



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
FLEET MARINE FORCES
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NC 28533-0050

WgO 3040.5J
SSEC
22 Feb 22

WING ORDER 3040.5J

From: Commanding General, 2d Marine Aircraft Wing, FMF
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR 2D MARINE AIRCRAFT WING INCIDENT REPORTING

Ref: (a) MCO 3040.4
(b) MCO 3504.2A
(c) MARADMIN 152/12
(d) MARADMIN 060/10
(e) MCO P5102.1B
(f) WgO 5100.29C
(g) MFCO 5100.1
(h) II MEFO 3504.1C
(i) MARADMIN 168/17
(j) MCO 5354.1F
(k) MARADMIN 355/20
(l) NAVMC 1720.1

Encl: (1) Casualty Reporting
(2) OPREP-3 SIR Reporting
(3) Flash Reports
(4) Flash Reporting Guide

1. Situation. To publish guidance and instructions for incident reporting within 2d Marine Aircraft Wing (MAW).
2. Cancellation. WgO 3040.5H w/Ch 1.
3. Mission. To publish guidance for 2d MAW Incident Reporting procedures, specifically, Personnel Casualty Reports (PCR), Flash Reports, and Operational Report 3 Serious Incident Reports (OPREP-3 SIR).
4. Execution
 - a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure personnel involved in the administration and execution of casualty reporting, flash reporting, and OPREP-3 SIRs within 2d MAW are provided adequate information pertaining to policy, procedures, and responsibilities in the performance of their duties.

(2) Concept of Operations. This order should be used in conjunction with the references and other current regulations and directives to ensure compliance with policies and procedures established by the 2d MAW Commanding General (CG) and higher headquarters.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

b. Subordinate Element Missions

(1) 2d MAW Adjutant

(a) Provide guidance and assistance for all casualty-related matters.

(b) Coordinate with the Casualty Branch, Headquarters Marine Corps to provide annual Casualty Assistance Calls Officer (CACO) and Casualty Assistance Calls Representative (CACR) training to 2d MAW.

(c) Provide guidance and assistance for the reporting of OPREP-3 SIRs.

(2) Director of Safety and Standardization (DSS). Provide guidance regarding the submission of Flash Reports.

5. Administration and Logistics. Recommendations for changes to this order will be submitted to the 2d MAW Staff Secretary.

6. Command and Signal

a. Command. This order is applicable to all 2d MAW units.

b. Signal. This order is effective the date signed.



S. M. REED
Chief of Staff

DISTRIBUTION: A

CASUALTY REPORTING

1. Introduction. Personnel Casualty Reports (PCR) and Serious Incident Reports (SIR) are time-sensitive and will be actioned immediately upon receipt of verified information. Accuracy of all reported data is essential; the circumstances surrounding casualties sometimes fit the criteria for SIR per reference (a); therefore, reference (b) and enclosure (2) will be utilized to determine the appropriate action required.

2. Policy. In accordance with reference (c), the use of the Defense Civilian Intelligence Personnel System (DCIPS) Forward 8.0 is mandated by the Department of Defense (DoD) and will be utilized by all 2d MAW units to submit PCRs of Marine Corps and Navy personnel and other reportable persons. PCRs will be submitted to the appropriate casualty Global Address Listing (GAL) inbox located in Microsoft Outlook. The following procedures apply for casualty reporting:

a. Initial Notification

(1) In accordance with reference (a), prior to submission of the PCR in DCIPS, a voice notification to HQMC Casualty Branch must be conducted immediately upon learning of the incident. HQMC Casualty Branch can be contacted at 1-800-847-1597.

(2) Commanding officers (CO) are required to make a voice report to the group commander, who will then contact the Chief of Staff and CG.

(3) Squadron and group duty officers will notify the 2d MAW Command Duty Officer (CDO) for appropriate notification to higher headquarters immediately following the incident.

b. PCRs

(1) PCRs are the primary source for information utilized to inform the Primary Next of Kin (PNOK) of a casualty status. This report will be submitted via DCIPS within one hour following the voice report. Supplemental PCRs will be submitted every seven days for ill/injured personnel or when a casualty arrives to or departs from medical treatment facility, changes facilities, or is upgraded/downgraded in casualty status. For death cases, commands will submit a supplemental PCR every 30 days until the completed investigation has been approved, or to report any significant information. Duty Status Whereabouts Unknown cases require daily Supplemental PCRs.

