMN 9A" AND REPLACE WITH " IF THE CASE RESULTS IN ONE OR MORE DAYS AWAY FROM WORK BEYOND THE DAY OF INJURY/ILLNESS, A SECOND CHECK IS TO BE ENTERED IN COLUMN 9A.

(3) PARAGRAPH TITLED "CHANGES IN EXTENT OF/OR OUTCOME OF INJURY OR ILLNESS:, FIRST SENTENCE CHANGE "COLUMNS 9, 10, 11 OR 12" TO "COLUMNS 9, 9A, 10 OR 11."//

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U U N C L A S S I F I E D U
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ADMINISTRATIVE MESSAGE

ROUTINE

R 231836Z JUL 91 ZYB PSN 591193128

FM NAVSAFECEN NORFOLK VA//30/054//

TO NAVSAFE EAST NAVSAFE WEST

ACCT NA-CRAXDA

UNCLAS //N05102//

SUBJ: INTERIM CHANGE 2-1 TO OPNAVINST 5102.1C: MISHAP INVESTIGATION AND REPORTING
MSGID/GENADMIN/OPNAV-09F/30B-23/JUL//
REF/A/DOC/CNO/03MAR89//
AMPN/OPNAVINST 5102.1C, SUBJ: MISHAP INVESTIGATION AND REPORTING//
REF/B/DOC/CNO/20 MAY 91//
AMPN/OPNAVINST 5100.21A, SUBJ: AFLOAT SAFETY PROGRAM//
REQUIREMENTS IN REF A DUE TO THE NEW AFLOAT MISHAP INVESTIGATION REQUIREMENTS FOR INVESTIGATING AND REPORTING INJURY, DEATH, MATERIAL OR PROPERTY DAMAGE, AND EXPLOSIVE MISHAPS OCCURRING ON BOARD SHIPS AND SUBMARINES.

2. PURPOSE. TO CANCEL THE REQUIREMENT FOR AFLOAT COMMANDS TO USE REF A TO REPORT AFLOAT MISHAPS OCCURRING ON BOARD THE SHIP OR SUBMARINE INVOLVING PERSONNEL INJURY, DEATH, AND OCCUPATIONAL ILLNESS (CHAPTER 3); MATERIAL (PROPERTY) DAMAGE 9CHAPTER 4); AND EXPLOSIVE MISHAPS OR CONVENTIONAL ORDNANCE DEFICIENCIES (CHAPTER 5). HOWEVER, AFLOAT COMMANDS WILL CONTINUE TO USE REF A TO REPORT MISHAPS OCCURRING ASHORE, INCLUDING MOTOR VEHICLE MISHAPS (CHAPTER 6), AND DIVING MISHAPS (CHAPTER 8). AFLOAT COMMANDS REPORT MISHAPS OCCURRING ON BOARD ACCORDING TO REF B.

3. ACTION. MAKE THE FOLLOWING WRITTEN CHANGES TO REF A.

A. PAGE 1:

(1) ADD: REFERENCE (H) OPNAVINST 5100.21A (NOTAL).

(2) PARAGRAPH 4: INSERT "AFLOAT"" AFTER "MISHAP REPORTS LESS" IN THE SECOND SENTENCE. (THE SENTENCE NOW BEGINS, "THE INSTRUCTIONS GOVERNING ALL MISHAP REPORTS (LESS AFLOAT, AVIATION, NUCLEAR....")

(3) PARAGRAPH 5A1, 2, AND 3: INSERT "ASHORE ONLY" FOLLOWING "CHAPTER 3" IN EACH PARAGRAPH.

(4) PARAGRAPH 5B: INSERT " ASHORE ONLY" FOLLOWING "CHAPTERS 4 AND 5."

(5) PARAGRAPH 5C: INSERT "ASHORE ONLY" FOLLOWING "CHAPTER 5."

B. CHAPTER 3, PAGE 3-1:

(1) PARAGRAPH 301A: INSERT "OCCURRING ASHORE" FOLLOWING "OCCUPATIONAL ILLNESS." ADD THE FOLLOWING SENTENCE AT THE END OF THE PARAGRAPH, "AFLOAT MISHAPS SHALL BE REPORTED ACCORDING TO OPNAVINST 5100.21A (REF H)."

(2) DELETE PARAGRAPH 301A(3) AND RENUMBER PARAGRAPHS 301A(4), (5), AND (6) AS 301A(3), (4), AND (5).

(3) INSERT "ASHORE" FOLLOWING "REPORTABLE FOR EITHER" IN THE FIRST SENTENCE OF THE NOTE FOLLOWING PARAGRAPH 301B(3).

C. CHAPTER 4, PAGE 4-1:

(1) PARAGRAPH 401A: INSERT "OCCURRING ASHORE" FOLLOWING (PROPERTY) DAMAGE" IN THE FIRST SENTENCE. ADD THE FOLLOWING SENTENCE AT THE END OF THE PARAGRAPH, "AFLOAT MISHAPS SHALL B REPORTED ACCORDING TO OPNAVINST 5100.21A REF (H)."

(2) DELETE PARAGRAPH 401B AND RELETIER PARAGRAPHS "401C AND D" AS PARAGRAPHS "410B AND C."

D. CHAPTER 5, PAGE 5-1:

(1) PARAGRAPH 501A: INSERT "OCCURRING ASHORE" FOLLOWING "ORDNANCE DEFICIENCIES." IN THE FIRST SENTENCE. ADD THE FOLLOWING SENTENCE AT THE END OF THE PARAGRAPH, "AFLOAT EXPLOSIVE MISHAPS AND ORDNANCE DEFICIENCIES SHALL BE REPORTED ACCORDING TO OPNAVINST 5100.21A (REF H)."

4. ENTER THIS INTERIM CHANGE ON THE RECORD OF CHANGES AND CORRECTIONS PAGE AND FILE IT WITH REF A. THE CONTENTS WILL BE INCORPORATED IN A FORTHCOMING REVISION TO REF A./

5. RELEASED BY RADM J. H. FINNEY (OP-09F).//

CH-1 of 5-22-90

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350-2000

OPNAVINST 5102.1C
OP-09F
3 March 1989

OPNAV INSTRUCTION 5102.1C

From: Chief of Naval Operations
To: All Ships and Stations

Subj: MISHAP INVESTIGATION AND REPORTING

Ref: (a) OPNAVINST 3750.6P (NOTAL)
(b) OPNAVINST 4790.2D (NOTAL)
(c) DODINST 6055.7 of 16 Dec 81 (NOTAL)
(d) 29 CFR 1960
(e) OPNAVINST 5100.8G
(f) MIL-STD 882B (NOTAL)

Encl: (1) Mishap Investigation and Reporting Procedures

1. **Purpose**. To update procedures for investigating and reporting material (property) damage, personnel injury/death, Navy civilian occupational injuries and illnesses, motor vehicle, explosive, and diving mishaps. Aviation related mishaps remain reportable under references (a) and (b). The scope and content of this revision differ so significantly from the superseded instruction that it would not be practical to identify added, deleted, or changed material in the text. A complete review of this entire instruction is, therefore, recommended upon receipt.

2. **Cancellation**. OPNAVINST 5102.1B, OPNAV 5100/5 (Rev 12-81) and OPNAV 5100/10 (Rev 3-83).

3. **Background**. The Navy documents the expenditure of millions of dollars each year on accidental damage, fatalities, injuries, and occupational illnesses. Most of those mishaps seriously degrade operational readiness and wastefully expend tax dollars. Hazard awareness and mishap prevention are largely dependent on mishap investigations and reports aimed at how and why the mishaps happened. This instruction contains guidance for conducting and reporting mishap investigations.

4. **Objectives**. To establish priorities for improving equipment design, safety and warning devices, operating and maintenance procedures and training, administrative and engineering controls, and personnel protective devices to prevent or reduce to a minimum the accidental loss of Navy personnel and material. The instructions governing all mishap reports (less aviation, nuclear weapons, and nuclear propulsion) are combined into this directive to decrease the administrative burden in meeting DOD reporting requirements of reference (c). The requirements of this instruction do not relieve commands of reports, such as OPREP-3, required by other directives.

5. **Scope**. The following areas are within this instruction:

a. Accidental injuries, occupational illnesses, and fatalities to:

(1) Navy military personnel; Chapters 3, 6 and 8.

(2) Navy and Military Sealift Command civilian employees during the course of their employment; Chapters 3, 6, 7, 8 and 9.

(3) Certain Marine Corps and non-DOD military personnel; Chapters 3, 6 and 7.

b. Accidental damage to government material (property) or equipment throughout the Navy; Chapters 4, 5 and 6.

c. Explosive mishaps; Chapter 5.

d. Motor vehicle mishaps; Chapter 6.

e. Diving mishaps; Chapter 8.

f. Identification of hazardous conditions that may cause damage, injury, or occupational illness as listed above.

0579LD0542505

g. Establishment of the Safety Recommendation (SAFEREC) Program.

6. Reports and Forms

a. Reports. The following requirements are approved for three years only from the date of this instruction:

(1) Personnel Injury/Death/Occupational Illness Report, Symbol OPNAV 5102-1, located in Chapter 3 and Appendix A.

(2) Material (Property) Damage Mishap Report, Symbol OPNAV 5102-2, located in Chapter 4 and Appendix A.

(3) Explosive Mishap Report, Symbol DD-FM&P(AR)1020(5102) (MIN: CONSIDERED) (formerly Symbol DD-MIL(AR)1020 (8020) located in Chapter 5 and Appendix B.

(4) Motor Vehicle Mishap Report, Symbol OPNAV 5102-4, located in Chapter 6 and Appendix C.

(5) Quarterly Report of Navy Civilian Occupational Injuries and Illnesses, Symbol 1146-DOL-XX(5102) located in Chapter 7 and Appendix I.

(6) Diving Mishap/Hyperbaric Treatment/Death Report, Symbol OPNAV 5102-5, located in Chapter 8 and Appendix D.

b. Forms. The following forms are available through normal Navy supply channels per NAVSUP P-2002.

(1) OPNAV 5102/4 (Rev. 8-78), SAFETYGRAM S/N 0107-LF-051-0226, Appendix E.

(2) OPNAV 5100/9 (Rev. 11-88), Dispensary Permit S/N 0107-LF-005-2600 as shown in Appendix G.

(3) OPNAV 5102/7 (8-88), Log of Navy Injuries and Occupational Illnesses is enclosed for local use as Appendix F.

(4) OPNAV 5102/8 (11-88), Quarterly Report of Navy Civilian Occupational Injuries and Illnesses; local reproduction authorized. Submit a funded DD 282 to the local Navy Publishing and Printing Service (NPPS) for required quantities.

7. Records Disposition

a. The records and reports required by this instruction will be retained for five years following the end of the fiscal year to which they relate.

b. Destroy general correspondence and records accumulated in connection with the routine, day-to-day administration, and operation of mishap investigation and reporting when two years old.

F. L. LEWIS
Chief of Naval Operations
Special Assistant for Safety Matters

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RECORD OF CHANGES AND CORRECTIONS

Enter Change or Correction in Appropriate Column

Change Number	Date of Change	Date Entered	Signature of Person Entering Change
ch 1	22MAY90	26MAY94	K. Sutter BM1

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Chapter 1
DEFINITIONS

101. MISHAP. Any unplanned or unexpected event causing personnel injury, occupational illness, death, material loss or damage, or an explosion of any kind whether damage occurs or not. (R

102. MISHAP INVESTIGATION. The investigation, conducted in accordance with this instruction, into the facts surrounding the causes of a mishap.

103. MISHAP NOTIFICATION. The timely notification, as in a message, that a mishap has occurred but has not yet been investigated.

104. MISHAP INVESTIGATION REPORT. The report of a mishap investigation prepared in accordance with this instruction.

105. REPORTABLE MISHAP. Any mishap as defined in Chapters 3 through 6 and Chapter 8 of this instruction. The criteria should not be considered all-inclusive; if there is a "lesson to be learned," whether or not it meets the criteria, then a report should be submitted.

NOTE: Mishap reporting required by this instruction may also require reporting by other instructions, such as OPNAVINST 3100.6E (NOTAL), OPNAVINST 3750.6Q (NOTAL), and OPNAVINST 4790.2E (NOTAL). (R

a. Exceptions. Certain categories of mishaps require the submission of special reports. Therefore, the following types of mishaps are specifically excluded from the reporting requirements of this instruction. They will be reported per the instructions cited.

(1) Damage, injuries, or death as a direct result of hostile action (NWP-10-1-10 (NOTAL), OPNAVINST 3100.6E (NOTAL)). (R

(2) Nuclear weapons mishaps or incidents (OPNAVINST 3100.6E (NOTAL) and JCS Publication 6 (NOTAL)). (R

(3) Mishaps associated with naval nuclear propulsion plants (OPNAVINST 3040.5B (NOTAL) and 3100.6E (NOTAL), NAVSEA Manuals 389-0152 and 389-0153 (NOTAL)). However, mishaps associated with the secondary side of the propulsion plant or non-nuclear components are reportable. (R

(D

R) (4) Radiation incidents (OPNAVINST 5100.23B (NOTAL)).

b. Special Cases

(1) Aircraft Mishaps. All injuries and damage occurring as the result of a naval aircraft mishap shall be
R) reported per OPNAVINST 3750.6Q.

R) (2) Fires at Naval Shore Activities. Report fires at naval shore activities per OPNAVINST 11320.25B (NOTAL). Report all injuries/fatalities associated with those fires per Chapter 3 of this instruction. When explosives are involved, the reports required by Chapter 5 of this instruction shall also be submitted.

R) (3) Near Mishaps and Hazardous Conditions. A condition might exist which, if allowed to go unchecked or uncorrected, has the potential to cause a mishap; or an act or event might result in a near mishap in which injury or damage was avoided merely by chance. Those situations should be reported by informal correspondence or by SAFETYGRAM (OPNAV 5102/4) as depicted in Appendix E. Either of those methods may be used to describe any situation that has mishap potential or as a vehicle to make recommendations to improve safety or occupational health. To provide anonymity, SAFETYGRAMs may be submitted directly to Commander, Naval Safety Center without normal chain of command routing. The name of the activity is required, but the name of the person originating the correspondence is not.

A) (4) Training Command Mishaps. Training commands have the responsibility to report all student injuries that result in termination of training.

106. PERSONNEL

a. Military Personnel. All Navy military personnel on active duty (USN/USNR); Naval Reserve personnel (USNR-R) on active duty or in a drill status; Naval Academy midshipmen; Naval Reserve Officer Training Corps (NROTC) midshipmen when engaged in directed training activities; and other Department of Defense (DOD) and foreign national military personnel assigned to the Navy or embarked in Navy or Military Sealift Command vessels.

b. Navy Civilian Personnel

c. Non-DOD Personnel. Off-duty DOD civilian personnel, persons employed by other federal agencies, and other civilians and foreign nationals not employed by DOD.

d. On-Duty Personnel. For the purpose of mishap reporting, Navy military and civilian personnel are on duty when they are:

(1) Physically present at any location where they are to perform their officially assigned work. (Includes those activities incident to normal work activities that occur on installations, such as, lunch, coffee, or rest breaks, and all activities aboard vessels.)

(2) Being transported by DOD or command conveyance to perform officially assigned work. (This includes reimbursable travel in private motor vehicles for performing temporary duty, but not routine travel to and from work.)

(3) Participating in compulsory physical training activities (including compulsory sports.)

e. Off-Duty Personnel. For the purpose of mishap reporting determination, Navy personnel are off-duty when they:

(1) Are not in an on-duty status, whether on or off installations ashore;

(2) Have departed official duty station, temporary duty station, or ship at termination of normal work schedule;

(3) Are on leave/liberty;

(4) Are traveling prior to and after official duties, such as driving to and from work;

(5) Are participating in voluntary base/installation team sports;

(6) Are on permissive (no cost to government other than pay) temporary duty;

(7) Are on lunch or other rest break engaged in activities unrelated to eating or resting.

107. INJURY. Traumatic bodily harm, such as a cut, fracture, burn, or poisoning, caused by a single or one-day exposure to an external force, toxic substance, or physical agent.

108. OCCUPATIONAL INJURY. A wound or other condition of the body caused by external force, including stress or strain. The injury is identifiable as to time and place of occurrence and member or function of the body affected and is caused by a specific event or incident, or series of events or incidents within a single day or work shift. The injury must arise out of or in the course of employment or performance of duty. All injuries occurring aboard ship are occupational injuries.

109. OCCUPATIONAL ILLNESS. A physiological harm or loss of capacity produced by systemic infection; continued or repeated stress or strain; exposure to toxins, poisons, fumes, etc.; or other continued and repeated exposures to conditions of work environment over a long period of time. For practical purposes, an occupational illness/disease is any reported condition not meeting the definition of occupational injury.

110. INJURY CATEGORIES: The following injury category definitions are based on reference (d) and enclosure (6) of reference (c).

a. Fatal Injury or Occupational Illness. One that results in death from a mishap or the complication arising therefrom, regardless of the length of time between the mishap and a subsequent death.

b. Permanent Total Disability. Any non-fatal injury or occupational illness that in the opinion of competent medical authority, permanently and totally incapacitates a person to the extent that he or she cannot follow any gainful occupation. NOTE: The loss, 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 or occupational illness that does not result in death or permanent total disability but, in the opinion of competent medical authority, results in the loss or permanent impairment of any part of the body, with the following exceptions:

(1) Loss of teeth.

(2) Loss of fingernails or toenails.

(3) Loss of tip of fingers or tip of toe.

(4) Inguinal hernia, if it is repaired.

(5) Disfigurement.

