

Note: Day-to-day supervision includes supervising not only the output, product or result to be accomplished by the person's work, but also the details, means, methods and processes by which the work objective is accomplished.

204. Policy.

a. All events that meet the definition of a reportable DoD mishap and are not exempted, must be investigated and reported per the guidelines established in this manual, with the exception of mishaps involving a defined naval aircraft. Safety investigation reports (SIREP) must be submitted in the Risk Management Information (RMI) within 30 calendar days of the mishap for SIO investigations or 30 calendar days of convening for SIB investigations.

b. Most events that result in damage and injury or illness that fall below the minimum reporting thresholds (i.e., below the Class D threshold for on-duty events and below the Class C threshold for off-duty events) or are specifically exempt from mishap reporting, do not require a safety investigation or report. However, some events trigger mandatory safety reporting requirements no matter the damage, injury or illness. These event types are clearly explained and must be reported per paragraph 218.

Note: Controlling commands are authorized to direct subordinate units to report events below the minimum thresholds set forth in this manual (e.g., some on duty Class E mishaps, off-duty injuries below the Class C level) if they believe that by doing so furthers their mishap prevention efforts. In those cases, an on duty Class E event can be reported as a Class E mishap in RMI and off-duty injuries below the Class C level must be reported as "incidents" in RMI. If done, the controlling command must state the requirement in writing.

c. Each mishap must be assigned at least one mishap category. When more than one mishap category has been assigned to a mishap, one must clearly be identified as the principal category.

205. Mishap Notification, Investigation and Reporting Procedures. After an event has occurred that resulted in damage, injury or illness, follow the steps shown in table 2-1 to validate a reporting requirement and to determine the procedures to follow and actions to take. Amplification and additional information is provided later in this chapter and in other chapters in this manual, as indicated.

Step Number	Step Description	Step Procedure
1a	Determine if a mishap occurred.	Refer to paragraph 206.

Step Number	Step Description	Step Procedure
		Use figure 2-1 to make an initial determination if a mishap occurred. Then proceed to step 1b to reference more specific reportability criteria.
1b	Review reportability criteria to confirm mishap occurrence.	Refer to paragraph 207 and chapter appendices 2-A through 2-E. Use this more detailed information to validate that a mishap has occurred. <ul style="list-style-type: none"> • If yes, continue to step 2 in this table. • If no, go to step 11 to determine if another type of safety report is required.
2	Determine if the mishap is exempt from reporting.	Refer to paragraph 208. Use table 2-4 to determine if the mishap is exempt from DoD and DON mishap reporting. <ul style="list-style-type: none"> • If not exempt, proceed to step 3 in this table. • If exempt, go to step 11 to determine if another type of report is required.
3	Determine the mishap category and sub-category.	Refer to paragraph 209. Use tables 2-5 through 2-8 to determine the mishap category and sub-categories. If the mishap has more than one category, identify the principal category. Once complete, go to step 4a and 4b in this table.
4a	Determine the estimated mishap costs.	Refer to paragraph 210. Use table 2-9 and the information in the paragraph to compute an estimated mishap cost. This estimate is needed to complete step 5.
4b	Determine the estimated personnel illness or injury category.	Refer to paragraph 211. Use the information in the paragraph to compute an estimated illness or injury category. This estimate is needed to complete step 5.
5	Determine a DON mishap class.	Refer to paragraph 212. Use figure 2-2 to determine a DON mishap class. If insufficient information exists immediately following a mishap to accurately determine the mishap class, then

Step Number	Step Description	Step Procedure
		<p>choose the highest mishap class based on the available information.</p> <p>Once complete, go to step 6 in this table.</p>
6	<p>Determine whether the mishap is in a DoD special reporting group.</p> <p>Note: DoD special reporting groups are important in determining some notification requirements.</p>	<p>Refer to paragraph 213.</p> <p>Use table 2-10 to determine whether the mishap is in a DoD special reporting group.</p> <p>Once complete, go to step 7 in this table.</p>
7	<p>Notify appropriate officials based on mishap class, category, DoD special reporting group and amplifying instructions.</p>	<p>Using the information from step 6, follow the notification procedures provided in chapter 3.</p> <p>Once complete, go to step 8 in this table.</p>
8	<p>Investigate the mishap.</p>	<p>Investigate the mishap using the guidelines provided in chapter 4.</p> <p>Once complete, go to step 9 in this table.</p>
9	<p>Report the mishap.</p>	<p>Prepare and submit the SIREP using the guidelines provided in chapter 4. SIREPs must be submitted in the RMI within 30 calendar days of the mishap for SIO investigations or 30 calendar days of convening for SIB investigations.</p> <p>If DON civilian personnel suffered work-related illnesses or injuries, go to step 10 in this table.</p>
10	<p>Enter required information into the RMI for Occupational Safety and Health Administration (OSHA) recordable</p>	<p>Refer to paragraph 217.</p> <p>Enter required information into the RMI for OSHA recordable events involving civilian personnel.</p>

Step Number	Step Description	Step Procedure
	<p>events involving civilian personnel.</p> <p>Note: OSHA reporting applies only to DON civilian work-related illnesses or injuries. OSHA reporting does not apply to injuries or illnesses of military personnel.</p>	
11	Determine if the event that is not a DoD mishap still requires a mandatory safety report.	Refer to paragraph 218 and chapter appendices 2-A through 2-E to determine whether the event still requires a mandatory safety report.