(2) PCR Submission for Deceased Marines. PCRs will be submitted to "Casualty PCR USMC-Deceased" or "casualtypcrUSMC-deceased@usmc.mil."

(3) PCR Submission for Injured, Ill, or Wounded in Action Marines. PCRs will be submitted to "Casualty PCR-USMC-INJ_ILL_WIA" or "casualtypcrUSMC-INJ_ILL_WIA@usmc.mil."

(4) PCR Submission for Sailors, Soldiers, and Airmen

(a) Injured/Ill/WIA. PCRs will be submitted to "Casualty PCR USA_USN_USAF - INJ_ILL_WIA" or "CasualtyPcrUSA_USN_USAF-INJ_ILL_WIA@usmc.mil."

(b) Deceased. PCRs will be submitted to "Casualty PCR USA_USN_USAF - Deceased" or "CasualtyPcrUSAUSNUSAF-Deceased@usmc.mil."
(c) PCR Submission for Dependents

1. Deceased. PCRs will be submitted to "Casualty PCR USMC-Deceased" or "CasualtyPcrUSMC-Deceased@usmc.mil."

2. Injured. PCR not required.

3. PCR submission for stillborn dependents. In accordance with reference (d), a stillborn child is defined as a member's natural child whose death occurs before expulsion, extraction or delivery, not to include abortion. The fetal weight must be 350 grams or more, or if the fetal weight is unknown, the duration in the uterus must be 20 or more weeks. PCRs for a stillborn child will be sent to "Casualty PCR USMC - Deceased."

(5) Courtesy Copy. The following GAL addresses will be included as a CC for all PCRs generated at 2d MAW.

(a) "2MAWCP 2DMAW CASUALTY OMB"

(b) "CDO.2MAWCP"

(c) "2DMAW DSS OMB"

(d) "II MEF CG COC"

(e) "SMB MARFORCOM CASUALTY"

(6) Suicide and Suicide Attempts. Headquarters Marine Corps (HQMC) Casualty Section, Military Personnel and Family Readiness Divisions (MFPC) require the submission of a PCR for suicides as well as suicide attempts that have been *verified by a competent medical authority* upon an official medical diagnosis of a suicide attempt. PCRs for suicide and suicide attempts will include MarineCorpsOperationsCenterWatchTeam@usmc.mil in the courtesy copy line.

c. Subordinate Element Missions

(1) 2d MAW Adjutant. Provide guidance to subordinate commands on all matters pertaining to casualty affairs.

(2) Group/Squadron Commanding Officers

(a) Appoint in writing a Casualty Assistance Calls Officer (CACO) and an alternate CACO per reference (a).

(b) Appoint in writing a Casualty Assistance Command Representative (CACR) per reference (a).

(c) Submit accurate and timely PCRs and ensure supplemental PCRs are submitted within the established timelines.

(d) Ensure all available Staff Non-Commissioned Officers and administrators attend the yearly HQMC CACO and CACR training.

(3) 2d MAW Communications Strategy (COMMSTRAT). Coordinate public affairs guidance and responses to media queries.

(4) 2d MAW Staff Judge Advocate. Provide investigatory support and legal services as required.

(5) 2d MAW CDO

(a) Notify the CG, Chief of Staff and other staff officers as required of casualty related matters during your tour of duty.

(b) Monitor casualty-related information in the "CDO.2MAWCP" organizational mailbox and SIR message traffic.

d. Coordinating Instructions

(1) CACO. In accordance with reference (a), units will assign a CACO if the PNOK or Secondary Next of Kin (SNOK) reside in the same geographical location as the casualty reporting unit. The CACO will be a Staff Noncommissioned Officer, Warrant Officer, or Commissioned Officer and will be of equal or higher grade than the casualty. If the PNOK does not reside in the same geographical location as the reporting unit, HQMC Casualty Branch will assign the closest Marine Corps activity to serve as the CACO.

(2) CACO Responsibilities. Detailed instructions of CACO responsibilities are located in reference (a).