(6) Sprains or strains which do not cause permanent limitation of motion.

d. Lost Time Case. A nonfatal traumatic injury that causes any loss of time from work beyond the day or shift it occurred; or a nonfatal nontraumatic illness/disease that causes disability at any time. Disability is defined as the result of any illness, temporary or permanent, which prevents a person from carrying on his/her duties. NOTE: All lost time cases are recordable and shall be entered into a log of injuries/illnesses per paragraph 701a for civilian employees or 702 for military personnel. In addition, those lost workday cases meeting the reportable criteria in Chapters 3 through 6 and 8 shall be reported to the Naval Safety Center. Paragraph 301a(2) is germane.

e. No-Lost Time Case. A non-fatal traumatic injury or occupational illness/disease that does not meet the definition of Lost Time Case.

a. Fatal Injury or Occupational Illness. One that results in death from a mishap or the complication arising therefrom, regardless of the length of time between the mishap and a subsequent death.

b. Permanent Total Disability. Any non-fatal injury or occupational illness that in the opinion of competent medical authority, permanently and totally incapacitates a person to the extent that he or she cannot follow any gainful occupation.

NOTE: The loss, 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. (R

c. Permanent Partial Disability. An injury or occupational illness that does not result in death or permanent total disability but, in the opinion of competent medical authority, results in the loss or permanent impairment of any part of the body, with the following exceptions:

(1) Loss of teeth.

(2) Loss of fingernails or toenails.

(3) Loss of tip of fingers or tip of toe.

(4) Inguinal hernia, if it is repaired.

(5) Disfigurement.

(6) Sprains or strains which do not cause permanent limitation of motion.

d. Lost Time Case. A non-fatal traumatic injury that causes any loss of time from work beyond the day or shift it occurred; or a non-fatal non-traumatic illness/disease that causes disability at any time. Disability is defined as the result of any illness, temporary or permanent, which prevents a person from carrying on his/her duties.

NOTE: All lost time cases are recordable and shall be entered into a log of injuries/illnesses per paragraph 701a for civilian employees or 702 for military personnel. In addition, those lost workday cases meeting the reportable criteria in Chapters 3 through 6 and 8 shall be reported to the Naval Safety Center. Paragraph 301a(2) is germane. (R

e. No-Lost Time Case. A non-fatal traumatic injury or occupational illness/disease that does not meet the definition of Lost Time Case.

R) f. First Aid Case. A first aid case is a specific type of no-lost time case which meets one of the following criteria:

(1) A non-fatal traumatic injury or occupational illness/disease that requires one or more visits to a medical facility for examination or treatment during on-duty hours and no medical expense is incurred as long as no leave or continuation of pay (COP) is charged to the employee.

(2) A non-fatal traumatic injury or occupational illness/disease that requires two or more visits to a medical facility for examination or treatment during non-duty hours as long as no leave or COP is charged and no medical expense is incurred.

111. MATERIAL (PROPERTY) DAMAGE. Damage of facilities, equipment, or material (property) to which a dollar expenditure would accrue to repair or replace. Malfunction or failure of component parts that are normally subject to wear and tear and have a fixed useful life less than the complete system or unit of equipment (OPNAVINST 4790.4B (NOTAL)) are not reported. However, when malfunction or failure of a component results in reportable damage to another component or the entire system, procedures for reporting such damage are contained in Chapter 4.

A) 112. MISHAP SEVERITY CLASSIFICATION. DOD mishaps are classified according to the severity of resulting injury, occupational illness, or property damage. Property damage severity is generally expressed in terms of cost and is calculated as the sum of the costs associated with DOD property and non-DOD property that is damaged in a DOD mishap. Additionally, if injury or occupational illness results, an event is reportable even if the associated costs are less than the minimum dollar criteria. Classify DOD mishaps, as follows:

A) a. Class A Mishap. The resulting total cost of reportable damage is $1,000,000 or more or an injury and/or occupational illness results in a fatality or permanent total disability.

A) b. Class B Mishap. The resulting total cost of reportable property damage is $200,000 or more, but less

than $1,000,000; an injury and/or occupational illness results in permanent partial disability; or when five or more personnel are inpatient hospitalized.

c. Class C Mishap. The resulting total cost of (A
property damage is $10,000 or more, but less than $200,000; a nonfatal injury that causes any loss of time from work beyond the day or shift on which it occurred; or a nonfatal illness or disability that causes loss of time from work or disability at any time.

d. Class D Mishap. The resulting total cost of (A
property damage is less than $10,000, or a nonfatal injury that does not meet the criteria of a Class C mishap.

Chapter 2
MISHAP INVESTIGATION AND REPORTING

201. MISHAP INVESTIGATION. Comprehensive, accurate mishap investigation is essential to the success of the Navy mishap prevention program. The reports required by this instruction are separate and independent of any investigative report required by the Manual of the Judge Advocate General.

a. Types of Mishap Investigations and Reports. Several kinds of investigations and reports may be required for a given mishap. These include, but are not limited to, the following:

(1) Investigations and Reports Directed by This Instruction. Those are normally conducted by the commands involved.

(a) Limited Use Safety Mishap Investigation Reports

1 Definition. Reference (c) defines those reports as internal communication of the Department of Defense whose sole purpose is prevention of subsequent DOD mishaps. The Limited Use Safety Mishap Investigation Report is required for all flight mishaps and for those mishaps involving other complex weapon systems and associated equipment, such as ships and shipboard systems, where the determination of causal factors is vital to the national defense. Within the scope of this instruction, application of Limited Use Safety Mishap Investigation Reports includes only those mishaps which involve the operation or maintenance of ships and shipboard systems where determination of causal factors is required to assist in preventing occurrence of a similar mishap which would result in significant advantage to opposing forces in time of conflict. Excluded are those shipboard mishaps involving shipyard, repair facility, or private contractor operations which shall be General Use Safety Mishap Investigation Reports as discussed below.

2 Freedom of Information Act Access. An entire Limited Use Safety Mishap Investigation Report may be withheld from disclosure under exemption (b)(5) of the Freedom of Information Act 5USC552(1982 & Supp. IV 1986). However, a summary of purely factual information such as date, location, and mishap severity may be released as required by law, under court order, or upon specific authorization of Commander, Naval Safety Center.

3 Privacy Act. Limited Use Safety Mishap Investigation Reports or information extracted from those reports shall not be maintained in a Privacy Act system of records from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to an individual.

(b) General Use Safety Mishap Investigation Reports. Those reports are to be used for all mishaps not included in the Limited Use Category. Although the primary purpose of these reports is also mishap prevention, they may be released under the Occupational Safety and Health Program, Department of Labor regulations, or in response to Freedom of Information Act requests. In all cases, the provisions of paragraph 206 apply.

(2) Naval Safety Center Investigations. Commander, Naval Safety Center, may participate in mishap investigations as requested. Independent Naval Safety Center mishap investigation may also be conducted under the authority of the Chief of Naval Operations. When an independent Naval Safety Center investigation is conducted, it will be in addition to any other investigations of the same event. Commands concerned will be advised before a Naval Safety Center investigation is conducted, and full cooperation of the Naval Safety Center's investigator with all other investigative bodies and vice versa is expected.

(3) JAG Manual Investigations, including claims investigation, shall be conducted as required by the JAG Manual. The safety investigator(s) and the JAG Manual investigator(s) shall not be the same person(s). Nothing in this instruction, however, prohibits JAG Manual investigator(s) from access to the same factual material or witnesses available to the safety investigator(s) or vice versa. The JAG Manual investigation shall be conducted independently and separately from either the type (1) or (2) investigation mentioned above. Reports of the type (1) and (2) investigations above shall not be made a part of JAG Manual investigations.

b. Investigation Procedures. While there are no procedures specifically prescribed for the conduct of mishap investigations, the guidelines set forth in the following paragraphs will assist the person conducting the investigation to prepare a complete and meaningful report. (Guidelines for forces afloat safety investigations are also provided in the Handbook for the Conduct of Forces Afloat Safety Investigations, NAVSAFECEN Pub 5102/29 (NOTAL)).

202. PRINCIPLES OF MISHAP INVESTIGATION. For every serious injury or mishap, it is estimated that there are approximately 10 minor injuries, 30 minor property damage events, and over 100 near mishaps. Those figures clearly illustrate the necessity to direct investigative efforts toward minor mishaps in addition to major mishaps. The analysis of frequency or potential of mishaps and identification of causes are essential to systematic control of mishap losses.

a. The purpose of conducting mishap investigations is to determine the basic causes and to formulate corrective action to prevent recurrence.

b. A mishap investigation report is basically the investigator's analysis and account of a mishap based on factual information gathered by a thorough and conscientious examination of all factors involved.

c. A mishap investigation is best conducted at the lowest level of supervision commensurate with the severity and circumstances of the mishap.

203. POSITIVE STEPS TO ENSURE REPORTING OF ALL MISHAPS. At all levels the immediate supervisor has the greatest influence on mishap reporting. There are two important things that must be done to ensure that all mishaps are reported:

a. Indoctrinate all subordinates, and especially new arrivals, to report all mishaps no matter how small, as well as the "near misses" where only chance prevented a mishap. Assure that personnel fully appreciate that hazardous conditions cannot be corrected unless they are reported conscientiously. For

operational activities and forces afloat, internal reporting procedures are contained in OPNAVINST 3120.32B, Chapter 7.

b. Ensure that all mishaps are reported to the activity safety office(r) immediately so that the safety office(r) can initiate the appropriate action for the investigation.

204. CONDUCTING THE MISHAP INVESTIGATION. Some of the many factors involved in the investigation of mishaps are listed below. These are not all inclusive, but will serve as a basis from which to proceed.

a. Steps should be taken to preserve and/or photograph the material evidence.

b. Individuals providing information about themselves in connection with a mishap investigation shall be advised of the purpose and the routine use of such information. They will be provided the appropriate Privacy Act Statement as suggested in Figures 2-1 or 2-2 per the provisions of SECNAVINST 5211.5C.

c. INDIVIDUALS INTERVIEWED DURING INVESTIGATIONS CONDUCTED UNDER THIS INSTRUCTION SHALL NOT TESTIFY UNDER OATH AND SHALL BE ADVISED THAT THEIR STATMENTS (ORAL OR WRITTEN) ARE FOR ONE PURPOSE ONLY - THE PREVENTION OF FURTHER MISHAPS. That assurance is necessary to obtain complete and candid information regarding the circumstances surrounding a mishap. Information obtained during any investigation conducted under this instruction shall not be the basis for any administrative, regulatory, disciplinary, or criminal proceeding within the Department of the Navy. This paragraph does not bar appropriate discipline when a management official, superior to the individual, obtains facts surrounding a mishap from a source different than an investigation conducted under this paragraph.

205. MISHAP INVESTIGATION REPORT REQUIREMENTS.

a. A safety investigation of every mishap, major or minor, must be conducted, the extent of the investigation being determined by its severity or significance. The activity shall establish guidelines to determine who, such as the safety office, the supervisor or the leading petty officer, etc. will conduct the investigation. In any command large enough to have a full-time safety officer, that person or qualified members of his/her staff shall be considered to do the investigation. While the supervisor or leading petty officer may assist or, in some cases conduct the investigation, the safety officer will have the major role in reviewing mishap reports for adequacy, thoroughness, and most cirtical of all, to see that corrective measures are identified and implemented. The situation may arise, particularly in the case of civilian employees, where the supervisor's participation in the safety investigation would inhibit appropriate disciplinary action being taken because of the privileged nature of mishap investigations. In these cases the activity safety office should be tasked to conduct the safety investigation. Regardless of whom actually performs the investigation, the supervisor/leading petty officer shall be informed of the findings. This information will be used only for future mishap prevention efforts. The investigator must complete a written report with firm, factual findings and recommendations for specific corrective action to be taken to prevent recurrence.

b. All mishaps meeting the reportable criteria in Chapters 3 through 6 and 8 shall be reported directly to Commander, Naval Safety Center, using the appropriate message format. The notation, "LIMITED USE SAFETY MISHAP REPORT," or "GENERAL USE SAFETY MISHAP REPORT," will be placed at the beginning of the message.

206. RELEASE OF MISHAP INFORMATION

a. General. All mishap reports are FOR OFFICIAL USE ONLY. Mishap investigation reports or information contained therein will be used only for mishap prevention purposes. They will not be used in making any determination affecting the interest of an individual in a mishap. Specifically, they will not be used as evidence or to obtain evidence in determining misconduct or line of duty status, or in connection with any punitive or administrative action taken by the Department of the Navy. They shall not be released to any organization or person not requiring such information for official safety purposes except to the extent required by law or court order.

b. Release by an Individual Having Knowledge of Mishap Investigation Reports. Any individual having knowledge of the content of a Mishap Investigation Report is prohibited from release of that information, except per this instruction. Personnel who desire or are requested to release official mishap information in litigation must comply fully with DOD Directive 5405.2 of 23 July 1985, Release of Official Information in Litigation and Testimony of DOD Personnel as Witnesses, and SECNAVINST 5820.8.

c. Release to Other U. S. Military Services. Exchange of mishap information among the military services shall be limited to the respective safety centers, and shall be controlled to prevent compromise of privileged information.

d. Release to the News Media. Mishap information and photographs released to news media may be based on the factual information contained in Mishap Investigation Reports, but shall not include or show:

(1) Mishap responsibility on the part of any person or command.

(2) Failure of equipment or facilities.

(3) Statements that tend to indicate liability of the Government or persons for the mishap.

(4) Classified information.

(5) Cause factors of mishaps.

This policy supplements Department of the Navy Public Affairs Regulations (SECNAVINST 5720.44A). In news releases in particular, it is essential to preserve the privileged status of limited use safety mishap investigation reports.

e. Release Based on the Privacy Act of 1974. Limited Use Safety Mishap Investigation Reports or information extracted from these reports shall not be maintained in a Privacy Act system of records from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to an individual. Commands receiving requests for information which may be maintained in a system of records as defined by the Privacy Act in SECNAVINST 5211.5C shall promptly notify Commander, Naval Safety Center.

f. Release Based on Occupational Safety and Health Act (OSHA) or Department of Labor Regulations. Requests for information that indicate expressly or implicitly that they are being made in accordance with OSHA or Department of Labor regulations shall be forwarded to the Commander, Naval Safety Center.

g. Release Based on the Freedom of Information Act. Requests for information that indicate either expressly or by clear implication that they are being made under the Freedom of Information Act shall be forwarded to the Commander, Naval Safety Center.

h. Release to the Congress. Requests for information from the Congress, its committees, or members shall be forwarded to the Office of Legislative Affairs per SECNAVINST 5730.5G.

i. Release to Relatives of Persons Involved in Mishaps. Notification to relatives of persons involved in mishaps will be done as prescribed by the Naval Military Personnel Manual (MILPERSMAN) or the Marine Corps Casualty Procedures Manual. The information released shall make no reference to any cause factors of a mishap, and classified information will not be provided. Mishap Investigation Reports will not be shown or given to next of kin or representatives of the next of kin.

j. Subpoenas for Mishap Information. Subpoenas for mishap information for use in civil or military criminal proceedings, anticipated litigation, or in administrative claims against the Government shall be referred to the Judge Advocate General, Department of the Navy, per SECNAVINST 5820.8.

k. Release to Technical Representatives and Contractors. Requests for mishap information from technical representatives, manufacturers, and contractors or their agents shall be forwarded to the Commander, Naval Safety Center. Endorsements shall certify whether or not the requested information is legitimately required for safety purposes regarding product design or improvement. Information shall be furnished with the complete understanding that it will be used ONLY for safety, and shall not be further released by the requester.

l. Release of Navy, Marine Corps, and Other Department of the Navy Activities. Requests for mishap information from Navy, Marine Corps, and other Department of the Navy activities shall be forwarded to the Commander, Naval Safety Center.

m. Release to Foreign Nations. Requests for information from foreign nations shall be forwarded to the Chief of Naval Operations (OP-622).

n. Unspecified Cases. In cases of requests for information not specified above, the requests shall be forwarded to the Commander, Naval Safety Center.

207. MISHAP INVESTIGATION REPORT REVIEW

a. The Naval Safety Center will provide a repository for all mishap investigation reports and conduct a review of all mishap reports to:

(1) Ensure adequacy of information to provide a reasonable picture of the mishap.

(2) Ensure that any local corrective action indicated is both appropriate and adequate to the incident.

(3) Consider the applicability of the included hazards to other commands for possible dissemination.

(4) Select those mishaps that should be identified for management review based on the severity of the mishap.

b. Management Review. The Naval Safety Center will provide for the review of mishap reports by appropriate levels of management where the severity of significance of the mishap warrants. Available information concerning the mishap and associated information from all sources will be provided to the appropriate manager for consideration and recommendation. Recommended actions will be provided when appropriate.

c. Corrective Action Management. The Naval Safety Center will maintain current status information on significant recommendations for corrective action in safety and mishap prevention matters, and initiate recommendations for corrective actions to competent authority.

208. FLOW CHART. The "Mishap Report Pathfinder" (Appendix H) may be consulted to determine reporting/recording requirements.

PRIVACY ACT STATEMENT FOR
LIMITED USE SAFETY MISHAP INVESTIGATION REPORT

1. Authority: 10 U.S.C. 5031

2. Principal Purpose: To improve equipment design, safety and warning devices, operating and maintenance procedures and training, administrative and engineering controls, and personnel protective devices to prevent or reduce to a minimum the accidental loss of Navy personnel and material.

3. Routine Use(s): The information being requested will be used by officials and employees of the Naval Safety Center and those officials of the DOD to prevent mishaps and to promote and monitor safety/safety programs. Collective or individual mishap reports form the basis for safety advisories to the fleet, media material for safety publications, and for specific recommendations in the areas of human factors and equipment design to higher authority to prevent mishaps.

4. Mandatory or Voluntary Disclosure: The information being requested is voluntary, however, failure to provide the requested information will diminish the overall understanding of the causes of the mishap.