Table 2-1. Procedures for the Notification, Investigation and Reporting of DoD and DON Mishaps

206. Step 1a. Determine if a Mishap Occurred. Use figure 2-1 to make an initial determination if a mishap occurred.

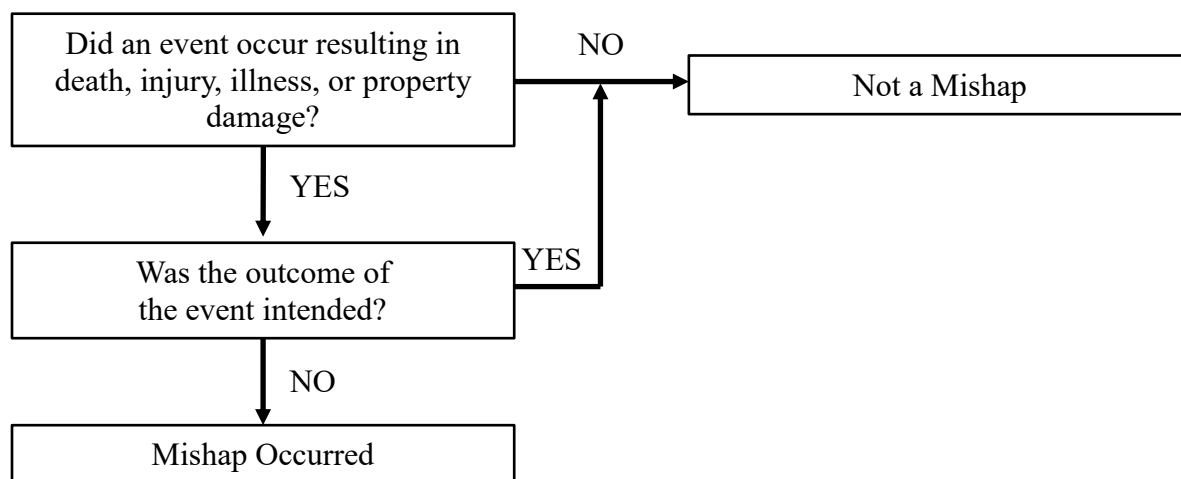


Figure 2-1. Confirming Occurrence of a Mishap

207.Step 1b. Review Reportability Criteria to Confirm Mishap Occurrence. Use the criteria in paragraphs 207a through 207i to confirm which events are considered reportable by DoD and DON. Broad guidance on reportability is provided here. Additionally, this chapter has separate chapter appendices for reportable and recordable event criteria involving Military Personnel (Appendix 2-A), Civilian Personnel (Appendix 2-B), Contractors (Appendix 2-C), Non-Department of the Navy Civilians (Appendix 2-D) and Materiel and Property Damage (Appendix 2-E). These chapter appendices provide a ready reference that augment the information provided in this chapter. Users should consult each of the various chapter 2 appendices on reportable and recordable criteria for other possible event types that may be applicable.

Note: See chapter 7 for the requirements for maintaining written or electronic records of reportable events.

a. Events may involve more than one type of mishap. If more than one type applies, then use the most severe one for classification purposes. Be sure to consult each of the various paragraphs and chapter 2 appendices for the criteria and all event types that may be applicable.

b. Whether a case involves a work-related injury or illness is determined by the nature of the original incident or exposure which caused the case, not by the resulting condition of the affected employee.

(1) In general, injuries are caused by instantaneous events in the work environment. Examples of exceptions to this general rule are a physical training injury over time such as knee damage, carpal tunnel syndrome, cumulative trauma disorder, repetitive strain injury, etc. Therefore, in general, cases resulting from anything other than instantaneous events are considered illnesses. This concept of illnesses includes acute illnesses which result from exposures of relatively short duration.

(2) For on-duty civilian personnel and contractor employees, the OSHA has several exceptions to the general rule of instantaneous events for work-related injuries. Examples of these general rule exceptions by the OSHA are a fatality, loss of an eye, amputation, loss of consciousness and in-patient hospitalization. These OSHA exceptions are briefly described in subparagraphs 207b(2)(a) through 207b(2)(e) and in chapter appendices 2-B and 2-C.

(a) Fatality. On-duty work-related injury or illness that resulted in a fatality occurring within 30 days of that work-related injury or illness. A work-related fatality caused by a heart attack must be reported to the OSHA. The local OSHA Area Office director will decide whether to investigate the event, depending on the circumstances of the heart attack.

(b) Loss of an Eye. On-duty loss of an eye, that occurred within 24 hours of a work-related injury or illness.

(c) Amputation. On-duty traumatic loss of a limb or other external body part, that occurred within 24 hours of a work-related injury or illness.

(d) Loss of Consciousness. On-duty work-related injury or illness that resulted in a loss of consciousness, regardless of the length of time unconscious.

(e) In-Patient Hospitalization. On-duty work-related injury or illness that resulted in the in-patient hospitalization (i.e., beyond observation, diagnostic testing, administrative reasons or counseling) of one or more employees, occurring within 24 hours of that work-related injury or illness). An in-patient hospitalization caused by a heart attack must be reported to the OSHA. The local OSHA Area Office director will decide whether to investigate the event, depending on the circumstances of the heart attack.

c. Some conditions may be classified as either an injury or an illness (but not both), depending upon the nature of the event that produced the condition. For example, a loss of hearing resulting from an explosion (i.e., an instantaneous event) is classified as a work-related injury; the same condition arising from exposure to industrial noise over a period of time would be classified as a work-related illness.

d. On and off-duty determination.

