

### CHAPTER 3 NOTIFICATIONS

301. Purpose. To explain when mishap and event notifications are required, who must be notified, the methods to complete notification and the timeliness of notifications for selected Navy and Marine Corps mishaps and events.

302. General. For certain categories and types of mishaps and events, timely notification is required. Notifications are necessary to inform leaders of important events and serve as a trigger for activities that need to begin immediately after a mishap or event has occurred such as environmental response operations, public affair preparations and safety investigations. Notifications also ensure experts from certain specialties become involved very quickly, to minimize damage (e.g., laser events, explosive mishaps, mishaps with environmental impact) or to ensure essential actions are taken quickly following a mishap.

303. Notification Requirements. Some notification requirements are set in Federal law or regulation (e.g., Occupational Safety and Health Act), others are established in Department of Defense (DoD), Department of the Navy (DON) or Service policy (e.g., Navy policy or Marine Corps policy). Policies establishing notification requirements can be grouped into three broad categories:

- a. Official DoD, Navy and Marine Corps notification requirements using the OPREP-3 reporting system found in DoDI 6055.07 of 6 June 2011, OPNAVINST F3100.6J of 22 December 2009, MCO 3504.2A of 7 August 2013 and this manual.
- b. Special reporting group notification requirements found in DoDI 6055.07 of 6 June 2011 and other DON directives.
- c. Occupational Safety and Health Administration (OSHA) notification requirements applicable only for work-related illness and injuries to Navy and Marine Corps civilian personnel found in 29 CFR 1904.

Note: OSHA notification requirements are also reiterated in OPNAV M-5100.23 of 5 June 2020.

304. Notification Methods. There are four methods used to complete notification: voice, naval message, electronic mail and the Risk Management Information (RMI).

305. Initial Notification Considerations.

- a. For some mishaps, it may be unclear initially the extent of the damages and injuries and the classification of the mishap, raising questions whether notifications are required. In these instances, if the mishap has the potential to cross the threshold, complete the notifications.

b. Since complete information is often not available immediately after a mishap, commands must strive to meet the notification timeline even if all of the details are not known. Additional information may be provided later as it becomes known.

c. Follow-up notifications should be used, as necessary, to report essential information.

306. Official Notifications. Official notifications for mishaps and other selected safety events use the Operational Report-3 (OPREP-3) Reporting System. Voice reports are also required.

a. OPREP-3 reporting guidance is not explained in detail in this manual. Instead, commands must consult the authoritative Service instruction to ensure full compliance with OPREP-3 reporting. See the Safety Reporting Resources section in this manual for on-line availability of these policy directives. This manual reiterates when OPREP-3 notification is required for mishaps and selected safety-related events and explains who must be notified.

(1) The Navy policy directive governing the OPREP-3 reporting system is OPNAVINST F3100.6K (Special Incident Reporting Procedures).

(2) The Marine Corps policy directive governing the OPREP-3 reporting system is MCO 3504.2A (Operations Event/Incident Report (OPREP-3) Reporting).

b. Commands must ensure that the plain language address designator COMNAVSAFECEN NORFOLK VA is an INFO addressee on any naval message notifications when COMNAVSAFECEN notification is required.

c. Commands must ensure that NAVSAFECEN\_SDO@navy.mil (i.e., COMNAVSAFECEN) is a copy addressee on any electronic mail notifications when COMNAVSAFECEN notification is required.

d. Prior to submitting the “last report this incident,” units should check with their operational chain of command to ensure there are no other requests for information by higher authority.

e. Review the mishap reporting guidance to determine if the event meets safety reporting requirements. On the final record message report, include a mandatory “RMKS” set, which must include one of the statements in subparagraphs 306e(1) through 306e(3), as appropriate.

(1) “MISHAP REPORT NOT REQUIRED”

(2) “MISHAP REPORT TO FOLLOW”

(3) “MISHAP REPORT SUBMITTED”

Note: While the OPREP-3 reporting system is used to make official notification of mishaps and other safety-related events, OPREP-3 reporting does not relieve commands of the requirement to investigate and submit SIREPs per this manual.