ADVICE TO WITNESS

I understand that:

a. I have been requested to voluntarily provide information to a board conducting an investigation of a naval mishap.

b. I am not being requested to provide a statement under oath or affirmation.

c. All information provided by me will be used ONLY for safety purposes.

d. 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 the responsibility of myself or 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 libility of the government for property damage caused by a mishap.

(6) As evidence before administrative boards or bodies.

Fig. 2-1

(7) In any 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.

e. We will attempt to maintain the confidentiality of your statement.

Fig. 2-1

PRIVACY ACT STATEMENT FOR
GENERAL USE SAFETY MISHAP INVESTIGATION REPORT

1. Authority: 10 U.S.C. 5031

2. Principal Purpose: To improve equipment design, safety and warning devices, operating and maintenance procedures and training, administrative and engineering controls, and personnel protective devices to prevent or reduce to a minimum the accidental loss of Navy personnel and material.

3. Routine Use(s): The information being requested will be used by officials and employees of the Naval Safety Center and those officials of the DOD to prevent mishaps and to promote and monitor safety/safety programs. Collective or individual mishap reports form the basis for safety advisories to the fleet, media material for safety publications, and for specific recommendations in the areas of human factors and equipment design to higher authority to prevent mishaps.

4. Mandatory or Voluntary Disclosure: The information being requested is voluntary, however, failure to provide the requested information will diminish the overall understanding of the causes of the mishap.

ADVICE TO WITNESS

I understand that:

a. I have been requested to voluntarily provide information to a board conducting an investigation of a naval mishap.

b. I am not being requested to provide a statement under oath or affirmation.

c. Within DOD all information provided by me will be used only for safety purposes. It is further understood, however, that the information contained in this report may be released in response to a Freedom of Information Act request or under the Occupational Safety and Health Program or Department of Labor regulations.

d. The information provided by me shall NOT be used:

(1) As evidence or to obtain evidence in determining misconduct or line of duty status of killed or injured personnel.

(2) As evidence to determine the responsibility of myself or other personnel from the standpoint of discipline.

(3) As evidence to assert affirmative claims on behalf of the government.

(4) As evidence before administrative boards of bodies.

Fig. 2-2

(5) In any punitive or administrative action taken by the Department of the Navy.

(6) As evidence to determine the liability of the Government for property damages caused by a mishap.

e. We will attempt to maintain the confidentiality of your statement.

Fig. 2-2

Chapter 3
PERSONNEL INJURY/DEATH/OCCUPATIONAL ILLNESS REPORTING PROCEDURES
REPORT SYMBOL OPNAV 5102-1 (PID)

301. REPORTABLE INJURY/FATALITY/OCCUPATIONAL ILLNESS

a. Basic. Any injury, fatality, or occupational illness which results in one or more of the following shall be investigated and reported per this instruction.

(1) Fatality

(2) Lost Workday Case is a lost time case which prevents a military person from performing regularly established duty or work for a period of 24 hours or more, subsequent to 2400 on the day of injury or onset of illness; or causes a civilian employee to miss work for a full shift on any day subsequent to the day of injury or onset of illness.

(3) Man Overboard. All cases.

(4) Electric Shock. All cases afloat; any case ashore resulting in medical treatment or attention and any case ashore resulting from equipment design deficiency.

(5) Chemical or Toxic Exposure or Oxygen Deficiency. All cases requiring medical examination or attention.

(6) Termination of Training. Any student mishap at a training command that results in termination of training shall be reported by the training command. (A

b. Other

(1) Fatalities and Lost Workday Injuries which result from Explosive Mishaps - Chapter 5.

(2) Fatalities and Lost Workday Injuries which result from Motor Vehicle Mishaps - Chapter 6.

(3) Fatalities and Lost Workday Injuries which result from Diving Mishaps - Chapter 8.

FOR MILITARY PERSONNEL, THE ABOVE CATEGORIES ARE REPORTABLE FOR EITHER ON-DUTY OR OFF-DUTY MISHAPS. FOR CIVILIAN PERSONNEL, THE ABOVE CATEGORIES ARE LIMITED TO OCCUPATIONALLY RELATED MISHAPS. THE NUMBER OF LOST WORKDAYS DOES NOT INCLUDE THE DAY OF INJURY OR ONSET OF ILLNESS, OR ANY DAYS WHICH THE PERSON WAS NOT SCHEDULED TO WORK; E.G., SATURDAYS, SUNDAYS, OR HOLIDAYS.

(NOTE: RECREATIONAL DIVING MISHAPS INVOLVING HYPERBARIC TREATMENT ARE REPORTABLE PER CHAPTER 8.)

c. U.S. Marine Corps/U.S. Marine Corps Reserve Personnel. Cases of injury or fatality which meet the criteria of paragraph 301a are reportable under the following conditions:

(1) Those sustained in an aircraft mishap shall be reported per paragraph 301g(1) by the appropriate USMC commanding officer or officer in charge.

(2) Those sustained while embarked in a Navy or Military Sealift Command vessel (e.g., embarked landing force) shall be reported per this instruction by the commanding officer or master of the vessel in which embarked. Those reports shall be in addition to any reports required by Marine Corps regulations.

d. Navy Personnel Assigned to Other DOD Components. To avoid duplicate reporting of Navy military personnel regularly assigned to another DOD component, injuries and occupational illnesses shall be reported by the organization of assignment rather than the parent Navy command.

e. Contractor Mishaps. Mishaps caused by contractor operations that result in reportable injury or occupational illness to military or on-duty civilian personnel shall be reported per this chapter by the Navy activity to which the injured is locally assigned.

f. Special Cases. A mishap causing injury or death to any person, including Navy military dependents, not otherwise defined which occurs because of Navy operations on or off a Navy installation or aboard ship is reportable under this instruction.

g. Exceptions

R) (1) Aircraft Mishaps. All injuries that result in at least one lost workday and occur while personnel (civilian or military) are directly involved (working in or on, boarding, running into, etc.) with aircraft assigned to an operational unit are reportable as a ground or flight related mishap under OPNAVINST 3750.6Q (NOTAL). Unit aviation safety officers can assist in the determination.

(2) Other Exceptions. The following occurrences are not reportable under this instruction but are reportable as appropriate in the case of military personnel under MILPERSMAN 4210100 and in the case of on-duty civilian deaths under CMMI 790:

(a) Adverse medical reactions resulting directly from the use of medications.

(b) Injuries sustained prior to employment or preexisting disorders unless specifically aggravated by current employment.

(c) Poisoning caused by specific organisms or toxins identified by competent medical authority as Class 1 infective or parasitic diseases.

(d) Hospitalization for observation or administrative reasons not related to the immediate injury.

(e) Attempted or consummated suicide or intentionally self-inflicted injuries. (Except in cases of deliberate man overboard.)

(f) Injuries or death caused by attempted or consummated homicide.

(g) Injuries or death resulting from altercations, attack, or assault incurred in the performance of official duties where an attack or assault would not be a felony; such as, a nurse assaulted by a patient in a mental institution.

(h) Injuries that result from: (R

1. Preexisting musculoskeletal disorders; or

2. Minimum stress and strain (simple, natural nonviolent body positions or actions as in dressing, sleeping, coughing, or sneezing). They are injuries unrelated to accident-producing agents or environments normally associated with active participation in daily work or recreation.

(i) Injuries or fatalities to persons in the act of escaping from or eluding military or civilian custody or arrest.

(j) Death caused by natural causes as determined by competent medical authority to be unrelated to the work environment.

(k) Injuries or deaths resulting from off-duty assaults.

302. REPORTING PROCEDURES

a. Responsibility. The commanding officer, officer in charge, or master of ships or shore activities shall require the investigation and reporting of all reportable injuries, fatalities, and occupational illnesses occurring within their command or involving personnel attached to their command. When a person is injured or killed at a location remote from his or her parent command, the naval activity nearest the scene will notify the parent command involved and will investigate and report the mishap using this instruction unless relieved of this responsibility by the parent command or higher authority. The final responsibility for ensuring that the report is submitted rests with the parent command.

b. Submission of Reports

(1) General. Reports are to be unclassified and marked FOR OFFICIAL USE ONLY, unless classified information is included. See SECNAVINST 5720.42D for the proper marking and release of FOR OFFICIAL USE ONLY documents. Classified information shall be included only when essential to determination of cause factors, or otherwise necessary to understand the circumstances of the mishap.

(2) Mishap Reports

(a) The message format of Appendix A is to be used for all reports of personnel injury or death investigations conducted in accordance with this chapter. Since that is the same format as that used to report material (property) damage investigation reports, it may be
R) necessary to omit some sections. A NAVGRAM or letter using the message format may also be submitted. Regardless of how they are sent, reports must be released to the Naval
A) Safety Center within 20 calendar days. Use of a NAVGRAM to submit routine mishap reports is highly recommended.

A) (b) Mishap Severity Class A and B. Reporting activities shall include their chain of command as information addressees on mishaps meeting the reporting threshold for a Class A or B mishap. Information

addressees shall ensure the information in the reports is used for mishap prevention efforts as discussed in paragraph 201a(1). Requests for release of mishap information will be handled in accordance with paragraph 206.

(3) Priority Message Reports. A priority message report must be made within 24 hours to the Chief of Naval Operations (CNO) (OP-45) and the Naval Safety Center with information copies to chain of command addressees, when (R
any of the following occurs:

(a) Any occupational (on-duty) mishap which is fatal to one or more Navy personnel up to six months after date of occurrence.

(b) Any occupational (on-duty) mishap which results in the inpatient hospitalization of five or more Navy personnel.

(c) Any occupational (on-duty) mishap involving both Navy and non-Navy personnel which results in the inpatient hospitalization of five or more personnel.

The format for Appendix A shall be used to provide available information. As a minimum, the date/time of mishap, name and location of activity personnel involved, description of evolution/operation, and description of the mishap shall be furnished. Submission of the priority message report does not relieve the experiencing activity from submitting a Personnel Injury/Death Report in accordance with this instruction.

(4) Additional Information. If additional information becomes available, a follow-up report should be submitted referencing the LOCAL TIME AND DATE OF MISHAP and (R
NAME of injured/dead person (ALPHA 3 and CHARLIE 1) on original PID report. The Commander, Naval Safety Center may also request additional information when needed.

c. Related Report. Material (Property) Damage Report - When a mishap involves both injury or death, and property damage, submit one consolidated report in accordance with Appendix A, complete with Section Bravo filled in.

Chapter 4
MATERIAL (PROPERTY) DAMAGE MISHAP REPORTING PROCEDURES
REPORT SYMBOL OPNAV 5102-2 (MPD)

401. REPORTABLE MISHAPS

a. General. All cases of material (property) damage involving a repair or replacement cost of $10,000 or more as a result of a mishap will be investigated and reported per this instruction. Cost of repair or replacement includes cost of labor, and all DOD man-hours will be computed at $16 per hour for that purpose. Examples of reportable mishaps are those involving the improper operation or maintenance of equipment, improper deck seamanship or cargo handling, and equipment casualties caused by electrical faults. Damage to small craft assigned to an activity is also reportable.

b. Special Cases for Forces Afloat. All cases of the following types of mishaps will be investigated in accordance with this instruction and reported, regardless of the cost involved:

(1) Fire. All cases except small trash or similar fires in which no personnel are injured and material damage is limited to the container in which the fire originated.

(2) Flooding (R

(3) Collision. In some cases of collisions involving only U.S. Navy or Military Sealift Command ships or craft, separate reports are required from each unit involved. In all other collisions, the report will include a separate estimate of the damage to the other ship, craft, or object.

(4) Grounding (R

(5) Explosion. See Chapter 5 for additional instructions for explosions involving ordnance material.

c. Contractor Mishaps. Mishaps caused by contractor operations that result in reportable property damage shall be reported per this chapter by the Navy activity having custody of the property.

d. Exceptions

(1) Material (property) damage associated with the specific events listed in paragraph 105a of this instruction are not reportable per this instruction. They are reportable per the applicable instructions cited in paragraph 105a.

(2) Fires at naval shore activities are reported under OPNAVINST 11320.25B (NOTAL) and not per this instruction. However, all injuries and deaths associated with these fires are to be reported per Chapter 3 of this instruction.

(3) Explosive mishap reporting procedures are contained in Chapter 5 of this instruction.

(4) Motor Vehicle mishap reporting procedures are contained in Chapter 6 of this instruction.

(5) Property damage as a result of vandalism, riots, civil disorders, or felonious acts, such as arson, sabotage, or terrorist acts.

402. REPORTING PROCEDURES

a. Responsibility. The commanding officer, officer in charge, or master shall require the investigation and reporting of all reportable mishaps occurring within the command.

b. Submission of Reports

(1) General. Reports are to be unclassified and marked FOR OFFICIAL USE ONLY, unless classified information is included. See SECNAVINST 5720.42D for the proper marking and release of FOR OFFICIAL USE ONLY documents.

(2) Mishap Reports. The message format of Appendix A is to be used for all reports of material (property) damage investigations conducted per this chapter. Since it is the same format as that used to report personnel injury, death, or occupational illness, it may be necessary
R) to omit some sections. A NAVGRAM or letter using the message format may also be submitted. Regardless of how they are sent, mishap reports must be released to the Naval Safety Center within 20 calendar days for all mishaps.
A) Use of a NAVGRAM to submit routine mishap reports is highly recommended.

(3) Priority Message/Reports. When the cost of a material (property) damage mishap is $1,000,000 or greater, a priority Material Property Damage message report must be submitted within 48 hours. That report may be submitted by telephone. NAVSAFECEN telephone numbers are: AUTOVON 564-7040 or Commercial (804) 444-7040 (working hours); and AUTOVON 564-2929 or Commercial (804) 444-2929 (non-working
R) hours). If other directives (e.g., OPNAVINST 3100.6E

(NOTAL), MILPERSMAN, NWP-7 (NOTAL), etc.) require message reports in the case of material damage, NAVSAFECEN shall also be made an information addressee as provided in those directives. That will satisfy the requirement for the initial priority report. The submission of an OPREP-3 or a CASREP does not relieve the experiencing activity from submitting a Material (Property) Damage Report per this instruction.

(4) Additional Information. If additional information becomes available, a follow-up report should be submitted referencing the LOCAL TIME AND DATE OF MISHAP (ALPHA 3) on original MPD report. The Commander, Naval Safety Center may also request additional information when needed. (R

c. Related Reports - Personnel Injury/Death/Occupational Illness, Report Symbol OPNAV 5102-1 (PID). See Chapter 3 for instructions on reporting personnel injury/death/occupational illness. When a mishap involves both injury or death and reportable material damage, only one consolidated report need be submitted.

Chapter 5
EXPLOSIVE MISHAP OR CONVENTIONAL ORDNANCE DEFICIENCY REPORTING PROCEDURES
REPORT SYMBOL DD-FM&P(AR) 1020(5102)
(MIN: CONSIDERED)

(A

501. GENERAL

a. This chapter provides guidance for the reporting of explosive mishaps and conventional ordnance deficiencies. (R

b. This chapter also covers the exchange of information among DOD components as required by reference (g). The information includes reports of accidents, incidents, and any other safety related occurrences during the Research, Development, Test and Engineering Phase, or Production Phase that could adversely affect the Production Base. A Production Base is defined as a DOD activity or contractor that manufactures or produces explosive items, i.e., Weapons Stations, Ordnance Stations or laboratories. (A

c. There is a high potential for mishaps involving explosives; therefore, the requirements for reporting explosive mishaps are more stringent than for other kinds of mishaps. This chapter establishes the requirements and procedures for reporting all mishaps and deficiencys involving non-nuclear explosives and chemical agents.

d. The Joint Data Bank for incidents affecting the Production Base is maintained by the U.S. Army Materiel Command Field Safety Activity (AMCFSA). (A

502. DEFINITIONS

a. Explosive Mishaps. An explosive incident or dangerous defect involving an explosive system or launch device, which results in a detonation, deflagration, burning, inadvertent jettison or release of ordnance material resulting in damage, death or injury. (A

b. Conventional Ordnance Discrepancy. A recognized malfunction or defect of an explosive/weapon system, launch device, which if not corrected could result in injury to personnel, an explosive mishap, damage to or loss of facilities or equipment. (A

c. Explosive Material. A chemical, or a mixture of chemicals, which undergoes a rapid chemical change (with or without an outside supply of oxygen) liberating large quantities of energy in the form of blast, light, and/or hot gases. Incendiary materials and certain fuels and oxidizers

which can be made to undergo a similar chemical change are also considered explosive materials. Examples of explosive materials include:

(1) Explosives. TNT, Compositions, Explosive D, Tetryl, Fulminate of Mercury, Black Powder, Smokeless Powder, Rocket and Missile Propellant.

(2) Fuels and Oxidizers. OTTO Fuel, Mixed Amine Fuel, Inhibited Red Fuming Nitric Acid, Ethylene Oxide, etc.

(3) Incendiaries. Napalm, Magnesium, Thermite, Pyrotechnics, etc.

d. Explosive Systems. A weapon, device, or tool using explosive materials. For the purpose of this instruction, an explosive system also includes its components and the operationally adjacent mechanisms. Examples of explosive systems are: projectiles, bombs, missiles, rockets, targets using explosive material, mines, torpedoes, grenades, charges, rounds, CADs, explosively operated stud drivers, flares, and smoke grenades.

e. Chemical Agent. A chemical compound intended for use in military operations, to kill, seriously injure, or incapacitate persons through its chemical properties. Excluded are riot control agents, chemical herbicides, smoke and flames, pesticides, and industrial chemicals unrelated to chemical warfare purposes.

503. EXPLOSIVE MISHAPS

R) a. Reportable. The following events are reportable using the format in Appendix B. Use "Explosive Mishap Report" in the subject line.

R) (1) Detonation/Deflagration/Burning. An unintentional or inadvertent initiation, explosion or reaction of an explosive material, component or system.