(1) Use tables 2-2 and 2-3 to make military personnel or DoD civilian personnel on- and off-duty determinations, respectively, for safety reporting purposes.

Note: The “on-duty” definition is for safety reporting purposes only and bears no relationship to compensation determinations.

Line Number	Duty Description	Duty Status	
		On-Duty	Off-Duty
1	When not on liberty, not on leave or not an unauthorized absentee.	X	
2	Physically present at any location to perform their officially assigned work.	X	
3	Physically aboard a public vessel. Notes: Public vessels include any vessel owned, bareboat chartered or operated using appropriated funds by the DoD or any other U.S. Government agency (e.g., includes the U.S. Coast Guard and the National Oceanic and Atmospheric Administration), except when that vessel is engaged in commerce. Included, are pre-commissioned vessels after delivery to a DoD or other U.S. Government agency.	X	

Line Number	Duty Description	Duty Status	
		On-Duty	Off-Duty
	Not included, are non-appropriated fund government vessels such as Morale, Welfare and Recreation (MWR) rental boats.		
4	Being transported anytime by a government conveyance or common carrier for the purpose of performing officially assigned work. Notes: Sailors and Marines aboard a government-leased or chartered water taxi traveling to or from a public vessel are on duty, regardless if that water taxi is paid for with appropriated or non-appropriated funds.	X	
5	Travel in a private motor vehicle (PMV) or commercial conveyance while performing official duty, but not routine travel (i.e., commuting) to and from home and work or duty station.	X	
6	In a travel status for official travel (i.e., under a travel authorization or travel order) and not engaged in any personal activities.	X	
7	Travel for personal convenience, leave or administrative absence while performing travel away from the permanent duty station on public business under competent travel orders.		X
8	Participating in physical training activities while on station or at any other place, while under orders.	X	
9	Participating during non-working hours in base or installation team sports and events sponsored by the command in which participation is voluntary.		X
10	Midshipmen of the U.S. Naval Academy participating in academy-sanctioned intercollegiate, intramural sports and club activities.	X	
11	Participating in command-directed events that they are permitted to attend, regardless of location.	X	
12	On funded temporary additional duty (TAD), funded temporary duty (TDY) or permissive TDY (i.e., unfunded orders) away from their regular place of duty, while performing travel or work-related activities that are essential or incidental to the temporary assignment.	X	
13	On funded TAD, funded TDY or permissive TDY (i.e., unfunded orders) away from their regular place of duty, while deviating from normal activities of the trip and becoming involved in personal activities not reasonable or incidental to the assignment.		X
RESERVISTS			
14	When at their designated drill sites performing inactive duty training (IDT), annual training (AT), active duty training (ADT) or active duty for operational support (ADOS).	X	

Line Number	Duty Description	Duty Status	
		On-Duty	Off-Duty
15	When in a travel status (i.e., under a travel authorization or travel order) for performing AT, ADT or ADOS. and not engaged in personal activities.	X	
16	When in a travel status (i.e., under a travel authorization or travel order) for performing AT, ADT or ADOS and engaged in personal activities.		X
17	<p>When traveling under travel orders to perform IDT.</p> <p>Notes: For the purposes of safety reporting, Reservists are considered off duty from the time they depart their home or office until they reach their appointed site for inactive duty training (i.e., drill) and, from the time they depart the drill site until they reach domicile or Government-provided billeting at the conclusion of the scheduled drill or drill periods.</p> <p>Examples:</p> <ul style="list-style-type: none"> • A reservist departs his domicile for the drill site for a drill weekend or scheduled make-up drill. En route, he is involved in a PMV mishap. Report as an off-duty motor-vehicle mishap. • A reservist completed her drills for Saturday and is scheduled to return the following morning. During the evening, she is involved in a mishap. Report the mishap as required as an off-duty motor-vehicle mishap. • A reservist completes his final drill on a Sunday afternoon and is driving home when he is involved in a mishap. Report the mishap as required as an off-duty motor-vehicle mishap. 		X

Table 2-2. Military Personnel Duty Determinations for Safety Reporting Purposes

Line Number	Duty Description	Duty Status	
		On-Duty	Off-Duty
1	When activities are work related.*	X	
2	Physically present at any location to perform their officially assigned work.	X	
3	Commuting to or from home and work prior to or after, their duty day or shift.		X

Line Number	Duty Description	Duty Status	
		On-Duty	Off-Duty
4	Travel in a PMV or commercial conveyance while performing official duty, but not routine travel (i.e., commuting) to and from home and work.	X	
5	Traveling during their workday to or from work sites other than their permanent duty station and not engaged in any personal activities.	X	
6	During the workday (i.e., even though on Federal property) when they are engaged in personal activities unrelated to employment such as eating, physical training, resting, shopping, running errands, etc.		X
7	Physically aboard a public vessel. Notes: Public vessels include any vessel owned, bareboat chartered or operated using appropriated funds by the DoD or any other U.S. Government agency (e.g., includes the U.S. Coast Guard and the National Oceanic and Atmospheric Administration), except when that vessel is engaged in commerce. Included, are pre-commissioned vessels after delivery to a DoD or other U.S. Government agency. Not included, are non-appropriated fund government vessels such as MWR rental boats.	X	
8	Being transported anytime by a government conveyance or common carrier for the purpose of performing officially assigned work.	X	
9	In a travel status for official travel (i.e., under a travel authorization or travel order) and not engaged in any personal activities.	X	
10	Traveling for personal convenience, leave or administrative leave while performing travel away from the permanent duty station on public business under competent travel orders.		X
11	Participating during working hours in command-sponsored events that they are permitted to attend, regardless of location.	X	
12	Participating during non-working hours in base or installation team sports and events sponsored by the command in which participation is voluntary.		X
13	On funded TAD, funded TDY or permissive TDY (i.e., unfunded orders) away from their regular place of duty, while performing travel or work-related activities that are essential or incidental to the temporary assignment.	X	
14	On funded TAD, funded TDY or permissive TDY (i.e., unfunded orders) away from their regular place of duty, while deviating from		X

Line Number	Duty Description	Duty Status	
		On-Duty	Off-Duty
	normal activities of the trip and becoming involved in personal activities not reasonable or incidental to the assignment.		