(3) Condolence Letters. In accordance with reference (a), condolence letters will be prepared by the casualty's CO within five working days for deceased Marines and ten working days for missing Marines. A sample condolence letter is located in reference (a).

(4) Release of Information to News Media. Information will not be released to the news media or other third parties prior to notification of NOK. All matters pertaining to news release will be coordinated with the 2d MAW COMMSTRAT.

OPREP-3 SIR REPORTING

1. Introduction. Operational Reports 3 Serious Incident Reports (OPREP-3 SIR) provide the Commandant of the Marine Corps, through the Marine Corps Operations Center (MCOC), information on any significant event or incident not of national-level interest. Enclosure (2) of reference (b) provides a list of reportable events and incidents which require submissions of a SIR. This list is a general guideline and is not all inclusive.

2. Initial Notification

a. In accordance with reference (b), CO's are responsible for submitting a voice report within 30 minutes of learning of a reportable incident to the Marine Corps Operations Center (MCOC) at 1 (866) 476-2669.

b. CO's are required to make a voice report to the Group commander who will contact the CG.

c. Squadron and Group Duty Officers will notify the 2d MAW Command Duty Officer (CDO) for appropriate notification to higher headquarters immediately following the incident.

d. 2d MAW CDO will notify the 2d MAW CG, Chief of Staff, and Sergeant Major. Additionally, in accordance with reference (h), the 2d MAW CDO will submit a voice report to the II MEF Command Operations Center at (910) 451-8138.

3. Reportable Incidents. Reportable incidents include, but are not limited to:

a. Event or incident of a military, political or environmental nature, foreign or domestic, that involves Marine Corps personnel, units or installations that may evoke a local or national official reaction, United States Congressional interest or media attention.

b. Event or incident, whether during normal duty or associated with an operation or exercise, resulting in death or disability of Marine Corps personnel or civilians or resulting in \$200,000 or more in total property damage.

c. Loss or compromise of classified information that may compromise operational plans.

d. Event or incident of actual or suspected covert action against any Marine Corps unit or installation.

e. Event or incident of large scale civil disorder involving Marine Corps personnel, units or installations.

f. Class A, B or C Aircraft Mishap. Commands must not delay reporting pending an official determination of the mishap class. If there is a potential for a class C or greater mishap, OPREP-3 procedures must be initiated. In no case shall the command delay reporting pending notification of any intermediate headquarters.

g. Things Falling Off Aircraft (TFOA).

h. Serious criminal event or incident that may result in foreign or domestic criminal jurisdiction over Marine Corps personnel and/or their dependent(s).

i. All unrestricted reports/incidents of actual, suspected or alleged sexual assault. Restricted reports, by definition, are not to be reported.

j. All incidents of hazing, bullying, ostracism, retaliation, harassment (to include sexual harassment, wrongful distribution or broadcasting of intimate images, dissident and protest activity(to include supremacist activity), and unlawful discrimination that are accepted for investigation under ref (j).

k. All suicidal ideations, the use of a Competent Medical Authority (CMA) is not required to determine if an ideation has occurred and should not be the basis for making a report. All attempts or suicides that have been confirmed by a competent medical authority, regardless of casualty status. In accordance with reference (k), the OPREP-3 SIR for suicidal ideations must contain rank, EDIPI, birthdate, the date and time of incident, location of the incident, current location of the service member, casualty status, unit point of contact, small unit leader point of contact, and a general description of the circumstances. In order to reduce the stigma associated with these incidents the requirement for reporting the service member's name has been eliminated.

(1) A PCR is also required for suicides or suicide attempts verified by a medical authority per ref (g). In accordance with reference (k), incidents involving the death of a Marine or Sailor, or other service member attached to a Marine unit, from a possible suicide that has not yet confirmed by competent medical authority, or approved by the HQMC Casualty Section to be listed as a Self-inflicted Casualty Category, shall not be reported or classified as a Suicide OPREP-3 SIR, but as a Deceased Marine/Sailor, or other service member. The OPREP-3 SIR should relay only information about the actual cause of death (e.g. perforating wound of the head, gunshot wound to the head, suffocation by drowning, etc). Language that might be interpreted as prematurely concluding that the death resulted from self-inflicted wounds will be avoided.