R) (2) Inadvertent Launch. An unintentional or inadvertent release, jettisoning, or launching of a weapon, weapon pod, etc.

D)
R) (3) Dangerous Defects. An observed defect in an explosive system such as ruptures of explosive containers, protruding primers, exudation, or cracked grains, etc.

D)
A) (4) Inadvertent Arming. The unintentional or inadvertent arming of an explosive component or weapon.

(5) Other (D

(a) A projectile, missile, rocket, etc., that impacts off-range.

(b) Injury which meets the definition of a lost time case as defined in paragraph 301a(2). (A

(D

(6) Chemical Agent Release. Any unintentional or uncontrolled release of a chemical agent when:

(a) Damage occurs to property from contamination, or costs are incurred for decontamination.

(b) Individuals exhibit physiological symptoms of agent exposure.

(c) The agent quantity released to the atmosphere is such that a serious potential for exposure is created.

503.1 CONVENTIONAL ORDNANCE DEFICIENCY (A

a. Reportable. The following events are reportable as conventional ordnance deficiencies using the format in Appendix B. Use "Conventional Ordnance Deficiency Report" in the subject line.

(1) Malfunctions. The failure of an explosive component or weapon to function in the manner in which designed; such as failure to launch, premature reactions, duds, etc. (A

(2) Improper Handling. Incidents involving human error and/or supporting equipment malfunction involving explosive materials, components, or weapons, during any part of its logistic cycle, resulting in a dropped or damaged item. Ensure that a Personnel Error is identified as "Discovered" (mishap not caused by the reporting activity, i.e., damaged caused by another but not discovered until inspection, test, etc., at reporting activity) or "Induced" (error caused in some manner at the reporting activity) in Appendix B narrative. (A

(3) Observed Defect. An observed defect to a weapon/weapon system which does not meet criteria of a dangerous defect; such as dented containers, cracked missile/warheads, incorrect packaging, etc. Ensure that the observed defect is identified as "Discovered" (mishap not caused by the reporting activity, i.e., damage caused by another but (A

not discovered until inspection, test, etc., at reporting activity) or "Induced" (Defect caused in some manner at the reporting activity) in Appendix B narrative.

A) (4) Personnel Error. Human errors in processing, assembling, testing, loading, storing, transporting, etc. It includes the misuse or unauthorized alteration of an explosive system, as well as the loss or abandonment of an explosive system which could cause a potential hazard to untrained personnel. Ensure that an Personnel Error is identified as "Discovered" (mishap not caused by the reporting activity, i.e., damage caused by another but not discovered until inspection, test, etc., at reporting activity) or "Induced" (error caused in some manner at the reporting activity) in Appendix B narrative.

A) (5) Other

A) (a) An event which except for chance, would have been an explosive mishap.

A) (b) Any failure or malfunction of, or damage to a launch device or associated hardware resulting in a hazardous condition when dummy, exercise or explosive material is being handled or otherwise manipulated.

A) (c) Unusual or unexpected occurrences, unnatural phenomena, unfavorable environments, or instances of equipment failure which may damage or affect safety of an explosive material or system. (It includes HERO sensitive explosive systems exposed to RADHAZ environments.)

A) (d) The failure of a missile or explosive system to test, calibrate, or otherwise meet preloading or prelaunch requirements, i.e., failure of BIT.

A) (e) The potential for personnel injury exists from a malfunction, improper handling, etc.

A) (d) Use of Explosive Ordnance Disposal (EOD) services when military explosives are involved for other than routine disposal of explosives.

A) b. Exceptions

A) (1) OPNAVINST 8600.2A (NOTAL). (Naval Airborne Weapons Maintenance Program). Mishaps or discrepancies occurring during airborne weapon systems and equipment operations, including armament supporting equipment (any

equipment which is used in the loading/unloading of an explosive system or launch device on an aircraft), will be reported as prescribed by OPNAVINST 8600.2A (NOTAL) and not this instruction.

NOTE: Mishaps or discrepancies involving weapons support equipment (any equipment or device used in the manufacture, test, assembly, handling, and transportation of any explosive system or launch device) will be reported under this instruction.

(2) OPNAVINST 3100.6E. Nuclear weapons mishaps and incidents are to be reported as prescribed by OPNAVINST 3100.6E (NOTAL) and JCS Publication 6 (NOTAL) and not per this instruction. (R

(3) Marine Corps Order 8025.1B (NOTAL). U.S. Marine Corps activities are exempt from reporting per this instruction if Report Symbol DN 8025-02 is submitted as prescribed by Marine Corps Order 8025.1B (NOTAL) which applies to Class V(W) ammunition. (R

(4) Common Carriers/Government Vehicles. Explosive mishaps which occur while an explosive material or system is in the hands of a common (commercial) carrier will be reported as prescribed by NAVSEA OP 2165, Volume I (NOTAL), and not this instruction. However, explosive mishaps involving transportation by common carrier/government motor vehicles or railroads which occur on board a naval installation require reporting by both NAVSEA OP 2165 and this instruction.

504. POST-MISHAP ACTION

a. The activity experiencing the mishap shall:

(1) Discontinue the use of the item, lot, or batch involved pending guidance from higher authority.

(2) Initiate the reporting procedure required by Chapter 2.

(3) Accurately and expeditiously respond to requests for additional information.

b. Depending on the severity of the explosive mishap or deficiency, appropriate action will be required by various other Navy commands and activities to assure that the actual cause has been identified and steps taken to assure that future similar mishaps do not occur. For example: (R

(1) NAVSAFECEN together with other activities may conduct a mishap investigation.

(2) Commander, Naval Sea Systems Command, Commander, Naval Air Systems Command, or Commandant, U.S. Marine Corps may designate all related explosive systems as unserviceable, direct follow-up tests and evaluation of various lots to identify defective hardware, or initiate procedural changes in the use of the weapon system.

R) (3) Ships Parts Control Center shall support the above command decisions regarding disposition and use of defective or questionable parts by issuing a Notice of Ammunition Reclassification (NAR).

R) (4) NAVSAFECEN will enter all relevant information into a computerized Data Bank.

505. REPORTING PROCEDURES

a. Responsibility. The commanding officer, officer in charge, or master shall require the investigation and reporting of all reportable explosive mishaps occurring within their command or involving personnel attached to their command.

(1) Special Cases. When a report under this instruction is required solely as the result of Explosive Ordnance Disposal service (paragraph 503a(6)(e)), the responsibility for submitting the report rests with the following in the order given:

(a) The Navy activity requesting EOD services;

(b) The Navy activity which has operational control of the EOD personnel rendering the service; or

(c) In cases not covered by (a) or (b) above, the EOD group to which the EOD personnel are permanently attached.

(d) If EOD units respond in an explosive mishap, ensure the appropriate EOD units are information addressees.

b. Submission of Reports

(1) General. Reports are to be unclassified (FOR OFFICIAL USE ONLY), unless inclusion of classified material is essential.

(2) Message Reports. A message report as described in Appendix B is required for all explosive mishaps. The report will be submitted in addition to any reports required by other directives (e.g., NWP-7 (NOTAL), MILPERSMAN, etc.).

(a) OPREP-3 Reports. When an explosive mishap meets the criteria for reporting under the OPREP-3 system, then the explosive mishap message report need not be initially submitted if the initial OPREP-3 report includes as much information as known and is submitted to the addressees shown in Appendix B. The remaining information required will be transmitted by the explosive mishap report within 24 hours. NOTE: The submission of an OPREP-3 report does not (R
alleviate the requirements for an explosive mishap report.

(b) CASREPS (Casualty Summary Reports). Reporting an explosive mishap as a CASREP does not relieve the experiencing activity from submitting the explosive mishap report per this instruction.

(c) Immediate Message/Telephone Report. A report will be made by immediate message and, when circumstances permit, by telephone within 24 hours, for all (R
reportable explosive mishaps in the following categories:

1. A fatality or inpatient hospitalization of five or more civilian or military personnel;

2. $200,000 or more material property (R
damage;

3. Production interruption which exceeds or will exceed 72 hours;

4. Significantly degraded operational capability;

5. Probable high public interest; or

6. Immediate danger exists at the activity involved or could exist at other activities.

NOTE: The telephone report shall be made to the following:

During normal working hours of the Washington DC area:
CNO (OP-410) - AUTOVON 225-7093 - Commercial (202) 695-7093
R) COMNAVSEASYSCOM (SEA-665) - AUTOVON 332-2080 - Commercial (703) 602-2080
COMNAVAIRSYSCOM (AIR-09E) - AUTOVON 222-1234 - Commercial (202) 692-1234
NAVSAFECEN (Code 43) - AUTOVON 564-3343 - Commercial (804) 444-3343 (24 hour recording)
(Only if action addressee on message report)

Outside of normal working hours of Washington, DC area:
CNO (Navy Department Duty Captain) - AUTOVON 225-0231 - Commercial (202) 695-0231
R) COMNAVSEASYSCOM (Watch Officer) - AUTOVON 332-7527 - Commercial (703) 602-7527
COMNAVAIRSYSCOM (Duty Officer) - AUTOVON 222-1666 - Commercial (202) 692-1666
NAVSAFECEN (Duty Officer) - AUTOVON 564-3520 - Commercial (804) 444-3520
(Only if action addressee on message report)

(d) Supplementary Reports shall be submitted as soon as the mishap investigation has been completed to provide information which was unknown at the time of submission of the initial report or to correct information submitted in the initial report. All supplementary reports shall be released within seven days of the initial report.
A) For Production Base, supplemental reports are required as soon as additional information becomes available.

R) (e) A routine explosive mishap message report will be submitted within 24 hours for all explosive mishaps in the following categories:

1. $10,000 or more property damage;

2. Production interruption exceeding 24 hours;

3. Individuals exhibiting physiological symptoms of agent exposure; or

4. An unintentional or uncontrolled release of chemical agent where the agent quantity released to the atmosphere is such that a serious potential from exposure is created; or

5. Injury which meets the definition of a lost time case as defined in paragraph 301a(2).

(f) A message report will be submitted within 20 calendar days for all other explosive mishaps or deficiencies. (R

(3) Reports to the Department of Defense Explosives Safety Board (DDESB). DOD Instruction 6055.7 of 10 April 1989 (NOTAL) requires each DOD component to submit reports to DDESB for mishap involving ammunition, explosives, and chemical agents and systems. In compliance, CNO (OP-410) is hereby designated the central Navy office responsible for assuring accomplishment of the required reporting and investigation, and the point of contact between DDESB and Navy activities in regard to those matters. (R

(4) Dissemination of Information. Each Navy/Marine Corps major command receiving ammunition accident and incident reports shall disseminate the data to appropriate personnel and tenants within their purview. A)

NOTE: Use of this report. For any questions on the use of this report, call the Naval Safety Center, Norfolk, VA, AUTOVON 564-3342; Commercial (804) 444-3342.

Chapter 6
MOTOR VEHICLE MISHAP REPORTING PROCEDURES
REPORT SYMBOL OPNAV 5102-4 (MV)

601. REPORTING REQUIREMENTS

a. Responsibility. The commanding officer, officer in charge, master of a ship or shore activity shall ensure (R
that an investigation is conducted in accordance with this instruction. When personnel are involved in a reportable motor vehicle mishap at a location remote from their duty station, the naval activity nearest the scene will notify the parent commands involved and, unless relieved by the latter or higher authority, will investigate and report the mishap as prescribed in this instruction.

b. Submission of Reports. Commands shall release motor vehicle mishap reports in the format contained in Appendix C by message, NAVGRAM, or letter to Commander, Naval Safety Center within 20 calendar days of a reportable mishap. Paragraph 603 defines a reportable mishap. Additionally, on-duty motor vehicle fatalities, or five or more persons in-patient hospitalized, must be reported by priority message or telephone, as discussed in paragraph 302b(3), in the format contained in Appendix C. Use of a NAVGRAM to submit routine (A
mishap reports is highly recommended.

602. DEFINITIONS

a. Government Motor Vehicle (GMV). A motor vehicle which is owned, leased, or rented by a DOD component member, (not individuals), primarily designed for highway use to transport cargo or personnel. (Under that definition, mopeds and all terrain vehicles (ATV's) are considered motor vehicles.) Any object such as a trailer being towed by a motor vehicle is considered a part of the vehicle, including such devices when detached while in motion or set in motion by a motor vehicle, e.g., pushing. Motor vehicle equipment designed primarily for off-the-highway operation such as tracked or half-tracked vehicles, forklifts, road graders, agricultural type wheeled tractors, and aircraft tugs are categorized as special purpose or combat vehicles according to their use and reportable as indicated in Chapters 3 and 4 of this instruction.

b. Private Motor Vehicle (PMV). Any motor vehicle not a GMV (as defined in 602a above), and primarily designed for highway use to transport cargo or personnel. (Under that definition, a MOPED is considered a motor vehicle.) Although not designed primarily for highway use operations, the following are included: ATVs, trail bikes, snowmobiles, dune or beach buggies, and similar vehicles.

Any object such as a trailer being towed by a motor vehicle is considered a part of the vehicle, including such devices when detached while in motion or set in motion by a motor vehicle, e.g., pushing.

603. REPORTABLE MOTOR VEHICLE MISHAPS

a. Government Motor Vehicle Mishap. A mishap involving the operation of a DOD motor vehicle involving collisions with other vehicles, pedestrians, or bicyclists when struck by a motor vehicle, or other objects; personal injury or property damage due to cargo shifting in a moving vehicle; personal injury in moving vehicles or by falling from moving vehicles; towing or pushing mishaps; and other injury or property damage when there is one or more of the following:

R) (1) At least $2,000 property damage.

(2) A fatality or lost time injury that meets the definition of paragraph 301a(2).

(3) A fatality or injury requiring treatment greater than first aid to non-DOD personnel.

b. Private Motor Vehicle Mishap. A traffic mishap regardless of the identity of the operator, which does not involve a GMV but results in a fatality or lost time injury that meets the definition of paragraph 301a(2) to military
R) personnel, or to on-duty DOD civilian personnel, or $2,000 damage to DOD property. Collisions involving pedestrians or bicyclists when struck by a motor vehicle, and other objects are to be included if reporting requirements are met.

c. Special Cases. A mishap causing injury or death to any other person not otherwise defined which occurs on a naval installation or as a result of DOD operations is reportable under this instruction.

d. Exceptions. The following mishaps, although reportable and accountable, are not considered motor vehicle mishaps. They are accountable under other ground categories and reported under the provisions of Chapters 3 and 4:

(1) Personal injuries that occur while loading or unloading, mounting or dismounting a motor vehicle which is not moving.

(2) Cargo directly damaged by weather.

(3) Damage to a properly parked DOD vehicle unless it is damaged by another DOD vehicle.

(4) Damage to a DOD motor vehicle resulting solely from natural phenomena.

(5) Damage to a DOD motor vehicle being handled as a commodity and not being operated under its own power.

(6) Damage to a DOD motor vehicle caused by objects thrown or propelled into it.

(7) Damage to a DOD motor vehicle by fire when no DOD motor vehicle mishap occurred.

Chapter 7
RECORDING OF OCCUPATIONAL INJURIES AND ILLNESSES OF NAVY PERSONNEL

701. RECORDING PROCEDURES (CIVILIAN). All Navy commands, offices and activities (less Marines Corps) having civilian personnel (Navy Federal Civilians, Navy Non-Appropriated Fund Civilians and Navy Foreign National Civilians) attached and a Unit Identification Code (UIC) per NAVCOMPT Manual Volume 2, Chapter 5 (NAVSO-P-1000-35) shall: (R

a. Maintain a log of occupational injuries and illnesses to provide a quick and current view of workplace safety and health throughout the activity. The format shown in Appendix F, or one with at least the same 12 data elements shall be used for the log. The log may be maintained in a computerized format. All on-duty mishaps involving Navy federal civilian personnel, Navy non-appropriated fund civilian personnel, and Navy foreign national civilian personnel are to be recorded. Within six working days after receiving information on a recordable occupational injury or illness, appropriate information concerning such injury or illness shall be entered on the log. For Navy civilian employees who are covered by the Federal Employees' Compensation Act (FECA), any occupational injury, illness or fatality reported on a Form CA-1, CA-2 or CA-6 to the Office of Workers' Compensation Programs (OWCP) shall also be recorded on the log. Similarly, for Navy civilian employees who are covered by the Longshoreman and Harbor Workers' Compensation Act, any mishap reported under that system shall also be recorded on the log. Compensation claims controverted or otherwise challenged by the activity shall be logged and treated as work-related until adjudication of the claim.

b. In addition to the log of occupational injuries and illnesses, each activity shall maintain a supplementary record for each occupational injury, illness or fatality entered on the log. The applicable compensation form may be used as the supplementary record. In those cases where the injured employee is not covered by FECA, the activity's local mishap report will suffice as the supplementary record. If an occupational injury or illness meets the reporting requirements of this instruction, a copy of the mishap report submitted to the Naval Safety Center shall be a part of the supplementary record. Retain logs and supplementary records for five years following the end of the fiscal year in which they relate.

Note: Activity safety managers shall coordinate with the Civilian Personnel Office (CPO) and/or Consolidated Civilian Personnel Office (CCPO) to ensure that they receive a copy of applicable compensation forms filed with the CPO or CCPO. Where compensation forms are used as supplementary records, copies shall be maintained in the safety and occupational health office.

c. Complete and forward a copy of Appendix I, "Quarterly Report of Navy Civilian Occupational Injuries and Illnesses," 20 days following the close of each quarter to:

Commander
Naval Safety Center (Code 50)
Naval Air Station
Norfolk, VA 23511-5796

The report is a summary of the information recorded on the Log of Navy Injuries and Occupational Illnesses and exposure data. The report must be submitted with population and total hours worked (exposure data) even though no occupational injury or illness is experienced during the
A) reporting period. Activities with an assigned UIC with 10 or less civilian personnel may be consolidated with their parent command. The consolidated report shall indicate all UICs represented in the report. Any change to quarterly reports should be accomplished by a complete resubmission of the report for the period concerned during the reporting year. The resubmission should be clearly marked, "Modified Report" and dated.