*Work-relatedness is described in subparagraphs 207d(2)(a) and 207d(2)(b).

Table 2-3. DoD Civilian Personnel Duty Determinations for Safety Reporting Purposes

(2) Work Relatedness for DoD Civilian Personnel. For civilian personnel, work-relatedness is also used to make an on- or off-duty determinations. Work-relatedness is described in subparagraphs 207d(2)(a) and 207d(2)(b).

(a) Civilian personnel are considered on-duty when an injury or illness occurs while an employee is working at home, including work in a home office, the injury or illness occurs while the employee is performing work for pay or compensation in the home and the injury or illness is directly related to the performance of work rather than to the general home environment or setting. For example (per 29 CFR 1904.5(b)(7), with DON duty determinations added), if an employee drops a box of work documents and injures his or her foot, the case is considered work-related and the employee is considered on-duty. If an employee's fingernail is punctured by a needle from a sewing machine used to perform garment work at home, becomes infected and requires medical treatment, the injury is considered work-related and the employee is considered on-duty. If an employee is injured because he or she trips on the family dog while rushing to answer a work phone call, the case is not considered work-related and the employee is not considered on-duty. If an employee working at home is electrocuted because of faulty home wiring, the injury is not considered work-related and the employee is not considered on-duty.

(b) Work-relatedness (i.e., being on-duty) is presumed for injuries and illnesses resulting from events or exposures occurring in the work environment, unless one of the exceptions in subparagraphs 207d(2)(b)1 through 207d(2)(b)10 specifically applies. If an exception applies, the event or exposure is not considered on-duty:

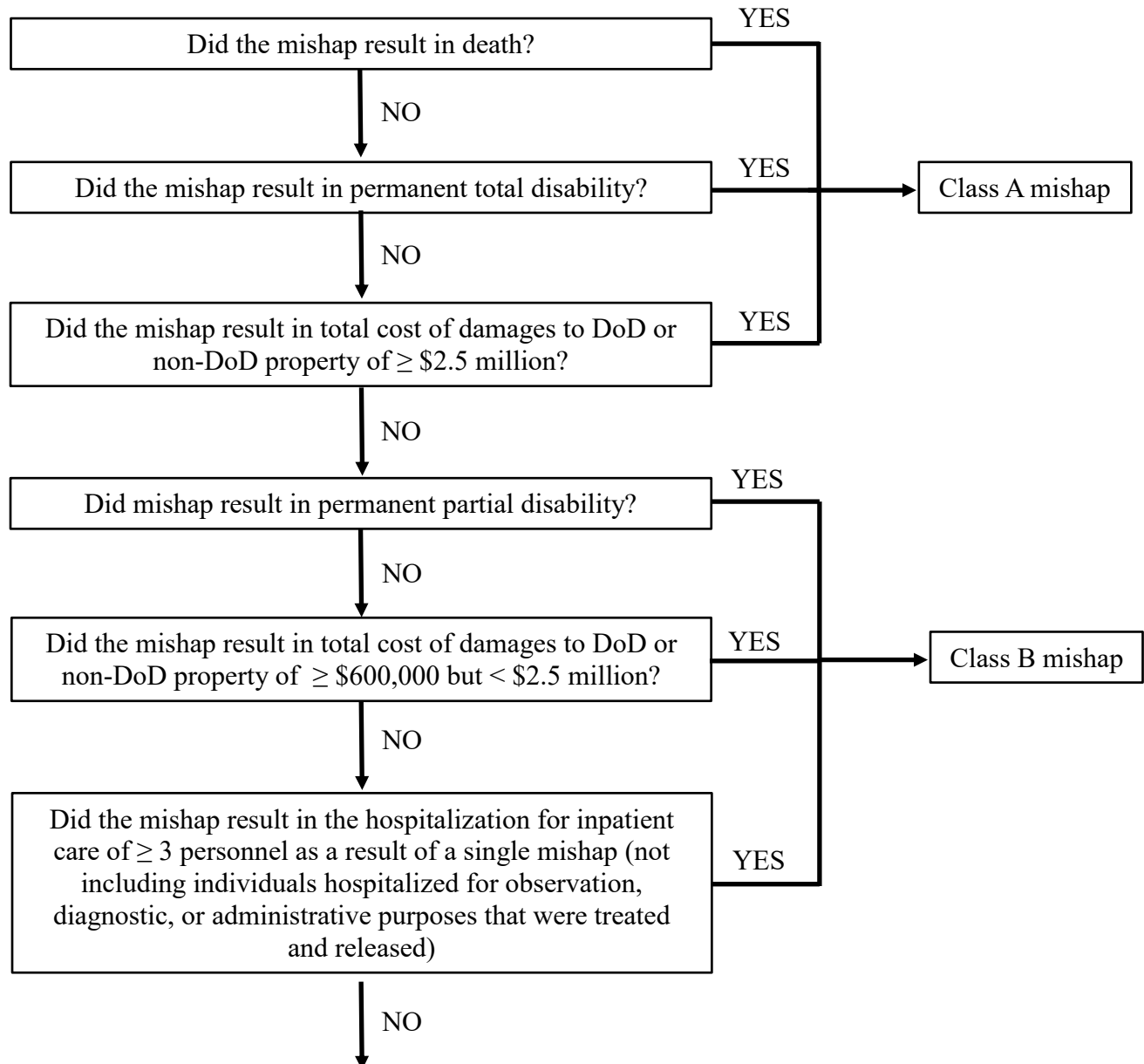
1. At the time of the injury or illness, the civilian employee was present in the work environment as a member of the general public rather than as an employee.