(2) At the unit level, the Suicide Prevention Program Officer and Group Embedded Preventive Behavioral Health Capability (EPBHC) Prevention Specialist shall be included in the unit's distribution list for all suicide-related event reporting.

(3) The Commander's Checklist for Response to Suicide-Related Events is located in Enclosure 1 of reference (l).

l. All alleged violations of the Law of Armed Conflict.

m. Hate crime incidents that result in death, injury requiring hospitalization or significant property damage, or that adversely affects the equal opportunity climate of a unit or installation.

n. Natural or destructive weather event or manmade incident that threatens life, property, severely delays/cancels an operation or training exercise or causes a unit to displace to an alternate headquarters/location.

o. The diagnosis of any disease of potential epidemic significance or an extensive outbreak of any condition among Marine Corps personnel that may

require quarantine or that may potentially degrade the operational readiness of a unit or installation.

p. Any incidence of Social Media Misconduct that meets NCIS criminal investigative criteria.

q. Any other event or incident not previously listed that, in the judgment of the unit commander, is of significant Marine Corps interest.

4. Reporting

a. In accordance with reference (b), the Automated Message Handling System (AMHS) will be utilized to report all OPREP-3 SIR.

b. OPREP-3 SIR must be submitted within six hours and will not be delayed pending an official determination/outcome of a reputable investigation of Preliminary Inquiry.

c. Submit OPREP-3 SIR to the following AMHS Plain Language Address Directories (PLAD):

- (1) HQMC at CMC PPO PO WASHINGTON DC.
- (2) MARFORCOM at COMMMARFORCOM G ONE.
- (3) MARFORCOM at COMMMARFORCOM G THREE.
- (4) CG II MEF G ONE.
- (5) CG II MEF G THREE.
- (6) CG SECOND MAW.
- (7) CG SECOND MAW G ONE.
- (8) CG SECOND MAW G THREE.
- (9) CG SECOND MAW DSS.

d. Courtesy Copy. The following GAL addresses will be included on all PCR's generated at 2d MAW.

- (1) "2MAWCP 2DMAW CASUALTY OMB"
- (2) "CDO.2MAWCP"
- (3) "2DMAW DSS OMB"
- (4) "II MEF CG COC"
- (5) "SMB MARFORCOM CASUALTY"

FLASH REPORTS

1. Introduction. Aviation Flash Report (AFR) and Ground Flash Report (GFR) are for timely investigations and reporting of mishaps and near misses. Proper and timely reporting ensures that mishaps will be incorporated into lessons learned and changes to policies and procedures.

2. Policy. In accordance with references WgO 5100.29D and MARFORCOMO 5100.1, all mishaps, property damage and near-miss reports will be routed through the chain of command utilizing the appropriate Flash Report template as soon as possible but within the required timeframe, per MARFORCOMO 5100.1. All mishaps and near-miss reports must be completed and released to Risk Management Information Streamlined Incident Reporting (RMI-SIR) within 30 days of mishap date.

3. Reportable Incidents. Reportable incidents include, but are not limited to:

a. All reportable ground or aviation mishaps, to include near misses, as required by MARFORCOM reporting requirements.

b. Driving Under the Influence (DUI) charge (regardless of legal adjudication status) or Alcohol Related Incident (ARI).

c. Laser or radiation incidents.

d. Commanders Critical Information Requirements (CCIRs) with a note of I or J.

(1) Do not submit a Flash Report for suicide related incidents. Suicide-related events are not classified as mishaps, and shall be reported via OPREP-3 only.

e. Bird/Wildlife Aircraft Strike Hazard (BASH).

f. Things Falling Off Aircraft (TFOA).

g. All other items identified within Enclosure (4).