Note: No quarterly report is required for military personnel.

d. Each Navy activity having civilian personnel attached shall, on a fiscal year basis, compile an annual summary of occupational injuries and illnesses. The summary shall be based on the log of occupational injuries and illnesses. The summary shall be posted in a conspicuous space not later than 45 days after the close of the fiscal year and left in place for at least 30 days. The form in
A) Appendix I can be used for this purpose. Do not send a copy of the annual summary to the Naval Safety Center.

e. Quarterly All-Navy Listings. Thirty to 45 days after the end of a quarter, the Naval Safety Center produces a computer listing showing the quarterly report data and frequency rates for each activity by quarter for the year to
R) date. That listing also shows totals for Echelon II and III commands, and all-Navy totals. Frequency rates are computed on the basis of formulas in ANSI Z16-4 1977

"Uniform Recordkeeping for Occupational Injuries and Illnesses." The frequency rate is the number of cases per 200,000 work hours of exposure. (R

$$\text{Frequency} = \frac{\text{No. of recordable cases} \times 200{,}000}{\text{Total Hours Worked}}$$

(D

f. All-Navy Listing Distribution. The statistical listing referred to in paragraph 701e above is distributed to major commands for further dissemination to subordinate commands or other users as appropriate. Individual activities may also obtain those data by contacting the Naval Safety Center. (R

702. RECORDING PROCEDURES (MILITARY). Navy shore activities with military personnel attached shall maintain a log as described in paragraph 701a for military personnel, with on-duty and off-duty mishaps recorded separately. For forces afloat, the requirement of the log can be met by the safety officer maintaining a file of the Injury Report form depicted in Appendix A6-B of OPNAVINST 5100.19B - NAVOSH PROGRAM FOR FORCES AFLOAT.

Chapter 8
DIVING MISHAP/HYPERBARIC TREATMENT/DEATH REPORTING PROCEDURES
REPORT SYMBOL OPNAV 5102-5

801. REPORTABLE MISHAP/FATALITY/OCCUPATIONAL ILLNESS

a. Basic. Report any diving mishap which results in one or more of the following (per this instruction): (R

(1) Fatality-regardless of time between diving incident and death. (R

(2) Hyperbaric Treatment-recompression therapy conducted as a result of a diving mishap, or aviation bends.

(3) Any diving injury which results in a lost time case as defined in paragraph 301a(2).

(D

NOTE: FOR MILITARY PERSONNEL, THE ABOVE CATEGORIES ARE REPORTABLE FOR EITHER ON-DUTY OR OFF-DUTY MISHAPS. FOR GOVERNMENT CIVILIAN PERSONNEL, THE ABOVE CATEGORIES ARE LIMITED TO OCCUPATIONALLY RELATED MISHAPS. HUMANITARIAN CIVILIAN TREATMENTS ARE NOT REPORTABLE.

b. USMC/USMCR Personnel. These reports shall be in addition to any reports required by Marine Corps regulations. (R

c. Recreational Mishaps. Report recreational mishaps not involving hyperbaric treatment per Chapter 3. (A

802. REPORTING PROCEDURES

a. Responsibility

(1) The commanding officer or officer-in-charge shall ensure all diving mishaps are investigated and reported. Appendix B, Volumes 1 & 2, U.S. NAVY DIVING MANUAL, delineates investigation requirements. (R

(2) An autopsy is required for diving deaths. Advise servicing medical facility that the death was diving related. Forward autopsy results to the following address: (R

Marine Biopathology Branch
Armed Forces Institute of Pathology
Washington, DC 20012

(3) Equipment involved in diving fatalities will be impounded, sealed, and sent to the following address: (R

R) Naval Experimental Diving Unit
Panama City, FL 32407

A) (4) When the mishap occurs at a location remote from the parent command, the treating facility will report it. Notify the parent command as soon as possible. Ultimate responsibility for reporting lies with parent command.

b. Report

R) (1) Report fatalities or mishaps that require multiple treatments within 24 hours by priority message. Report all other mishaps by message, letter, or NAVGRAM. Use of a NAVGRAM to submit routine mishap reports is highly recommended.

R) (2) Use the format in Appendix D to report diving mishaps. Reports are to be unclassified to the maximum extent possible. Include classified information only when it is essential to determine cause.

R) (3) Report uneventful dives on OPNAV 3150/17, Diving Log.

Chapter 9
INJURY/ILLNESS TREATMENT
(CIVILIAN EMPLOYEES ONLY)

901. TREATMENT PROCEDURES. Employees must report immediately to their supervisor any occupational injury or illness. OPNAV 5100/9, Dispensary Permit (Appendix G-1), will be furnished by the supervisor to civilian employees who need treatment. Employees will not be permitted to visit the dispensary without having obtained the form, except where necessary to avoid delay in treatment to the detriment of an employee, the form may be completed after the patient has been removed to the dispensary. All cases of injury or occupational illness at work shall be recorded at the dispensary or medical department of the activity.
Note: The term "dispensary" and "medical officer" are used generically to denote the site and provider of medical treatment at Navy activities. Individual activities may use different terms.

902. INJURY REPORT CONTROL. OPNAV 5100/9 may be used by the Safety Office as a means of control to ensure the prompt receipt of information needed to investigate mishaps and to complete appropriate mishap reports for civilian employees. Other tracking systems may be used if they allow activity (A
safety offices to track dispensary visits. Regardless of the tracking system used, all injured civilian personnel must first report to the dispensary per paragraph 903f.

903. PREPARATION PROCEDURE. The following instructions regarding the preparation and disposition of Dispensary Permits, OPNAV 5100/9, shall be observed:

a. The supervisor shall complete the upper half of the Dispensary Permit in duplicate ensuring all blocks are completed.

b. The injured employee shall take both copies of the form to the dispensary.

c. The "Occupational-No" box is checked for personal illness cases only. If this block is checked, give further details under "Reason for Referral-Other."

d. Use of case number is optional with the activity.

e. Every effort should be made to determine whether or not an injury or physical disability is occupational before checking the "Questionable" block.

f. All personnel, except where necessary to avoid delay in treatment to the detriment of an employee, shall first report to the dispensary for administrative purposes. Those Navy civilians covered by the Federal Employees' Compensation Act who elect to be treated by a duly qualified local physician or hospital of their choice shall meet this requirement. In those cases, the medical officer will note "other" under degree of injury. Disposition of the employee will be determined by the medical officer. From that point on, the employee will use the forms required by the Office of Workers' Compensation Programs (OWCP), such as CA-1 "Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation," and CA-16 "Request for Examination and/or Treatment," provided to the employee, in most cases by the employee's supervisor. The medical officer shall fully complete lower portion of form including comments, findings and disposition on the Dispensary Permit. Whether treatment is rendered by the dispensary or a private physician/hospital, the dispensary shall forward the carbon copy to the safety office. The original of the Dispensary Permit shall be returned to the supervisor by the employee.

CHAPTER 10
THE SAFETY RECOMMENDATION - SAFEREC - PROGRAM

1001. Purpose. To formalize the Safety Recommendation (SAFEREC) Program and to provide guidance for the initiation, assignment, processing, progress reporting, and final disposition of corrective safety-related recommendations.

1002. Discussion

a. The purpose of the SAFEREC Program is to reduce accidental injury to Navy personnel and to reduce damage to Navy property. The day-to-day experiences of our men and women represent a large source of information which can be beneficial in elimination of hazards. Many such hazards require Navywide action and are therefore the subject of this instruction. SAFERECs thus submitted should have a broad application to material, equipment or personnel procedures. A SAFEREC can originate with any activity or person in the Navy. Recommendations by individuals can be made by SAFETYGRAM (OPNAV 5102/4) (Appendix E) or via the chain of command. Input should be made to the Naval Safety Center who will evaluate the recommendation and forward to the action authority as appropriate. The Naval Safety Center can also originate SAFERECs based on mishap/hazard reports and safety surveys. SAFERECs will normally be referred by the Naval Safety Center to either a SYSCOM, i.e. equipment design or maintenance techniques; to NMPC/CNET, i.e. manning or training needs; to warfare sponsors/Type Commanders, i.e. SHIPALT accomplishment/funding priorities; or to NAVMEDCOM, i.e. Industrial Hygiene/ Occupational Health. Also a SAFEREC may migrate to different activities as it moves from initial design to fleet or field installation. In the Naval Aviation Safety Program, the concept of the Safety Recommendation is embodied in reference (a).

b. For SAFERECs to be effective, it is vital that the final or concluding action be well-defined. A SAFEREC can typically involve one of the following types of recommendations:

(1) Personnel or Maintenance Procedure. Includes the development of new/revised training or PQS, operating procedures, personnel safety precautions; or new/revised maintenance procedures related to safety.

(2) Technical References or Specifications. Includes changes to basic requirements documents as follows: GENSPECS for ships or ship overhaul, NAVSHIPS Technical Manual, instructions, NWPs and similar documents.

(3) Off-the-Shelf System. Includes suggestions or recommendations to consider the use of an existing item, product or system readily available on the commercial market or in use by another service.

(4) Design Change to Existing Equipment/System. Includes specific engineering/design change or alteration to existing systems, subsystems, equipment, or components.

(5) New Equipment Development. Includes the development of a completely new system, subsystem, equipment or component.

1003. Role of the Naval Safety Center

a. Reference (e) charges the Naval Safety Center with monitoring safety throughout the Navy by various means including the conduct of safety surveys and safety investigations.

b. Under surveys and investigations, the Naval Safety Center is responsible to "investigate, analyze and recommend measures to eliminate hazardous conditions, equipment and practices." An outgrowth of the above responsibilities is the Naval Safety Center's Safety Recommendation (SAFEREC) Program of corrective measures to eliminate or control hazardous conditions, equipment and practices. This instruction affirms the applicability of the program throughout the Navy.

c. Four Naval Safety Center functional Directorates provide the major interface with SAFEREC originators and action authorities with respect to the first three types of SAFERECs as categorized in paragraph 1002b above:

(1) Surface Ship Safety Programs Directorate. All aspects of safety and occupational health as they pertain to the operation, training, maintenance and support of surface forces; additionally, includes the exercise of cognizance over safety aspects inherent in basic shipboard operations common throughout the Fleet, e.g., seamanship, replenishment, damage control, etc.

(2) Submarine Safety Programs Directorate. All aspects of safety and occupational health involved in the design, operations, maintenance, training and support of submarine, deep submergence systems and associated equipment; includes diving and salvage safety.

(3) Shore Safety Programs Directorate. All aspects of safety and occupational health as they pertain to the operation, training, maintenance and support of the shore establishment.

(4) Aviation Safety Programs Directorate. All aspects of safety and occupational health as they pertain to the operation, training, maintenance and support of naval aviation safety; includes flight and ground safety.

d. A fifth Naval Safety Center Directorate, the System Safety Programs Directorate, interfaces with respect to the last two types of SAFERECs; i.e., Engineering Change Proposals, SHIPALTs, etc., and development of completely new systems.

e. The Naval Safety Center will manage the SAFEREC Program as indicated in paragraph 1004b.

1004. Procedures

a. Navy Activities and Individuals. Submit safety hazards, problems, or ideas to the Naval Safety Center via Appendices A, E, or any other appropriate means.

b. Naval Safety Center

(1) Each functional Directorate is the evaluator and preparer for those SAFERECs in its area of responsibility. If the SAFEREC involves design changes or new systems, the functional Directorate will coordinate the overall effort with the System Safety Programs Directorate.

(2) Initiate SAFERECs as appropriate to an action authority based on fleet/field input, mishap reports, SAFETYGRAMs or safety survey results. Ensure that SAFERECs concisely state the problem and the recommended action. Assign a Risk Assessment Code based on reference (f). Provide a point of contact (Desk Manager). Liaison with appropriate program sponsors to determine if corrective action is already established. Provide a copy of the SAFEREC initiating letter to the appropriate primary program sponsor and to the originator.

(3) Provide a management system to assist in monitoring the progress of action being taken by action authorities. Keep warfare sponsors, FLTCINCs and TYCOMs advised of SAFEREC implementation status.

(4) Provide a continuous track of action authority progress from planning through eventual fleet/field installation/implementation. SAFERECs will be closed out when recommended action is complete.

(5) Provide a quarterly report to all initiators and their chain of command to keep them apprised of the progress. List new and closed-out SAFERECs.

c. Primary Program Sponsors (Action Authorities)

(1) Assign internal responsibilities for the due date and for the final or conclusive corrective action.

(2) Provide points of contact to NAVSAFECEN for progressing and technical discussion and keep points of contact current.

(3) Provide or cause to be provided to NAVSAFECEN copies of formal correspondence pertinent to evaluation or final corrective action.

(4) For all fiscal programming actions, where funding shortages preclude utilization of current fiscal year funds, reprogramming action and budget identity shall be established, along with milestone date(s) which will allow assessment of probability of fund receipt and continuation of effort.

(5) Provide or cause to be provided, telephone conversation input to NAVSAFECEN updating narrative SAFEREC Progress Reports.

(6) When delays in projected scheduled accomplishments are encountered, provide explanatory documentation to NAVSAFECEN.

d. The Assistant Chief of Naval Operations (Surface Warfare), the Assistant Chief of Naval Operations (Undersea Warfare), the Assistant Chief of Naval Operations (Air Warfare), and the Deputy Chief of Naval Operations (Logistics) shall establish internal procedures which:

(1) Provide guidance as appropriate on desired precedence of accomplishment and fiscal direction.

(2) Provide for regular review of those SAFERECs which come under their purview.

(3) Ensure that SAFEREC action authorities are progressing reasonably toward due dates or milestones.

(4) Entertain all reclama as to misdirected or assigned SAFERECs, validity of SAFERECs, and act as negotiator for any impasse between NAVSAFECEN and action authorities of SAFERECs.

APPENDIX A
SAMPLE MESSAGE/NAVGRAM
PID/MPD MISHAP REPORT (REPORT SYMBOL OPNAV 5102-1 (PID) OR OPNAV 5102-2 (MPD))

1. General

The format and content shown below is to be used for reporting personnel injuries/deaths and material (property) damage mishaps as described in Chapters 3 and 4. Submit as much of the information as is available. Submit supplementary reports as necessary to supply the missing information when available.

WHERE REQUESTED DATA DOES NOT APPLY OR IS NOT RELEVANT TO ANALYSIS OF THE MISHAP INSERT THE WORDS "NOT APPLICABLE."

2. Content and Format

(Precedence - normally ROUTINE. See paragraphs 302b(3) and 402c(3) when higher precedence is required.)

FROM: REPORTING ACTIVITY
TO: NAVSAFECEN NORFOLK VA//02/14/20/30/40/50/70/80/054// (R
INFO: AS DESIRED

UNCLAS //N05102// FOUO (Normally UNCLAS unless classified information must be included.)

SUBJ: PID REPORT - (REPORT SYMBOL OPNAV 5102-1) and/or MPD REPORT (REPORT SYMBOL OPNAV 5102-2)

MSGID/GENADMIN/MSG ORIG/SER NO./MONTH// (R

REFS: (If follow-up message, refer to prior message.) (R
FORMAT IN ACCORDANCE WITH GENADMIN PROCEDURES.

NARR/THIS IS A (LIMITED/GENERAL) USE SAFETY MISHAP REPORT TO BE USED ONLY FOR SAFETY PURPOSES PER OPNAVINST 5102.1C.// (R

RMKS/ALPHA: (R

1. UIC OF INJURED PERSON'S COMMAND OR REPORTING (R
ACTIVITY IF MPD

2. TYPE OF MISHAP (Flooding, fire, injury/death, equipment casualty, etc.)

3. LOCAL TIME AND DATE OF MISHAP

4. GEOGRAPHIC LOCATION (If classified, give general area) (afloat units only)

5. LOCATION WHERE MISHAP OCCURRED (If at duty station, give work center or description, e.g., torpedo room, main deck frame, base/station facility. If other, so indicate, e.g., at home, ball field, etc. Indicate if MWR facility.)

R) 6. EVOLUTION/JOB BEING PERFORMED AT TIME OF MISHAP (TYT, refit, ISE, Maintenance, UNREP, material handling production, leave/liberty, etc.) If at training command insert course identification number (CIN) only - do not provide evolution in those cases.

7. SHIP'S STATUS (Underway, anchored, submerged, dry-docked, etc. For mishaps ashore insert "not applicable".)

8. POINT OF CONTACT AND TELEPHONE NUMBER IF AVAILABLE

BRAVO:

1. EQUIPMENT DAMAGED OR DESTROYED BY THE MISHAP (Include EIC, TEC, or NSN if applicable; describe damage.)

2. ESTIMATED COST TO REPAIR OR REPLACE DOD PROPERTY (Provide a total cost including man-hours at $16 per hour plus cost of material and equipment.)

3. ESTIMATED COST OF NON-DOD PROPERTY DAMAGE

4. NUMBER OF REPORTING ACTIVITY OPERATING DAYS LOST

CHARLIE: REPORTABLE INJURIES

1. NAME/SSN/AGE/SEX (If more than one person involved, information in this section must be explicit as to which individual is being described. Repeat items 1 through 8 for each individual.)

2. RANK/DESIGNATOR/RATE/GRADE, JOB AND EMPLOYMENT STATUS (For employment status specify USN, USNR, Navy Federal Civilian, Navy Non-Appropriated Fund Civilian, Navy Foreign National Civilian, etc.)