2. The injury or illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside the work environment.

3. The injury or illness results solely from voluntary participation in a wellness program or in a medical, fitness or recreational activity, such as blood donation, physical examination, flu shot, exercise class, racquetball or baseball.

injury or illness occurred. The employee has not lost work time, but is restricted from routine functions. The military equivalent of restricted work is either light duty or limited duty.

212. Step 5. Determine a DON Mishap Class. Use figure 2-2 to assign a DON mishap class.



(Figure 2-2 continued on the next page)

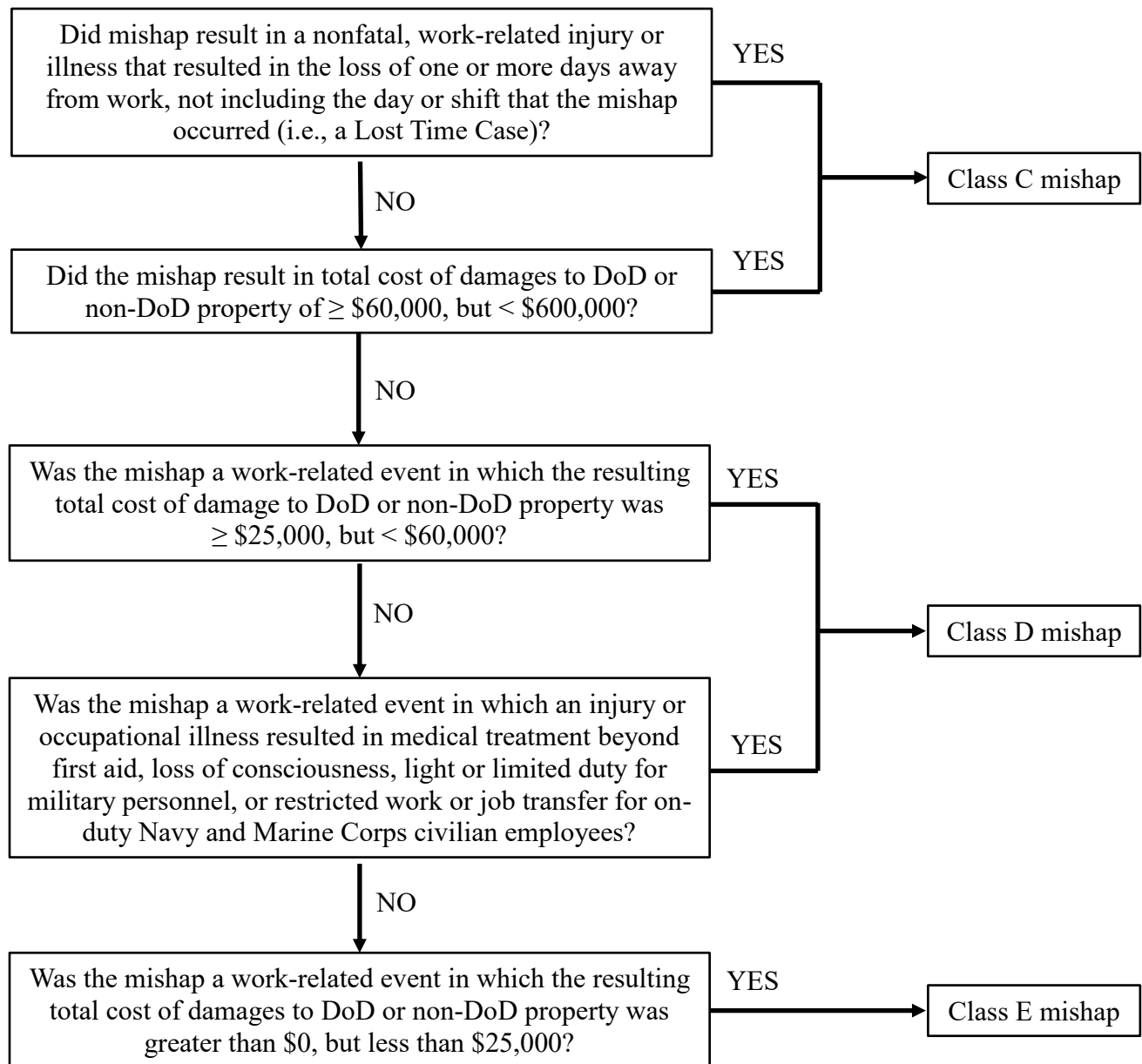


Figure 2-2. Assigning a DON Mishap Class

Notes: Class E mishap reporting is only a DON requirement under certain specific circumstances that are explained in this manual or when a controlling command directs its subordinates to report Class E mishaps. Controlling commands must put such a requirement in writing.