307. Special Reporting Group Notifications. Some safety-related events are not specifically addressed in the OPREP-3 reporting system but notifications are required to ensure specific commands and activities receive notice in a timely manner.

308. OSHA Notifications.

a. Navy and Marine Corps Civilian Personnel. OSHA notification requirements are specified in OPNAV M-5100.23 of 5 June 2020 and in this chapter. OSHA notifications are in addition to official notifications and special reporting group notifications and apply only to work-related injuries and illnesses to Navy and Marine Corps civilian personnel.

b. Contractor Employees. Contractors are responsible for making notifications to the OSHA for their employees. If the contractor's employee is under the day-to-day supervision of the contractor, then the contractor is responsible for recording the injury or illness. If the DON command supervises the contractor employee's work on a day-to-day basis, then it must be recorded by the DON command. 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.

309. Notifications. Use the information in chapter appendix 3-A to complete required notifications. Eventually, the content of notifications must be entered into the RMI for proper event record keeping. However, until RMI entries are completed, any notifications made outside of the RMI must reference the date-time-group of the initial notification and any previous follow-up notifications. This requirement ensures an accurate account of all notifications made.

Note: Some mishap and event types may meet multiple notification requirements.

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

Mishap Class, Event Type or DoD Special Reporting Group <sup>[1]</sup>	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"> <li>• Voice by telephone or in person to OSHA Area Office nearest to site of mishap; or</li> <li>• Voice by telephone to OSHA toll-free 24-hour hotline at (800) 321-6742 (OSHA); or</li> <li>• Online reporting application at <a href="http://www.osha.gov">www.osha.gov</a></li> </ul>	Within 8 hours of knowledge of occurrence	<ul style="list-style-type: none"> <li>• Command name.</li> <li>• Location of work-related mishap.</li> <li>• Time and date of the work-related mishap.</li> <li>• Type of reportable event (e.g., fatality).</li> <li>• Number of employees affected.</li> <li>• Names of employees affected.</li> <li>• Point of contact name and phone number.</li> <li>• Circumstances or brief description of the work-related mishap.</li> </ul>

Mishap Class, Event Type or DoD Special Reporting Group <sup>[1]</sup>	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
Civilian Personnel In- Patient Hospitalization <sup>[2]</sup> , Amputation <sup>[3]</sup> 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"> <li>• Command name.</li> <li>• Location of work-related mishap.</li> <li>• Time and date of the work-related mishap.</li> <li>• Type of reportable event (e.g., in-patient hospitalization, amputation or loss of an eye).</li> <li>• Number of employees affected.</li> <li>• Names of employees affected.</li> <li>• Point of contact name and phone number.</li> <li>• Circumstances or brief description of the work-related mishap.</li> </ul>
Civilian Traffic Accident Death or Serious Personal Injury	Death or serious personal injury of a civilian, including civilian traffic	See OPREP-3 Service guidance <sup>[4,5]</sup>	Per OPREP-3 Service guidance <sup>[4,5]</sup>	Per OPREP-3 Service guidance <sup>[4,5]</sup>	<ul style="list-style-type: none"> <li>• Per OPREP-3 Service guidance.<sup>[4,5]</sup></li> </ul>