3. DUTY STATUS (On- or off-duty.)

R) 4. SPECIFIC JOB OR ACTIVITY INDIVIDUAL ENGAGED IN AT TIME OF MISHAP (PMS, PFT, training, watchstanding, football, woodworking, material handling, etc.)

5. NUMBER OF MONTHS EXPERIENCE AT THE JOB OR ACTIVITY (The experience the person possessed for the activity engaged in. If boating or swimming mishap, indicate swimmer qualification and applicable training courses, i.e., Safe Boating).

6. MEDICAL DIAGNOSIS (Include parts of body and type of injury. For occupational illnesses specify the type as outlined in the note below.)

7. FATALITY OR EXTENT OF INJURIES OR OCCUPATIONAL ILLNESSES (Specify fatality, missing, permanent total disability, permanent partial disability, or no disability likely).

8. ESTIMATE OF LOST TIME

A. TOTAL LOST TIME (IN DAYS) AWAY FROM JOB

B. DAYS ACTUALLY HOSPITALIZED

DELTA:

1. GENERAL CAUSE(S) OF MISHAP (Personnel error, supervisory error, material failure, environmental extremes, inadequate procedure/precaution.) (R

2. IMMEDIATE OR DIRECT CAUSE(S) OF MISHAP (Using defective/incorrect tools; working without safety guard; repairing equipment while energized; horseplay; assuming unsafe posture; violating safe sport practices; equipment malfunctions; uneven, slippery walking/recreation surfaces; warnings not posted; inadequate illumination; rough water; hazardous atmosphere; unsafe act; unsafe condition; other. Cite safety standard or regulation violated as appropriate. If material or equipment failure, cite NSN or EIC.)

3. IF PERSONNEL ERROR, STATE CONTRIBUTING CAUSE(S) (Distraction/inattention, inadequate supervision, fatigue, haste, improper attitude/motivation, inexperience, lack of skill, inadequate physical conditioning, anger, alcohol/drugs. If alcohol/drugs involved indicate blood alcohol/drug content when available.) (R

4. IF UNSAFE CONDITION, STATE CONTRIBUTING CAUSE(S) (Poor housekeeping, insufficient maintenance, defective design, overloaded boat, other-specify.)

5. PERSONAL PROTECTIVE EQUIPMENT/CLOTHING (Specify whether required, available, used, adequate, effective, misused, improper type, failed or not a factor.) (R

ECHO: NARRATIVE

1. CHAIN OF EVENTS LEADING UP TO, THROUGH AND SUBSEQUENT TO MISHAP (Elaborate with remarks so that the who, where, and how of the mishap are known. Be specific as to locations within the activity either afloat or ashore. If fire, give class (A, B, C, D), source, and how extinguished (water, fog, CO2 PKP, AFFF, Halon, protein form, other specify). If flooding, give source and how dewatered (installed eductor system, portable eductor, submersible pump, P-250, other-specify). If collision, give estimate of damage and identification of other ship or structure. If
A) chemical or toxic exposure, attempt to identify the chemical or material involved. If heavy weather, give latitude/ longitude. Elaborate with remarks on any item.)

2. CORRECTIVE ACTION/LESSON LEARNED OR RECOMMENDATIONS
End of message.//

APPENDIX B
SAMPLE MESSAGE
EXPLOSIVE MISHAP REPORT OR CONVENTIONAL ORDNANCE DISCREPANCY (REPORT SYMBOL DD-FM&P(AR) 1020(5102) (R

1. General

The following format and content is to be used for reporting explosive mishaps or conventional ordnance discrepancy report. Submit as much information as is available. Submit supplementary reports as necessary to supply the missing information when available. OMIT ITEMS THAT DO NOT APPLY OR ARE NOT RELEVANT TO THE REPORT. (R

2. Content and Format

(Precedence - normally routine. See paragraph 505b(2) when higher precedence is required.)

FROM: REPORTING ACTIVITY

TO: AIG--------(SEE APPENDIX B PAR. 3)

INFO: (SEE APPENDIX B PAR. 3)

UNCLAS FOUO //N08020// (Normally UNCLAS unless classified information must be included).

SUBJ: EXPLOSIVE MISHAP REPORT OR CONVENTIONAL ORDNANCE DEFICIENCY (REPORT SYMBOL DD-FM&P(AR) 1020(5102) (MIN: CONSIDERED) (R

MSGID/GENADMIN/MSG ORIG/SER NO./MONTH// (R

REFS: (If follow-up message, refer to prior messages.)
FOLLOW FORMAT IN ACCORDANCE WITH GENADMIN PROCEDURES (R

NARR/THIS IS A LIMITED USE SAFETY MISHAP REPORT TO BE USED ONLY FOR SAFETY PURPOSES PER OPNAVINST 5102.1C.// (R

PART I

RMKS/ALFA: (R

1. UIC OF REPORTING UNIT (Also list UIC of personnel duty station or property custodian if different from the reporting activity.)

2. REPORT SERIAL NO. (Locally generated sequential number by CY.) (R

R) 3. LOCAL TIME AND DATE OF MISHAP OR DISCREPANCY

4. GEOGRAPHIC LOCATION (If classified give general area.)

5. LOCATION WHERE OCCURRED (Location on ship or activity where mishap occurred.)

R) 6. EVOLUTION AT TIME (UNREP, MISSILEX, GUNEX, routine maintenance, etc.)

7. SHIP/AIRCRAFT STATUS (Underway, anchored, in flight, normal workday, etc. For mishaps ashore leave blank.)

BRAVO:

1. EQUIPMENT DAMAGED OR DESTROYED (Repeat following items for all systems involved.)

A. EXPLOSIVE SYSTEMS INVOLVED (Repeat following items for all systems involved.)

(1) NAME, MK, MOD, MODEL

(2) EIC

(3) DODIC/NALC (Mandatory)

(4) NATIONAL STOCK NUMBER

(5) LOT NO.

(6) SERIAL NO.

(7) DESCRIBE DAMAGE

(8) IF DEFECTIVE MATERIAL SUSPECTED, STATE NUMBER OF ITEMS REMAINING IN SAME LOT/BATCH

B. LAUNCH DEVICES (Repeat for all launch devices involved.)

(1) NAME, MK, MOD, MODEL

(2) EIC

(3) NATIONAL STOCK NUMBER

(4) LOCATION (MOUNT, STATION, ETC.)

(5) DESCRIBE DAMAGE

C. ASSOCIATED HARDWARE (Fuze setters, fire control director, etc. Repeat for all associated hardware.)

(1) NAME, MK, MOD, MODEL

(2) EIC

(3) NATIONAL STOCK NUMBER

(4) DESCRIBE DAMAGE

D. BULK/BATCH EXPLOSIVE MATERIAL INVOLVED (Normally applies to quantities of materials not specifically identifiable by weapon system.)

(1) NAME OF EXPLOSIVES

(2) WEIGHT OF EXPLOSIVES

E. ALL OTHER DOD PROPERTY

F. NON-DOD PROPERTY

2. EST COST TO REPLACE/REPAIR (Provide a total cost to replace all hardware including man-hours at $16 per hour.) (R

A. EXPLOSIVE SYSTEM

B. LAUNCH DEVICE

C. ASSOCIATED HARDWARE

D. ALL OTHER DOD PROPERTY

E. NON-DOD PROPERTY

F. TOTAL DOLLAR LOSS (Must be reported - Include in supplementary message if all dollar values not initially available.) (R

CHARLIE:

1. FATALITY, OR EXTENT OF INJURIES OR OCCUPATIONAL ILLNESS (Specify if fatality, missing, permanent total disability, permanent partial disability, or no disability likely. If more than one person involved, information in this section must be explicit as to which specific individual is being described. Repeat items 1 thru 8 for each individual.)

2. AGE/SEX (R

3. RANK/DESIGNATOR/RATE/GRADE, JOB TITLE AND EMPLOYMENT STATUS (For employment status, specify USN, USNR, Navy civilian, or other.)

4. DUTY STATUS (On- or off-duty.)

5. JOB OR ACTIVITY INDIVIDUAL ENGAGED IN AT TIME OF MISHAP (PMS, watchstanding, sports, etc.)

6. NUMBER OF MONTHS EXPERIENCE AT THE JOB OR ACTIVITY (This item is to determine the experience the person possessed for the job or activity engaged in.)

7. MEDICAL DIAGNOSIS (Include part of body and type of injury/death. For occupational illnesses, specify the type as outlined in note below.)

8. ESTIMATE OF LOST TIME

A. TOTAL LOST WORKDAYS AWAY FROM JOB

A) B. DAYS ACTUALLY HOSPITALIZED (Repeat for each individual injury)

DELTA: TYPE OF MISHAP (State appropriate type, using definitions in par. 503.)

1. DETONATION

2. INADVERTENT LAUNCH

3. MALFUNCTION

R) 4. OBSERVED DEFECT

R) 5. PERSONNEL ERROR

6. OTHER

7. CHEMICAL AGENT RELEASE

ECHO: NARRATIVE (The chain of events leading up to, through, and subsequent to the mishap. Identify if mishap
R) was discovered or induced by the reporting activity. Include as much information as possible to provide a clear understanding of exactly what happened or might have happened including suspected or known causes. List secondary cause if applicable.

FOXTROT:

1. CAUSE OF MISHAP (State appropriate type: material failure, improper design, environment, personnel error, or supervisory error. If material or design, describe how equipment failed. If environment, state if not stored properly, corroded, etc. If personnel error, supervisory error or improper procedure, complete items 2 through 4 below.) (R

2. WHAT DID HE/SHE FAIL TO DO? (Correctly operate controls; perform PMS or maintenance properly; recognize hazardous situations; use proper caution for known risk; use protective clothing or equipment; use proper tool or equipment; plan adequately, supervise progress of work; or other.)

3. WHY DID HE/SHE FAIL TO CARRY OUT ACTION OF FOXTROT 2? (Lack of concern/interest; inadequate supervision, distracted or inattentive; haste, overconfidence; emotionally aroused; inadequate knowledge; insufficient experience; fatigue; alcohol; drugs; illness; misunderstanding; design; or other). R)

4. WHO CAUSED THE MISHAP?

A. SUPERVISOR OR FOREMAN, OPERATOR, MAINTENANCE WORKER, OFF-DUTY MILITARY, OTHER, OR UNKNOWN

B. RANK/RATE (R

C. QUALIFICATION/CERTIFICATION HELD (Enter Yes/No, or not required to indicate if person holds a current qualification/certification IAW OPNAVINST 8023.2C/MCO 8023.2A (NOTAL) for each person involved in the mishap as a causal factor.)

5. FOR PRODUCTION BASE ONLY (A

A. EFFECTS (A

B. EXPOSURE TO SIGNIFICANT ENVIRONMENTAL CONDITIONS (I.e., EMR, electrostatic, relative humidity, temperature, etc.) (A

GOLF: RECOMMENDATIONS/LESSONS LEARNED: Based on the above causes for the accident, a recommendation <u>must</u> be given regarding how future mishaps of this or a related type can be avoided. If several factors are involved, be sure to list them. This item is perhaps the most important part of the mishap report, since if good recommendations are implemented,

repetitive mishaps can be prevented. If material/design defect, suggest changes needed for safer equipment. If caused by personnel error, suggest changes needed for safer equipment. If caused by personnel or supervisory error,
R) suggest changes in SOP if appropriate. For incidents
A) affecting the Production Base, list proposed corrective action.

HOTEL:

1. TECHNICAL INVESTIGATION (NOT) REQUESTED (Mandatory) For
A) incidents affecting the Production Base, list type investigation required or planned.

2. ITEM/FRAGMENTS (NOT) AVAILABLE

3. PHOTOGRAPHS (NOT) AVAILABLE

4. SUPPLEMENTARY MSG WILL (NOT) BE SUBMITTED: If the cause, lessons learned, recommendations, dollar loss of equipment damages, etc., are not able to be determined prior to the initial reporting time requirements, it will be necessary to include them and other missing information in a supplementary message.

5. POC FOR ADDITIONAL INFO IS, RANK/RATE, NAME/BILLET DESCRIPTION/PHONE NUMBER IF POSSIBLE//

PART II (Complete only if surface-launched guided missiles are involved)

In case of misfire or duds, if ready to fire light was not illuminated, determine, if possible, which of the following interlocks were <u>not</u> present:

ALFA:

1. LAUNCHER SYSTEM BLAST DOOR CLOSED

2. LAUNCHER SYNC

3. FIRING RAIL LOADED

4. MLC EXTENDED

5. LAUNCHER POINT TO SAFE FIRING ZONE

BRAVO: INTENDED OFF-LOAD DATE OF ITEMS INVOLVED AND ACTIVITY, IF KNOWN

3. ADDRESSEES OF MESSAGE REPORT (For handling mishaps, also include appropriate additional addressees from lists headed Shipping Containers and Handling.) (For all reports affecting research, development or the production base, include the following addressees: Does NOT apply to fleet activity reports.) (A

DEPT OF DEF EXPL SAFETY BOARD ALEXANDRIA VA (A
DIRAMC FSA CHARLESTOWN IN
CDRAMCCOM ROCK ISL IL
//AMSMC-SF-P//
COMNAVSEASYSCOM WASHINGTON DC
//SEA-665//
DIR AEROSPACE SAFETY NORTON AFB CA
//AFISC/SEV//
DQMSO ATLANTA MARIETTA GA
//DQMSO-SPEC SAF// MT-SS//
CDRMTMC FALLS CHURCH VA*
COMSC WASHINGTON DC*
CINCMAC SCOTT AFB IL*

Surface Launched Rockets

TO: AIG 402
INFO: COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
NAVORDSTA INDIAN HEAD MD
NAVSWC SILVER SPRING MD
NAVWPNSUPPCEN CRANE IN
WPNSTA SEAL BEACH CA
CDRAMCCOM ROCK ISL IL
//DRSMC - QAS - C (R)//
Chain of Command

Air Launched Rockets

TO: AIG 7620 and 423
INFO: COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
NAVORDSTA INDIAN HEAD MD
NAVWPNCEN CHINA LAKE CA
WPNSTA SEAL BEACH CA
CDRAMCCOM ROCK ISL IL (D
//DRSMC - QAS - C (R)//
Chain of Command

Surface Launched Missiles

TO: AIG 402
INFO: COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
NAVORDSTA INDIAN HEAD MD
NAVWPNSUPPCEN CRANE IN
WPNSTA YORKTOWN VA
WPNSTA SEAL BEACH CA
WPNSTA CONCORD CA
FLTAC CORONA CA
NAVSHIPWPNSYSENGSTA PORT HUENEME CA (R
NAVAIRWPNSMAINT UNIT ONE CUBI PT RP
JCMPO WASHINGTON DC*
Chain of Command

Air Launched Missiles

TO: AIG 7620 and 423
INFO: COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
NAVORDSTA INDIAN HEAD MD
NAVWPNCEN CHINA LAKE CA
WPNSTA SEAL BEACH CA (D
JCMPO WASHINGTON DC*
NAVAIRWPNSMAINT UNIT ONE CUBI PT RP (R
Receiving WPNSTA (Turn in items only) (D
Chain of Command

Gun Ammunition 3 In. 50 Cal. and Larger

TO: AIG 402
INFO: COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
NAVORDSTA INDIAN HEAD MD
NAVSWC SILVER SPRING MD
WPNSTA YORKTOWN VA
WPNSTA SEAL BEACH CA
WPNSTA CONCORD CA
NAVWPNSUPPCEN CRANE IN
CDRAMCCOM ROCK ISL IL
//DRDSMC QAS C (R)//
Chain of Command

*MISHAPS INVOLVING TOMAHAWK MISSILES ONLY

Gun Ammunition Less than 3 In. 50 Cal.