APPENDIX 3-A
NOTIFICATION REQUIREMENTS
FOR MISHAPS, EVENTS AND DOD SPECIAL REPORTING GROUPS

Mishap Class, Event Type or DoD Special Reporting Group ^[1]	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
Civilian Personnel Fatality (on-duty)	<p>Occurring within 30 days of work-related event (includes a work-related fatality caused by a heart attack).</p> <p>(only within the United States or U.S. territories)</p>	Occupational Safety and Health Administration (OSHA)	<ul style="list-style-type: none"> • Voice by telephone or in person to OSHA Area Office nearest to site of mishap; or • Voice by telephone to OSHA toll-free 24-hour hotline at (800) 321-6742 (OSHA); or • Online reporting application at www.osha.gov 	Within 8 hours of knowledge of occurrence	<ul style="list-style-type: none"> • Command name. • Location of work-related mishap. • Time and date of the work-related mishap. • Type of reportable event (e.g., fatality). • Number of employees affected. • Names of employees affected. • Point of contact name and phone number. • Circumstances or brief description of the work-related mishap.

Mishap Class, Event Type or DoD Special Reporting Group ^[1]	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
Civilian Personnel In- Patient Hospitalization ^[2] , Amputation ^[3] or Loss of an Eye (on-duty)	One or more civilian personnel in-patient hospitalization; an amputation; or, the loss of an eye. Occurring within 24 hours of work- related event (includes an in- patient hospitalization caused by a heart attack). (only within the United States or U.S. territories)	OSHA	(See this column for Civilian Personnel Fatality)	Within 24 hours of knowledge of occurrence	<ul style="list-style-type: none"> • Command name. • Location of work-related mishap. • Time and date of the work-related mishap. • Type of reportable event (e.g., in-patient hospitalization, amputation or loss of an eye). • Number of employees affected. • Names of employees affected. • Point of contact name and phone number. • Circumstances or brief description of the work-related mishap.
Civilian Traffic Accident Death or Serious Personal Injury	Death or serious personal injury of a civilian, including civilian traffic	See OPREP-3 Service guidance ^[4,5]	Per OPREP-3 Service guidance ^[4,5]	Per OPREP-3 Service guidance ^[4,5]	<ul style="list-style-type: none"> • Per OPREP-3 Service guidance.^[4,5]

Mishap Class, Event Type or DoD Special Reporting Group ^[1]	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
Caused by Military Personnel	accident deaths, caused by military personnel.	Include COMNAVSAFECEN NORFOLK VA as an INFO addressee on naval messages ^[3]			
Class A Mishap	(See Class A mishap definition)	COMNAVSAFECEN	Voice by telephone to (757) 444- 3520, ext. 7017	Within 1 hour of knowledge of occurrence	<ul style="list-style-type: none"> • Unit(s) involved. • Location of mishap. • Date and time of mishap. • Brief description. • Command POC. • Contact information.
		See OPREP-3 Service guidance ^[4,5] Include COMNAVSAFECEN NORFOLK VA as an INFO addressee on naval messages	Per OPREP-3 Service guidance ^[4,5]	Per OPREP-3 Service guidance. ^[4,5]	Per OPREP-3 Service guidance. ^[4,5]
		<u>For Fatalities:</u> Military Service Casualty Headquarters Office	<u>Navy:</u> Voice or electronic mail (800) 368- 3202 or	On initiation of investigation and at a 30- day	At a minimum, provide: •Name of the organization conducting the investigation. •Type of investigation being conducted.

Mishap Class, Event Type or DoD Special Reporting Group ^[1]	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
			MILL_SPT- LOD@ navy.mil <u>Marine Corp:</u> Voice (800) 847- 1597	frequency until investigation is completed.	<ul style="list-style-type: none"> • Existence of any reports by the investigating organization that have been or will be issued as a result of the investigation. • Investigating organization's Point(s) of Contact that can provide information on the status of the completion of any investigative reports. • Procedures for family members to obtain a copy of the completed report(s) and to obtain assistance in obtaining a copy of the completed report(s). • The procedures for family members to obtain answers to their questions on the completed investigation from a fully qualified representative.

Mishap Class, Event Type or DoD Special Reporting Group ^[1]	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
		<u>COMNAVSAFECEN</u> <u>Makes Report to:</u> Office of the Deputy Under Secretary of Defense (Personnel & Readiness) through Director (Environmental Readiness & Safety)	Voice	Within 45 days of occurrence.	<ul style="list-style-type: none"> • Date and time of mishap. • DoD Component, unit and OSHA establishment name. • Location of the mishap. • Number and employment category of fatalities and hospitalized personnel. • Description of operation. • Description of mishap. • Causal factors. • Applicable OSHA standards and their effectiveness. • Corrective actions.
Class B Mishap resulting in inpatient hospitalization ^[2] of three or more personnel	At least one of the personnel (i.e., military or civilian) involved in the mishap is assigned to the Navy or Marine Corps.	See OPREP-3 Service guidance ^[4,5] Include COMNAVSAFECEN NORFOLK VA as an INFO addressee on naval messages ^[3]	Per OPREP-3 Service guidance. ^[4,5]	Per OPREP-3 Service guidance. ^[4,5]	Per OPREP-3 Service guidance. ^[4,5]