Mishap Class, Event Type or DoD Special Reporting Group <sup>[1]</sup>	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 <sup>[3]</sup>			
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"> <li>• Unit(s) involved.</li> <li>• Location of mishap.</li> <li>• Date and time of mishap.</li> <li>• Brief description.</li> <li>• Command POC.</li> <li>• Contact information.</li> </ul>
		See OPREP-3 Service guidance <sup>[4,5]</sup>  Include COMNAVSAFECEN NORFOLK VA as an INFO addressee on naval messages	Per OPREP-3 Service guidance <sup>[4,5]</sup>	Per OPREP-3 Service guidance. <sup>[4,5]</sup>	Per OPREP-3 Service guidance. <sup>[4,5]</sup>
		<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 <sup>[1]</sup>	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
			<p>MILL_SPT- LOD@ navy.mil</p> <p><u>Marine Corp:</u> Voice (800) 847- 1597</p>	frequency until investigation is completed.	<ul style="list-style-type: none"> <li>• Existence of any reports by the investigating organization that have been or will be issued as a result of the investigation.</li> <li>• Investigating organization's Point(s) of Contact that can provide information on the status of the completion of any investigative reports.</li> <li>• 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).</li> <li>• The procedures for family members to obtain answers to their questions on the completed investigation from a fully qualified representative.</li> </ul>

Mishap Class, Event Type or DoD Special Reporting Group <sup>[1]</sup>	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"> <li>• Date and time of mishap.</li> <li>• DoD Component, unit and OSHA establishment name.</li> <li>• Location of the mishap.</li> <li>• Number and employment category of fatalities and hospitalized personnel.</li> <li>• Description of operation.</li> <li>• Description of mishap.</li> <li>• Causal factors.</li> <li>• Applicable OSHA standards and their effectiveness.</li> <li>• Corrective actions.</li> </ul>
Class B Mishap resulting in inpatient hospitalization <sup>[2]</sup> 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 <sup>[4,5]</sup>  Include COMNAVSAFECEN NORFOLK VA as an INFO addressee on naval messages <sup>[3]</sup>	Per OPREP-3 Service guidance. <sup>[4,5]</sup>	Per OPREP-3 Service guidance. <sup>[4,5]</sup>	Per OPREP-3 Service guidance. <sup>[4,5]</sup>



Mishap Class, Event Type or DoD Special Reporting Group <sup>[1]</sup>	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"> <li>• Date and time of mishap.</li> <li>• DoD Component, unit and OSHA establishment name.</li> <li>• Location of the mishap.</li> <li>• Number and employment category of fatalities and hospitalized personnel.</li> <li>• Description of operation.</li> <li>• Description of mishap.</li> <li>• Causal factors.</li> <li>• Applicable OSHA standards and their effectiveness.</li> <li>• Corrective actions.</li> </ul>
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 <sup>[4,5]</sup>	Within 8 hours of knowledge of occurrence	Per OPREP-3 Service guidance <sup>[4,5]</sup>

Mishap Class, Event Type or DoD Special Reporting Group <sup>[1]</sup>	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 <sup>[3]</sup>			
Explosives Mishap	A Class A mishap or a Class B mishap resulting in inpatient hospitalization <sup>[2]</sup> of three or more personnel;  and  An explosives mishap.	<u>Navy:</u> <ul style="list-style-type: none"> <li>Chain of Command;</li> <li>Department of Defense Explosives Safety Board (DDESB);</li> <li>Naval Ordnance Safety and Security Activity (Code 00);</li> <li>OPNAV (N411);</li> </ul> and <ul style="list-style-type: none"> <li>COMNAVSAFECEN NORFOLK VA as an INFO addressee on naval messages<sup>[3]</sup></li> </ul> <u>Marine Corps:</u> <ul style="list-style-type: none"> <li>Chain of Command;</li> <li>DDESB;</li> <li>MARCOR-SYSCOM (PM-AMMO);</li> </ul>	Per OPREP-3 Service guidance <sup>[4,5]</sup>  (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"> <li>Name and location of the reporting activity.</li> <li>Location of accident (i.e., activity, city, installation, building number or designation, road names or similar information).</li> <li>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).</li> <li>Quantity involved (number of items and net explosive weight for quantity-distance).</li> </ul>