TO: AIG 402
INFO: COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
NAVORDSTA INDIAN HEAD MD
NAVORDSTA LOUISVILLE KY
NAVSWC SILVER SPRING MD
NAVWPNCEN CHINA LAKE CA
WPNSTA YORKTOWN VA
WPNSTA SEAL BEACH CA
WPNSTA CONCORD CA
NAVWPNSUPPCEN CRANE IN
CDRAMCCOM ROCK ISL IL
//DRDSMC -QAS - C (R)//

Small Arms and Landing Force Ammunition

A) TO: AIG 402
INFO: COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
NAVORDSTA INDIAN HEAD MD
NAVORDSTA LOUISVILLE KY
NAVSWC SILVER SPRING MD
NAVWPNSUPPCEN CRANE IN
WPNSTA SEAL BEACH CA
CDRAMCCOM ROCK ISL IL
//DRSMC - QAS - C (R)//
Chain of Command

Torpedoes, ASROC, and SUBROC

TO: AIG 423 and 402
INFO: COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
COMSUBLANT NORFOLK VA
COMSUBPAC PEARL HARBOR HI
COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
WPNSTA YORKTOWN VA
WPNSTA SEAL BEACH CA
NAVOCEANSYSCEN SAN DIEGO CA
NAVUSEAWARENGSTA KEYPORT WA
NUSC NEWPORT RI
NAVSHIPWPNSYSENGSTA PORT HUENEME CA
JCMPO WASHINGTON DC*
Chain of Command

Free Fall Weapons Excluding Mines and Depth Charges

TO: AIG 7620
INFO: COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
NAVSWC SILVER SPRING MD
NAVWPNCEN CHINA LAKE CA
CDRAMCCOM ROCK ISL IL
//DRSMC - QAS - C (R)//
NAVAIRWEPSMAINT UNIT ONE CUBI PT RP
Chain of Command

Mines, and Projector Charges (R

TO: AIG 402
INFO: COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
COMSUBPAC PEARL HARBOR HI
COMSUBLANT NORFOLK VA
COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA (D
NAVSWC SILVER SPRING MD
WPNSTA SEAL BEACH CA
WPNSTA YORKTOWN VA (R
NAVWPNCEN CHINA LAKE CA
COMINEWARCOM CHARLESTON SC
Chain of Command

Pyrotechnics and Chemicals

TO: AIG 402
INFO: COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
COMSUBLANT NORFOLK VA
COMSUBPAC PEARL HARBOR HI
COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
WPNSTA SEAL BEACH CA
NAVWPNSUPPCEN CRANE IN
CDRAMCCOM ROCK ISL IL
//DRSMC - QAS - C (R)//
Chain of Command

Demolition Material and Bulk Explosives and Use of EOD Services

TO: AIG 402
INFO: COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
NAVSWC SILVER SPRING MD
NAVWPNSUPPCEN CRANE IN
WPNSTA YORKTOWN VA
NAVEODTECHCEN INDIAN HEAD MD
CDRAMCCOM ROCK ISL IL
//DRSMC - QAS - C (R)//
Chain of Command

*MISHAPS INVOLVING TOMAHAWK MISSILES ONLY

Shipping Containers and Handling for NAVSEA Cog. Items

TO: AIG 402
INFO: COMNAVAIRLANT NORFOLK
COMNAVAIRPAC SAN DIEGO CA
COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
WPNSTA EARLE COLTS NECK NJ
WPNSTA SEAL BEACH CA
FLTAC CORONA CA
Chain of Command

Shipping Containers and Handling for NAVAIR Cog. Items

TO: AIG 7620
INFO: COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
NAVAIRENGCEN LAKEHURST NJ
WPNSTA EARLE COLTS NECK NJ
Chain of Command

Cartridges and Cartridge
Activated Devices

TO: AIG 7620
INFO: COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
NAVORDSTA INDIAN HEAD MD
WPNSTA SEAL BEACH CA
CDRAMCCOM ROCK ISL IL
//DRSMC - QAS - C (R)//
Chain of Command

Address Indicating Group (AIG) Composition

AIG 7620

ACT: COMNAVAIRSYSCOM WASHINGTON DC
SPCC MECHANICSBURG PA
INFO: CMC WASHINGTON DC
A) CNO WASHINGTON DC
COMNAVSEASYSCOM WASHINGTON DC
NAVSAFECEN NORFOLK VA
NAVSWC DAHLGREN VA
NAVAVNDEPOTOPSCEN PATUXENT RIVER MD
A) NAVSEACENLANT PORTSMOUTH VA
A) NAVSEACENLANT DET NORFOLK VA
NAVSEACENPAC SAN DIEGO CA
COMPACMISTESTCEN PT MUGU CA

AIG 402

ACT: COMNAVSEASYSCOM WASHINGTON DC
SPCC MECHANICSBURG PA
INFO: CNO WASHINGTON DC
CMC WASHINGTON DC
NAVSAFECEN NORFOLK VA
NAVSWC DAHLGREN VA
NAVSEACENLANT PORTSMOUTH VA
NAVSEACENPAC SAN DIEGO CA
NAVSEACENLANT DET NORFOLK VA
COMPACMISTESTCEN PT MUGU CA

AIG 423

D) ACT: COMNAVAIRSYSCOM WASHINGTON DC
INFO: NAVSAFECEN NORFOLK VA
A) ASO PHILADELPHIA PA
COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
CNATRA CORPUS CHRISTI TX
CG FMFLANT
A) CG FMFPAC
A) NAVAIRENGCEN LAKEHURST NJ
R) CNAVRESFOR NEW ORLEANS LA
NAVAVNDEPOTOPSCEN PATUXENT RIVER MD
NAVAIRTESTCEN PATUXENT RIVER MD

APPENDIX C
SAMPLE MESSAGE/LETTER/NAVGRAM
MOTOR VEHICLE MISHAP REPORT (REPORT SYMBOL OPNAV 5102-4 (MV))

1. General

The following format and content is to be used for reporting personnel injuries/deaths and material (property) damage resulting from motor vehicle mishaps. Submit as much information as is available. Submit supplementary reports as necessary to supply the missing information when available. Where requested data does not apply or is not relevant to analysis of the mishap insert the words "not applicable."

2. Content and Format

FROM: ACTIVITY SUBMITTING REPORT

TO: NAVSAFECEN NORFOLK VA//04/00/02/054// (R

INFO: AS DESIRED

UNCLAS FOUO //N05102//

SUBJ: MOTOR VEHICLE MISHAP REPORT (REPORT SYMBOL OPNAV 5102-4 (MV))

MSGID/GENADMIN/MSG ORIG/SER NO./MONTH// (A

NARR/THIS IS A (LIMITED/GENERAL) USE SAFETY MISHAP REPORT TO BE USED ONLY FOR SAFETY PURPOSES PER OPNAVINST 5102.1C.// (R

RMKS/1. NAME, PHONE NUMBER OF PREPARER (R

2. UIC OF REPORTING ACTIVITY

3. LOCAL DATE, TIME, AND DAY OF WEEK MISHAP OCCURRED

4. GEOGRAPHIC LOCATION (Include city and state and whether on- or off-base. If on-base, give name and UIC of installation on which mishap occurred.)

5. ENVIRONMENTAL CONDITIONS (Weather, road condition etc.)

6. IDENTIFY ALL VEHICLES (Year, make, model, and whether government owned or privately owned. For motorcycles, mopeds, and all terrain vehicles indicate model and CC displacement.)

7. IDENTIFY ALL OPERATORS (By name, sex, age, marital status, duty status, social security number (except Non-DOD personnel), officer designator, rank, rate, and civil service grade. Also, indicate if operator is Non-DOD. Indicate the vehicle involvement (GMV/PMV) for each operator.)

8. NAME AND UIC OF DUTY STATION OF DOD OPERATORS IF NOT SAME AS REPORTING ACTIVITY

9. FOR DOD OPERATORS ONLY, INDICATE DATE AND TYPE OF OPERATOR TRAINING COMPLETED (AAA Driver Improvement Program, Motorcycle Safety Program, etc.)

10. DRUG/ALCOHOL/FATIGUE INVOLVEMENT (Indicate drug or alcohol blood content for each operator.)

11. FOR THE OPERATOR INDICATE FATALITY, DAYS HOSPITALIZED, TOTAL LOST WORKDAYS (ACTUAL OR ESTIMATE), OR NO INJURY (Indicate permanent partial disability or permanent total disability, if applicable. Include cause of death, i.e., head injury, crushed chest, internal injury, etc. For lost time injuries, identify the cause, i.e., head injury, crushed chest, internal injury, fractured arm/leg, etc.)

12. INDICATE SAFETY DEVICES USED BY THE OPERATOR (Safety belt, helmet, boots, long-sleeved jacket, etc.) (For GMV operators - if a personal injury results from the non-use of a Navy motor vehicle safety belt, explain why safety belts were not used by the injured person, or in cases of malfunction, what OPNAVINST 5102.1C caused the malfunction, and what remedial actions have been taken to prevent recurrence.)

13. IDENTIFY ALL PASSENGERS, PEDESTRIANS, OR BICYCLISTS WHEN STRUCK BY A MOTOR VEHICLE, WHO ARE KILLED OR INJURED (By name, sex, age, marital status, duty status, social security number (except Non-DOD personnel), officer designator, rank, rate, and civil service grade. Also, indicate if passenger, pedestrian, or bicyclist is Non-DOD. Indicate the vehicle involvement (GMV/PMV) for each person killed/injured. For passengers, identify actual position in/on vehicle, i.e., right front passenger, center rear passenger, seated behind operator (motorcycles), etc. For pedestrians and bicyclists, identify location where struck, i.e., in roadway on shoulder, on sidewalk, etc.

14. NAME AND UIC OF DUTY STATION OF DOD PASSENGERS, PEDESTRIANS, AND BICYCLISTS KILLED OR INJURED IF NOT SAME AS REPORTING ACTIVITY

15. DRUG/ALCOHOL/FATIGUE INVOLVEMENT (Indicate drug or alcohol blood content for each passenger, pedestrian, and bicyclist killed or injured.)

16. A. GMV MISHAP: For each passenger, pedestrian, or bicyclist involved in a GMV mishap, indicate fatality, days hospitalized, and total lost workdays (actual or estimate). Indicate permanent partial disability or permanent total disability, if applicable. Indicate the vehicle involvement (GMV/PMV) for each person killed/injured. Include cause of death, i.e., head injury, OPNAVINST 5102.1C crushed chest, internal injury, etc. For lost time injuries, identify the cause, i.e., head injury, crushed chest, internal injury, fractured arm/leg, etc.

B. PMV MISHAP: For each DOD passenger, pedestrian, or bicyclist involved in a PMV mishap, indicate fatality, days hospitalized, and total lost workdays (actual or estimate).

Indicate permanent partial disability or permanent total disability, if applicable. Provide information for Non-DOD personnel killed or injured if mishap occurred on board a Naval installation. Indicate the vehicle involvement (GMV/PMV) for each person killed or injured. Include cause of death, i.e., head injury, crushed chest, internal injury, etc. For lost time injuries, identify the cause, i.e., head injury, crushed chest, internal injury, fractured arm/leg, etc.

17. FOR EACH DOD PASSENGER KILLED OR INJURED, INDICATE SAFETY DEVICES USED (Safety belt, helmet, boots, long-sleeved jacket, etc. For each DOD pedestrian or bicyclist killed or injured, indicate if clothing light or dark, reflective vest/tape used, if carrying light, etc. (For GMV passengers - if a personal injury results from the non-use or malfunction of a Navy motor vehicle safety belt, explain why safety belts were not used by the injured person, or in cases of malfunction, what caused the malfunction, and what remedial actions have been taken to prevent recurrence.)

18. INDICATE DOD PROPERTY DAMAGE (GMV, and other property. Cost to repair or replace, DOD man-hours to repair. (If costs are unknown, give estimate.)

19. INDICATE COST OF NON-DOD PROPERTY DAMAGE WHEN CAUSED BY GMV MISHAP

20. PROVIDE A BRIEF NARRATIVE OF THE MISHAP INCLUDING THE MAJOR CAUSE (Provide any additional information for clarification if considered necessary.)// (R

APPENDIX D
SAMPLE MESSAGE
DIVING MISHAP/HYPERBARIC TREATMENT/DEATH REPORT SYMBOL OPNAV 5102-5

1. General

The format below is to be used in reporting diving mishaps involving hyperbaric treatment, lost time case, or death as discussed in Chapter 8. Submit as much of the information as available. Submit supplementary reports as necessary. OMIT ITEMS THAT DO NOT APPLY OR ARE NOT RELEVANT TO THE MISHAP.

2. Content and Format

(Precedence - normally ROUTINE. See paragraph 802b(2) when higher precedence is required.)

FROM: REPORTING ACTIVITY

TO: NAVSAFECEN NORFOLK VA//02/14/20/30/40/50/70/80/054// (R

INFO: COMNAVSEASYSCOM WASHINGTON DC

NAVXDIVINGU PANAMA CITY FL

NAVMEDRSCHINSTITUTE BETHESDA MD

(Others as directed by higher authority)

UNCLAS FOUO //N05102// (Or appropriate classification as necessary)

SUBJ: DIVING MISHAP (REPORT SYMBOL 5102-5)

MSGID/GENADMIN/MSG ORIG/SER NO./MONTH// (A

REF/A/DOC/OPNAV/23OCT87// (R

AMPN/OPNAVINST 3150.27 NAVY DIVING PROGRAM// (A

REF/B/OPNAV/03MAR89// (R

AMPN/OPNAVINST 5102.1C MISHAP INVESTIGATION AND REPORTING// (A

REF/C/(If follow-up message, refer to DTG of previous report) (R

NARR/THIS IS A (LIMITED/GENERAL) USE SAFETY MISHAP REPORT TO BE USED ONLY FOR SAFETY PURPOSES PER OPNAVINST 5102.1C.// (R

R) RMKS/1. PER REFS A AND B, THE FOLLOWING INFORMATION IS SUBMITTED:

A. ALFA:

(1) UIC OF REPORTING ACTIVITY

R) (2) TYPE OF MISHAP (Hyperbaric treatment, 24 hours lost work/diving death)

(3) LOCAL DTG OF MISHAP

(4) UIC OF DIVER'S PARENT ACTIVITY

(5) EVOLUTION AT TIME OF MISHAP (Brief scenario of diving operation)

B. BRAVO:

(1) DIVING SYSTEM UTILIZED (Include type of diving system deployed and description of equipment malfunction if applicable)

(2) BREATHING GAS PERCENT (He/N2/O2)

(3) LEFT SURFACE (hour/min.)

(4) MAXIMUM DEPTH OF DIVE FSW (actual depth + five feet)

R) (5) BOTTOM TIME AND SCHEDULE, IF REPETITIVE DIVE, LIST SURFACE INTERVALS AND SCHEDULES OF ALL DIVES.

(6) REACHED SURFACE TIME (hour/min.)

A) (7) AIR TEMP/WATER TEMP/PURPOSE OF DIVE/DIVE PLATFORM

C. CHARLIE: REPORTABLE INJURIES

R) (1) NAME/SSN/NOBC OR NEC/AGE/SEX/HT/WT

R) (2) RANK/DESIGNATOR/RATE/GRADE/SERVICE

(3) ONSET OF SYMPTOMS (month/day/hour/min/depth, date numerically in two digits, and depth in four digits)

(4) TYPE OF SYMPTOMS (gas embolism, DCS TYPE I OR II, etc.

(5) RECOMPRESSION STARTED (month/day/hour/min/depth, date numerically in two digits, and depth in four digits)

(6) FIRST RELIEF (month/day/hour/min/depth) (R

(7) REACHED MAXIMUM TREATMENT DEPTH (month/day/hour/min/depth) (R

(8) TIME OF COMPLETE RELIEF (month/day/hour/min/depth) (R

(9) LEFT MAX TREATMENT DEPTH (month/day/hour/min/depth) (R

(10) COMPLETION OF TREATMENT (month/day/hour/min) (R

(11) RECURRENCE NUMBER (0 would indicate no recurrence, 1 indicates first recurrence, etc.)

(12) TREATMENT TABLE USED (for recurrences, state all tables, i.e., 5, 6, etc.) (R

(13) DIAGNOSIS (R

(14) TYPE OF DRUGS USED IN TREATMENT (R

(15) OXYGEN PARTIAL PRESSURE USED IN TREATMENT IN TENTHS OF ATMOSPHERES (numerically in two digits)

(16) TREATMENT OUTCOME (complete relief, substantial relief, no relief, fatal, etc.) (R

(17) TREATED BY: (MDV, DMO, DMT, etc.) (A

(18) NUMBER OF DAYS AWAY FROM WORK (expected) (A

(19) NUMBER OF DAYS RESTRICTED FROM DIVING (expected) (A

D. DELTA: CAUSE OF MISHAP (Personnel error, supervisory error, unsafe condition, improper procedure, material failure, improper design, environment, unknown or combination of the above.) (R

E. ECHO: NARRATIVE (Chain of events leading up to, through and subsequent to mishap. Explain how each causative factor reported in paragraph DELTA contributed to the mishap. Be specific, giving recommendation and lessons learned. Indicate if JAG Manual investigation is, or will be initiated).// (R

SAFETYGRAM

(Mark X in appropriate box to indicate type of Command)

☐ Surface Ship ☐ Submarine ☐ Diving/Salvage ☐ Aviation ☐ Shore

Command, Ship, or Ship Class

References:
Plan No/Tech Manual/etc.

STATE: What, where, why; how it can be prevented or corrected.

SAMPLE

SIGNATURE (NOT REQUIRED)

Instructions: (1) Send original to Commander NAVSAFECEN, and copies as appropriate. Retain file copy. (2) May use pencil longhand; attach additional sheets as necessary. (3) If classified information included, follow appropriate marking and mailing.

OPNAV 5102/4 (Rev. 8-78) S/N 0107-LF-051-0226 (Replaces NAVSAFECEN 5101-1, 5101/2, and 5101/3 which may also be utilized to deplete existing stocks.)

GPO 1986 705-296

SAMPLE

DEPARTMENT OF THE NAVY
SAFETYGRAM

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, $300

FIRST CLASS

NAVAL SAFETY CENTER
NAVAL AIR STATION
NORFOLK, VA, 23511-5796

LOG OF NAVY INJURIES AND OCCUPATIONAL ILLNESSES

CASE OR FILE NUMBER (1)	DATE OF INJURY OR ONSET OF ILLNESS Mo./Day/Yr. (2)	EMPLOYEE'S NAME (Last, and initials (o)) (3)	REGULAR JOB TITLE (Not activity employee was performing when injured or at onset of illness.) (4)	DEPARTMENT (Dept. in which the employee is regularly employed.) (5)	DESCRIPTION OF INJURY OR ILLNESS: NATURE OF INJURY OR ILLNESS AND PART(S) OF BODY AFFECTED (Typical entries for this column might be: Amputation of 1st joint right forefinger; Strain of lower back; Contact dermatitis on both hands; Electrocution—body) (6)	DESCRIPTION OF INJURY OR ILLNESS: INJURY OR ILLNESS CODE (See codes bottom of page.) (7)	EXTENT OF AND OUTCOME OF CASES: DEATHS (Date of death.) Mo./Day/Yr. (8)	EXTENT OF AND OUTCOME OF CASES: LOST TIME CASE: Enter Check if case involved lost time (9)	EXTENT OF AND OUTCOME OF CASES: LOST TIME CASE: Lost Workday Case Enter check if case involved complete away from work due to injury or illness (9A)	EXTENT OF AND OUTCOME OF CASES: No Lost Time Case (10)	EXTENT OF AND OUTCOME OF CASES: First Aid Case (11)

SAMPLE

Command/Activity _____

Address _____

LOCAL FORM 5102/7

Injury Code

10 All occupational injuries

Illness Codes

21 Occupational skin diseases or disorders
22 Dust diseases of the lungs (pneumoconioses)
23 Respiratory conditions due to toxic agents
24 Poisoning (Systemic effects of toxic materials)
25 Disorders due to physical agents (other than toxic materials)
26 Disorders due to repeated trauma
29 All other occupational illnesses

Instructions for Completing the Log of Navy Injuries and Occupational Illnesses

Column 1 — **Case or File Number**
Use any numbering system desired.