Mishap Class, Event Type or DoD Special Reporting Group ^[1]	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
		<u>COMNAVSAFECEN</u> <u>Makes Report to:</u> Office of the Deputy Under Secretary of Defense (Personnel & Readiness) through Director (Environmental Readiness & Safety)	Voice	Within 45 days of occurrence	<ul style="list-style-type: none"> • Date and time of mishap. • DoD Component, unit and OSHA establishment name. • Location of the mishap. • Number and employment category of fatalities and hospitalized personnel. • Description of operation. • Description of mishap. • Causal factors. • Applicable OSHA standards and their effectiveness. • Corrective actions.
Environmental Spills, Releases or Discharges	DON vessels and shore facilities worldwide with expected resultant costs (e.g., fuel and lubricant loss, property damage, decontamination,	Notifications made per response plan or spill contingency plan, as applicable and	Per OPREP-3 Service guidance ^[4,5]	Within 8 hours of knowledge of occurrence	Per OPREP-3 Service guidance ^[4,5]

Mishap Class, Event Type or DoD Special Reporting Group ^[1]	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
	environmental restoration or restitution) of \$25,000 or more.	COMNAVSAFECEN NORFOLK VA as an INFO addressee on naval messages ^[3]			
Explosives Mishap	A Class A mishap or a Class B mishap resulting in inpatient hospitalization ^[2] of three or more personnel; and An explosives mishap.	<u>Navy:</u> <ul style="list-style-type: none"> Chain of Command; Department of Defense Explosives Safety Board (DDESB); Naval Ordnance Safety and Security Activity (Code 00); OPNAV (N411); and <ul style="list-style-type: none"> COMNAVSAFECEN NORFOLK VA as an INFO addressee on naval messages^[3] <u>Marine Corps:</u> <ul style="list-style-type: none"> Chain of Command; DDESB; MARCOR-SYSCOM (PM-AMMO); 	Per OPREP-3 Service guidance ^[4,5] (See also Defense Explosives Safety Regulation (DESR) 6055.09 Edition 1 of 13 January 2019)	Within 24 hours of occurrence or as soon as practical	<ul style="list-style-type: none"> Name and location of the reporting activity. Location of accident (i.e., activity, city, installation, building number or designation, road names or similar information). Item nomenclature or description (e.g., mark, model, Federal supply class, national identification number, DoD identification code, Navy ammunition logistic code, ammonium nitrate and fuel oil). Quantity involved (number of items and net explosive weight for quantity-distance).

Mishap Class, Event Type or DoD Special Reporting Group ^[1]	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
		and <ul style="list-style-type: none"> • COMNAVSAFECEN NORFOLK VA as an INFO addressee on naval messages^[3] 			<ul style="list-style-type: none"> • Day, date and local time of initial significant event and when discovered. • Narrative of the event (include type of operation involved). • Number of fatalities (i.e., military, DoD civilian or other civilian). • Number of persons injured (military, DoD civilian or other civilian). • Description of material damage (i.e., government or non-government). • Immediate action taken or planned (i.e., corrective, investigative or explosive ordnance disposal assistance). • Description of news media attention.

Mishap Class, Event Type or DoD Special Reporting Group ^[1]	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
		<u>COMNAVSAFECEN</u> <u>Makes Report to:</u> <ul style="list-style-type: none"> Office of the Deputy Under Secretary of Defense (Personnel & Readiness) through Director (Environmental Readiness & Safety) 	Voice	Within 45 days of occurrence	<ul style="list-style-type: none"> Date and time of mishap. DoD Component, unit and OSHA establishment name. Location of the mishap. Number and employment category of fatalities and hospitalized personnel. Description of operation. Description of mishap. Causal factors. Applicable OSHA standards and their effectiveness. Corrective actions
	An explosives mishap including: <ul style="list-style-type: none"> DoD military, civilian or contractor fatality; Greater than \$600,000 property damage; 	(See top of this column for Explosives Mishap)	(See top of this column for Explosives Mishap)	Within 24 hours of occurrence or as soon as practical	(See top of this column for Explosives Mishap)

Mishap Class, Event Type or DoD Special Reporting Group ^[1]	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
	<ul style="list-style-type: none"> • Greater than 72 hours lost production; • Major weapons system loss (e.g., tank, aircraft, ship or large missile); or • Probable high public interest. 				
	<p>A Class A, B, C or D mishap resulting in damage or injury from:</p> <ul style="list-style-type: none"> • An explosion or functioning of explosive materials or devices (except as a result of enemy action); • Inadvertent actuation, jettisoning and releasing or 	(See top of this column for Explosives Mishap)	(See top of this column for Explosives Mishap)	As soon as practical	(See top of this column for Explosives Mishap)

Mishap Class, Event Type or DoD Special Reporting Group ^[1]	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
	launching explosive devices; or <ul style="list-style-type: none"> Impacts of ordnance off-range. 				
Firearm Incident	Any incident involving a firearm, regardless if the firearm was discharged.	See OPREP-3 Service guidance ^[4,5] Include COMNAVSAFECEN NORFOLK VA as an INFO addressee on naval messages ^[3]	Per OPREP-3 Service guidance ^[4,5]	Per OPREP-3 Service guidance ^[4,5]	Per OPREP-3 Service guidance ^[4,5]
Friendly Fire	Friendly fire incidents.	Joint Staff (J-6), Joint Fires Integration Division, Friendly Fire Reporting and Investigation Process (FFRIP) Action Officer (757) 203-8603, DSN 668-8603 <u>Non-Classified Internet Protocol Router Network (NIPRNet):</u>	Voice or electronic mail	Within 48 hours of occurrence	<ul style="list-style-type: none"> Date and time of mishap. DoD Component and unit. Location of the mishap. Number and employment category of fatalities and hospitalized personnel. Description of operation. Description of mishap. Causal factors.