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

Mishap Class, Event Type or DoD Special Reporting Group <sup>[1]</sup>	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"> <li>Office of the Deputy Under Secretary of Defense (Personnel &amp; Readiness) through Director (Environmental Readiness &amp; Safety)</li> </ul>	Voice	Within 45 days of occurrence	<ul style="list-style-type: none"> <li>Date and time of mishap.</li> <li>DoD Component, unit and OSHA establishment name.</li> <li>Location of the mishap.</li> <li>Number and employment category of fatalities and hospitalized personnel.</li> <li>Description of operation.</li> <li>Description of mishap.</li> <li>Causal factors.</li> <li>Applicable OSHA standards and their effectiveness.</li> <li>Corrective actions</li> </ul>
	An explosives mishap including: <ul style="list-style-type: none"> <li>DoD military, civilian or contractor fatality;</li> <li>Greater than \$600,000 property damage;</li> </ul>	(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 <sup>[1]</sup>	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
	<ul style="list-style-type: none"> <li>• Greater than 72 hours lost production;</li> <li>• Major weapons system loss (e.g., tank, aircraft, ship or large missile); or</li> <li>• Probable high public interest.</li> </ul>				
	<p>A Class A, B, C or D mishap resulting in damage or injury from:</p> <ul style="list-style-type: none"> <li>• An explosion or functioning of explosive materials or devices (except as a result of enemy action);</li> <li>• Inadvertent actuation, jettisoning and releasing or</li> </ul>	(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 <sup>[1]</sup>	Characteristics	Who to Notify	How to Notify	When to notify	Contents of Initial Notification
	launching explosive devices; or <ul style="list-style-type: none"> <li>Impacts of ordnance off-range.</li> </ul>				
Firearm Incident	Any incident involving a firearm, regardless if the firearm was discharged.	See OPREP-3 Service guidance <sup>[4,5]</sup>  Include COMNAVSAFECEN NORFOLK VA as an INFO addressee on naval messages <sup>[3]</sup>	Per OPREP-3 Service guidance <sup>[4,5]</sup>	Per OPREP-3 Service guidance <sup>[4,5]</sup>	Per OPREP-3 Service guidance <sup>[4,5]</sup>
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"> <li>Date and time of mishap.</li> <li>DoD Component and unit.</li> <li>Location of the mishap.</li> <li>Number and employment category of fatalities and hospitalized personnel.</li> <li>Description of operation.</li> <li>Description of mishap.</li> <li>Causal factors.</li> </ul>

Mishap Class, Event Type or DoD Special Reporting Group <sup>[1]</sup>	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"> <li>Names of personnel affected.</li> <li>Estimation of laser exposure received to the eyes or skin as related to the applicable maximum permissible exposure (MPE) per ANSI Z136.1.</li> <li>Details of the laser exposure incident, if known. Include the laser's parameters as applicable: wavelength, power or energy, pulse repetition</li> </ul>

Mishap Class, Event Type or DoD Special Reporting Group <sup>[1]</sup>	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"> <li>Chain of Command; and</li> <li>COMNAVSAFECEN</li> </ul>	Voice	Within 20 minutes of knowledge of occurrence	<ul style="list-style-type: none"> <li>What happened?</li> <li>Who is or was involved?</li> <li>Where did it happen?</li> <li>When did it happen?</li> <li>Why did it happen?</li> <li>What action is ongoing?</li> <li>What future action is contemplated?</li> <li>What is the impact on the command's mission capability?</li> <li>Is any assistance required?</li> <li>Is media attention anticipated?</li> </ul>
		<u>COMNAVSAFECEN Makes Report to:</u> <ul style="list-style-type: none"> <li>Other involved DoD Component safety center(s)</li> </ul>	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 <sup>[4,5]</sup>	Per OPREP-3 Service guidance <sup>[4,5]</sup>	Per OPREP-3 Service guidance <sup>[2]</sup>	Per OPREP-3 Service guidance <sup>[4,5]</sup>
	An incident involving damage to Navy or MSC vessels that results	Include COMNAVSAFECEN NORFOLK VA as an INFO addressee on naval messages <sup>[3]</sup>			



Mishap Class, Event Type or DoD Special Reporting Group <sup>[1]</sup>	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 <sup>[1]</sup>	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