Column 2 — **Date of Injury or Illness**
For injuries, enter the date of the mishap which resulted in injury. For occupational illnesses, enter the date of initial diagnosis of illness or, if absence occured before diagnosis, the first day of the absence in connection with which the case was diagnosed.

Column 3 — **Employee's Name**
Last name first, then initial(s).

Column 4 — **Regular Job Title**
Injured or ill person.

Column 5 — **Department**
Enter the name of the department to which employee was assigned at the time of the injury or illness, whether or not the employee was actually working in that department at the time.

Column 6 — **Nature of Injury or Illness and Part(s) of Body Affected**
Enter a brief description of the injury or illness and the indicate part or parts of the body affected.

Column 7 — **Injury or Illness Code**
Enter the one code which most accurately describes the nature of injury or illness.

□ **Injury Code:**
10 All Injuries

○ **Illness Codes:**
21 *Occupational Skin Disease or Disorders.* Contact dermatitis, eczema or rash caused by primary irritants and sensitizers or poisonous plants; oil acne; chrome ulcers; chemical burns or inflammations, etc.

22 *Dust Disease of the Lungs (Pneumoconioses).* Silicosis, asbestosis, coal worker's pneumoconiosis, byssinosis and other pneumoconioses.

23 *Respiratory Conditions due to Toxic Agents.* Pneumonitis, pharyngitis, rhinitis, or acute congestion due to chemicals, dusts, gases or fumes, farmer's lung, etc. Use this category only if the respiratory system is injuried. If the lungs were just the route of entry for a toxic agent that caused systemic injury, cite Code 24.

24 *Poisioning (Systemic Effects of Toxic Materials).* Poisoning by lead, mercury, cadmium, arsenic or other metals; poisioning by carbon monoxide, hydrogen sulfide, or other gases; poisoning by benzol, carbon tetrachloride, or other organic solvents; poisioning by insecticide sprays such as parathion, lead arsenate; poisoning by other chemicals such as formaldehyde, plastics and resins etc.

25 *Disorders due to Physical Agents (Other than Toxic Materials).* Heatstroke, sunstroke, heat exhaustion and other effects of environmetal heat; freezing, frostbite and effects of exposure to low temperatures; caisson disease (bends); effects of ionizing radiation (isotopes, X-rays, radium); effects of non-ionizing radiation (welding flash, ultraviolet rays, microwaves, sunburn); etc.

26 *Disorders due to Repeated Trauma.* Noise-induced hearing loss; synovitis, tenosyunovitis and bursitis. Raynaud's phenomenon; and other conditions due to to repeated motion, vibration or pressure.

27 *All Other Occupational Illnesses.* Anthrax, brucellosis, infectious hepatitis, malignant and benign tumors, food poisoning, histoplasmosis, coccidioidomycocis, etc.

Column 8 — **Deaths**
Enter month/day/year of death.

Column 9 — **Lost Time Case**
Enter a check for each case of nonfatal traumatic injury that causes any loss of time from work beyond the day or shift it occured; or for each case of nonfatal illness/disease that causes disability at any time. Disability is defined as the result of any illness, temporary or permanent, which prevents a person from carrying on his/her usual activities.

Column 9A — **Lost Workday Case**
Enter a check for each lost time case which prevents a military person from performing regularly duty or work for a period of 24 hours or more subsequent to 2400 on the day of injury or onset of illness; or causes a civilian employee to miss work for a full shift on any day subsequent to the day of injury or onset of illness. Cases that meet the reporting requirements of paragraphs 301a(2), 505b(2)(e), 603a(2), 603b or 801a(3) shall be recorded on the applicable log.

Column 10 — **No Lost Time Case**
Enter a check for each case where medical expense is incurred but no lost time from work is incurred as represented by a charge either to leave or to continuation of pay (COP). *Also enter a check for each case where the injuried person obtains no medical treatment at all or obtains medical treatment only on the day of injury and no lost time is charge to leave or to COP.*

Column 11 — **First Aid Case**
Enter a check for each case that requires one or more visits to a medical facility for examination or treatment during working hours beyond the date of injury, as long as no leave or COP is charged to the employee and no medical expense is incurred. *Also enter a check for each case which requires two or more visits to a medical facility for examination or treatment during non-duty hours beyond the date of injury, again as long as no leave or COP is charged and no medical expense is incurred.*

NOTE:
Column 9 and 9A—All lost time cases shall be recorded in column 9. If the case results in submission of an individual mishap report to NAVSAFECEN, then a second check should be entered in column 9A. *Columns 10 and 11 are mutually exclusive. If a case meets the definition of a first aid case, record it in column 11. Do not report it in column 10.*

Changes in Extent of/or Outcome of Injury or Illness

If there is a change in an occupational injury or illness that affects entries in columns 9, 10, 11 or 12, the first entry should be lined out and a new entry made. For example, if an injured employee at first lost no time past the day of mishap but later lost time, the check in column 10 would be lined out and the appropriate entry would be entered in column 9 and/or 9A.

An entry may be lined out if later found to be a nonoccupational injury or illness.

DISPENSARY PERMIT
OPNAV 5100/9 (REV. 12-88)
S/N 0107-LF-005-2600

PRIVACY ACT STATEMENT ON REVERSE

CASE NUMBER

SUPERVISOR'S REPORT

TO DISPENSARY *(Location)*

DATE OF REPORT

EMPLOYEE'S NAME

TIME & DATE OF INJURY

TIME LEFT JOB

TIME RETURNED

SOCIAL SECURITY NO.

GRADE, RATE, JOB TITLE

OCCUPATIONAL
☐ YES ☐ NO ☐ QUESTIONABLE

REASON FOR REFERRAL
☐ INJURY ☐ ILLNESS ☐ EMPLOYEE'S REQUEST ☐ OTHER *(Specify)*

REMARKS

SUPERVISOR'S SIGNATURE

SHOP/OFFICE

TELEPHONE NUMBER

MEDICAL OFFICER'S REPORT

TIME REPORTED

TIME RELEASED

OCCUPATIONAL
☐ YES ☐ NO ☐ QUESTIONABLE

DEGREE OF INJURY
☐ FIRST AID ☐ MEDICAL TREATMENT ☐ OTHER *(Explain)*

DISPOSITION OF EMPLOYEE
☐ RETURN TO PERM. JOB _____ ☐ TEMP. TRANSFER TO ANOTHER JOB ☐ TERMINATION OF EMPLOYMENT
☐ RESTRICT ACTIVITY UNTIL _____ ☐ PERM. TRANSFER TO ANOTHER JOB ☐ SENT HOME BY DISPENSARY
☐ REFERRED TO PRIVATE PHYSICIAN/HOSPITAL ☐ OTHER *(Explain)*

REMARKS/DIAGNOSIS

MEDICAL OFFICER'S SIGNATURE

INITIAL TREATMENT DETERMINATION
☐ DISCHARGED, TREATMENT COMPLETED ☐ RE-TREATMENT REQUIRED

SAMPLE

PRIVACY ACT STATEMENT

Authority: SECNAVINST 5100.10E and OPNAVINST 5102.1C

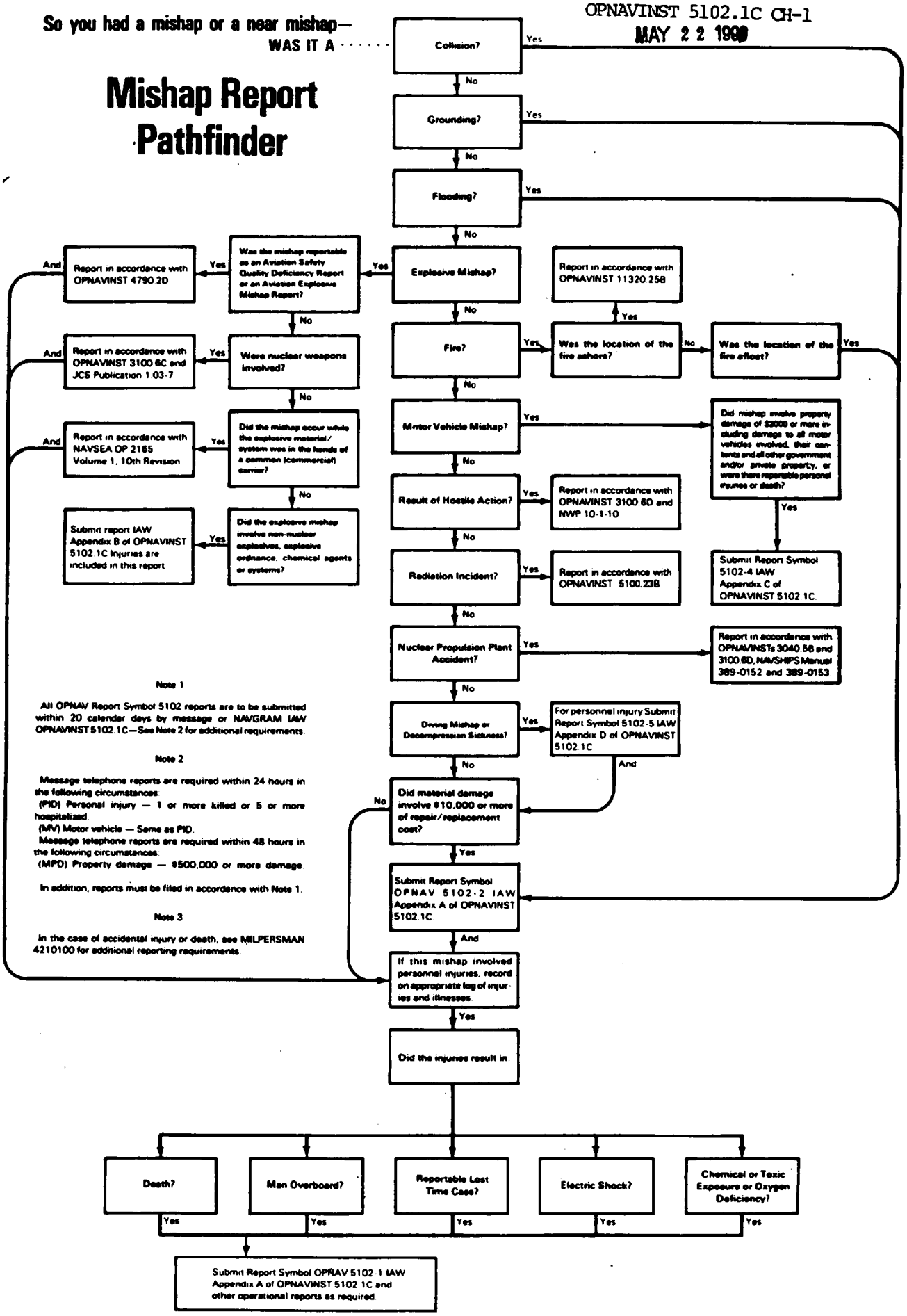
Principal Purpose: To control and monitor treatment and disposition of civilians at Naval Dispensaries in cases of occupational injury or illness.

Routine Use: To ensure prompt investigation of occupational injuries, and to initiate any necessary immediate corrective action.

Disclosure: Voluntary. Treatment will be provided without regard to employee's willingness to divulge all or part of the requested information.

So you had a mishap or a near mishap—
WAS IT A · · · · · ·

Mishap Report Pathfinder



Note 1

All OPNAV Report Symbol 5102 reports are to be submitted within 20 calendar days by message or NAVGRAM IAW OPNAVINST 5102.1C—See Note 2 for additional requirements.

Note 2

Message telephone reports are required within 24 hours in the following circumstances:
(PID) Personal injury — 1 or more killed or 5 or more hospitalized.
(MV) Motor vehicle — Same as PID.
Message telephone reports are required within 48 hours in the following circumstances:
(MPD) Property damage — $500,000 or more damage.

In addition, reports must be filed in accordance with Note 1.

Note 3

In the case of accidental injury or death, see MILPERSMAN 4210100 for additional reporting requirements.

QUARTERLY REPORT OF NAVY CIVILIAN OCCUPATIONAL INJURIES AND ILLNESSES

A. This is the summary report for

Navy Civilian Personnel (Civ) ☐

B. Reporting Period ☐☐ ☐☐ ☐☐
Month Day Year
(Quarter Ending)

C. _____
(Name of Reporting Activity) (UIC Code)

D. _____
(Address of Reporting Activity) (Zip)

E. _____
(Parent Command)

F. _____
(Date Submitted)

CODE	INJURY AND ILLNESS CATEGORY	TOTAL CASES Number of entries in Col. 7 of the log (1)	DEATHS Number of entries in Col. 8 of the log (2)	LOST TIME CASES: Total Lost Time Cases Number of checks in Col. 9 of the log (3)	LOST TIME CASES: Lost Workday Cases Number of checks in Col. 9A of the log (4)	No Lost Time Cases Number of checks in Col. 10 of the log (5)	First Aid Cases Number of checks in Col. 11 of the log (6)
10	Occupational Injuries						
	Occupational Illnesses						
21	Occupational skin diseases or disorders						
22	Dust diseases of the lungs (pneumoconioses)						
23	Respiratory conditions due to toxic agents						
24	Poisoning (systemic effects of toxic materials)						
25	Disorders due to physical agents (other than toxic materials)						
26	Disorders due to repeated trauma						
29	All other occupational illnesses						
		TOTAL CIVILIAN OCCUPATIONAL INJURIES AND ILLNESSES					
30	Total—occupational illnesses (21 thru 29)						
31	Total—occupational injuries and illnesses (10 plus 30)						
40		Total hours worked by personnel _____ (This Reporting Period)					
50		Average number of personnel _____ (This Reporting Period)					
51	Average work week for personnel	☐ Check box only when average work week for all personnel is less than 30 hours of more than 50 hours per week.					

SAMPLE

OPNAV 5102/8 (11-88)

_____
Person Preparing Report Code Tel. No. (if available)
Specify: ☐ Autovon ☐ Commercial

Instructions for Preparation of Quarterly Report of Navy Civilian Occupational Injuries and Illnesses

Neatly hand printed reports or computer generated facsimiles are acceptable. No forwarding letter is required.

Reporting Period. Insert the last calendar day covered by the report. The month, day and year should be recorded numerically in the square boxes as:

[0][3] [3][1] [8][7] This means the period 1 January to 31 March 1987.

Name of Activity. Self-explanatory. UIC Code. Unit Identification Code per NAVCOMPT Manual (NAVSO P-1000-25).
Address. Insert the address of the reporting activity.
Parent Command. Major command to which activity reports (Examples: NAVAIRSYSCOM, CINCPACFLT, MEDCOM, etc.)

Specific instructions for completing the quarterly report are as follows:

Code 10 Occupational injuries (identified by code 10 in Column 7 of each Log of Navy Occupational Injuries and Illnesses). Record the following on the line designated by code 10 on the quarterly report form.

Column 1. Total Cases. Count the number of times code 10 appears in Column 7 of the log of Navy Civilian Occupational Injuries and Illnesses. Enter the total of this count under Column 1 of the quarterly report form.

Column 2. Deaths. For all code 10 entries, count the number of times a date appears in Column 8 of the log. Enter the total of this count under Column 2 of the quarterly report form.

Column 3. Total Lost Time-Cases. For all code 10 entries, count the number of checks in Column 9 of the log. Enter the number under Column 3 of the quarterly report form.

Column 4. Lost Workday Cases. For all code 10 entries, count the number of entries in Column 9A of the log. Enter the total of this count under Column 4 of the quarterly report form.

Column 5. No Lost Time Cases. For all code 10 entries, count the number of times a check appears in Column 10 of the log. Enter the total of this count under Column 5 of the quarterly report form.

Column 6. First Aid Cases. For all code 10 entries, count the number of times a check appears in Column 11 of the log. Enter the total of this count under Column 6 of the quarterly report form.

CHECK: From the totals entered according to the instructions above, an easy check for accuracy can be made. Add the entries under Columns 2, 3, 5 and 6; and the total must equal the entry for Column 1. (Columns 2 + 3 + 5 + 6 = Column 1)

B. Codes 21 through 29) Occupational Illness Codes. Follow the procedure for A above for each illness code, entering the totals on the appropriate line of the form.

C. (Code 30) Total of Occupational Illnesses. Add the entries for codes 21 through 29 in each column, and enter totals on the line for code 30. If none, so state.

D. (Code 31) Total of Occupational Injuries and Illnesses. Add the entries for codes 10 and 30 in each column and enter total on the line for code 31. If none, so state.

CHECK: If the summary has been made correctly, the entry in Column 1 of the total line (code 31) of this form will equal the total number of cases on the log.

E. (Code 40) Total Hours Worked During this Reporting Period. For full-time civilian personnel, report hours worked, calculated as follows: To estimate, take the average actual personnel assigned and multiply by 500 to obtain total man-hours worked for the quarter. To this total add actual hours for part-time personnel. If actual hours worked data is readily available, this data may be used. Actual hours worked includes overtime and excludes vacations, holidays, sick leave and lost time due to injury or illness.

F. (Code 50) Number of Employees this Reporting Period. Use end of quarter strength figures of civilian personnel.

G. (Code 51) Average Workweek. If the average workweek is approximately 40 hours, leave blank. If the average workweek is less than 30 or more than 50 hours, check box.

H. All entries in Code 40 and 50 should be made to the nearest whole number.

I. The annual summation will be the sum of the four quarterly reports of the fiscal year.

NOTE: Blocks 40 through 51 must be completed on all reports even though no occupational injury or illness is experienced during the reporting period.

SAMPLE