Mishap Class, Event Type or DoD Special Reporting Group ^[1]	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
		js.norfolk.j6.list.dd-c5i- jf-div-ffrip@mail.mil <u>Secret Internet Protocol Router Network (SIPRNet):</u> js.norfolk.j6.list.dd-c5i- jf-div- ffrip@mail.smil.mil			
Laser Exposure (Suspected or Observed)	Laser exposure events.	Tri-Service Laser Safety Hotline	Voice by telephone to toll-free 24- hour hotline at (800) 473- 3549	As soon as possible	<ul style="list-style-type: none"> Names of personnel affected. Estimation of laser exposure received to the eyes or skin as related to the applicable maximum permissible exposure (MPE) per ANSI Z136.1. Details of the laser exposure incident, if known. Include the laser's parameters as applicable: wavelength, power or energy, pulse repetition

Mishap Class, Event Type or DoD Special Reporting Group ^[1]	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
					frequency, pulse length, beam size and divergence. <ul style="list-style-type: none"> Details of safety procedures and personal protective equipment used at the time of the laser exposure incident.
Motor Vehicle Accidents	Motor vehicle accidents related to the use of alcohol or illegal substances.	See OPREP-3 Service guidance ^[4,5] Include COMNAVSAFECEN NORFOLK VA as an INFO addressee on naval messages ^[3]	Per OPREP-3 Service guidance ^[4,5]	Per OPREP-3 Service guidance ^[4,5]	<ul style="list-style-type: none"> Per OPREP-3 Service guidance^[4,5]
	Class A and B motorcycle mishaps	See OPREP-3 Service guidance ^[4,5] Include COMNAVSAFECEN NORFOLK VA as an INFO addressee on naval messages ^[3]	Per OPREP-3 Service guidance ^[4,5]	Per OPREP-3 Service guidance ^[4,5]	<ul style="list-style-type: none"> Per OPREP-3 Service guidance^[4,5]

Mishap Class, Event Type or DoD Special Reporting Group ^[1]	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
Multiple DoD Component Event	Navy or Marine Corps and one or more other DoD Components (i.e., Army, Air Force or Space Force).	<u>Commands Make Reports to:</u> <ul style="list-style-type: none"> Chain of Command; and COMNAVSAFECEN 	Voice	Within 20 minutes of knowledge of occurrence	<ul style="list-style-type: none"> What happened? Who is or was involved? Where did it happen? When did it happen? Why did it happen? What action is ongoing? What future action is contemplated? What is the impact on the command's mission capability? Is any assistance required? Is media attention anticipated?
		<u>COMNAVSAFECEN Makes Report to:</u> <ul style="list-style-type: none"> Other involved DoD Component safety center(s) 	Voice	As soon as possible after knowledge of occurrence	
Operational Incident	The loss at sea of any Navy vessel, rigid hull inflatable boat or other small craft.	See OPREP-3 Service guidance ^[4,5]	Per OPREP-3 Service guidance ^[4,5]	Per OPREP-3 Service guidance ^[2]	Per OPREP-3 Service guidance ^[4,5]
	An incident involving damage to Navy or MSC vessels that results	Include COMNAVSAFECEN NORFOLK VA as an INFO addressee on naval messages ^[3]			

Mishap Class, Event Type or DoD Special Reporting Group ^[1]	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
	in loss or degradation in the ability of a command to perform its mission, as determined by the commanding officer.				
	Fires, flooding, explosions, collisions, allisions, groundings or other major incidents to Navy ships, submarines or MSC vessels resulting in major damage to spaces, equipment, injury or death to personnel.				
	Unintentional launch of a missile, torpedo other live ordnance.				

Mishap Class, Event Type or DoD Special Reporting Group ^[1]	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
	Any discharge of a government weapon that causes a fatality or injury to personnel.				
	Near or actual collisions or allisions of minor significance involving Navy vessels. Devices attached to, deployed from or towed by a vessel, are to be considered an extension of the reporting unit. Such devices include, but are not limited to, communication buoys, towed arrays, Nixie, dipping sonar, magnetic anomaly				

Mishap Class, Event Type or DoD Special Reporting Group ^[1]	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
	detectors and objects or vessels under tow.				

Notes:

[1] More than one mishap class, event type or DoD Special Reporting Group may apply.

[2] In-patient hospitalization is the formal admission to the in-patient service of a hospital or clinic for care or treatment. For safety reporting purposes only, inpatient hospitalization does not include observation or diagnostic testing.

[3] Amputation is the traumatic loss of a limb or other external body part. Amputations include a part, such as a limb or appendage that has been severed, cut off, amputated (either completely or partially); fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; amputations of body parts that have since been reattached. Amputations do not include avulsions, enucleations, deglovings, scalpings, severed ears or broken or chipped teeth.

[4] OPNAVINST F3100.6K, “Special Incident Reporting Procedures.” This directive has the classification of “Controlled Unclassified Information” and is not cleared for public release. See Safety Reporting Resources section for availability.

[5] MCO 3504.2A, “Operations Event/Incident Report (OPREP-3) Reporting.” See Safety Reporting Resources section for availability.

Table 3-A-1. Notification Requirements for Mishaps, Events and DoD Special Reporting Groups