4. Courtesy Copy. The following GAL addresses will be included on all Flash Reports generated at 2d MAW.

a. "CDO.2MAWCP"

b. "2DMAW DSS OMB"

c. "II MEF CG COC"



Flash Report Guide



*Prepared by:
Department of Safety and Standardization
2d Marine Aircraft Wing*

Updated: 6 January 2022

MISHAP CLASSIFICATION AND REPORTING MATRIX

CLASS	MISHAP SEVERITY	ON / OFF BASE	APPLICABLE PERSONNEL	SIB REQUIRED	REQUIRED REPORTS					REFERENCE	
					PCR (By S-1)	OPREP-SIR (By S-3)	Flash Rep (By Safety)	RMI-SIR (By Safety)	7/8 Day (By CO)		
A	- \$2.5 million or greater in property damage - Fatality - Injury or Occupational related illness causing Permanent Total Disability (PTD) which includes *Persistent Vegetative State (PVS)	ON Base	On Duty Military, DoD Civilians, Contractors	YES	YES	YES	YES	YES	YES	Ref 1: MCO 3040.4E (Casualty Reporting) Ref 2: MCO 3504.2, (OPREP-3 Reporting) Ref 3: MCO P5102.1B (Mishap reporting)	
			Off Duty Military	See Chapter 6 of Ref. 3	YES	See Ref 2	YES	YES	YES		
			Any personnel involved with Training or Operations	YES	YES	YES	YES	YES	YES		
		OFF Base	On Duty Military, DoD Civilians, Contractors	YES	YES	YES	YES	YES	YES		YES
			Off Duty Military	NO	YES	See Ref 2	YES	YES	YES		YES
			Any personnel involved with Training or Operations	YES	YES	YES	YES	YES	YES		YES
B	- \$600,000 to \$2,499,999 in property damage - Hospitalization of 3 or more personnel in same mishap (On or Off duty status) - Injury or Occupational related illness causing Permanent Partial Disability (PPD)	ON Base	On Duty Military, DoD Civilians, Contractors	See Notes 1 and 2	YES See Ref 1	YES	YES	YES	YES	Ref 1: MCO 3040.4E (Casualty Reporting) Ref 2: MCO 3504.2, (OPREP-3 Reporting) Ref 3: MCO P5102.1B (Mishap reporting)	
			Off Duty Military	NO	YES	See Ref 2	YES	YES	YES		
			Any personnel involved with Training or Operations	See Notes 1 and 2	YES See Ref 1	YES	YES	YES	YES		
		OFF Base	On Duty Military, DoD Civilians, Contractors	See Notes 1 and 2	YES See Ref 1	YES	YES	YES	YES		YES
			Off Duty Military	NO	YES	See Ref 2	YES	YES	YES		YES
			Any personnel involved with Training or Operations	See Notes 1 and 2	YES See Ref 1	YES	YES	YES	YES		YES

CLASS	MISHAP SEVERITY	ON / OFF BASE	APPLICABLE PERSONNEL	SIB REQUIRED	REQUIRED REPORTS					REFERENCE
					PCR (By S-1)	OPREP -SIR (By S-3)	Flash Rep (By Safety)	RMI-SIR (By Safety)	7/8 Day (By CO)	
C	<p>- \$60,000 to \$599,999 in property damage</p> <p>- Individual Injury causing a minimum of (1) lost workday, including weekends</p> <p>- Occupational related illness or injury causing a minimum of (1) lost workday, including weekends</p> <p>- Lost workdays include:</p> <ul style="list-style-type: none"> • SIQ for 24 hours or more • Hospitalization beyond the day of mishap • Mishap related convalescent leave 	ON Base	On Duty Military, DoD Civilians, Contractors	NO unless Live Fire See Note 2	See Ref 1	YES	YES	YES	NO	<p>Ref. 1: MCO 3040.4E (Casualty Reporting)</p> <p>Ref 2: MCO 3504.2, (OPREP-3 Reporting)</p> <p>Ref 3: MCO P5102.1B (Mishap reporting)</p>
			Off Duty Military	NO	YES	See Ref 2	YES	YES	NO	
			Any personnel involved with Training or Operations	See Note 2	See Ref 1	YES	YES	YES	NO	
		OFF Base	On Duty Military, DoD Civilians, Contractors	NO unless Live Fire See Note 2	See Ref 1	YES	YES	YES	NO	
			Off Duty Military	NO	YES	See Ref 2	YES	YES	NO	
			Any personnel involved with Training or Operations	See Note 2	See Ref 1	YES	YES	YES	NO	
D	<p>- \$25,000 - \$59,999 in property damage.</p> <p>- Military: Injury or Occupational illness resulting in <i>LIGHT DUTY</i> or <i>LIMITED DUTY</i></p> <p>- DoD Civilian: restricted work, transfer to another job</p> <p>- Injury or Occupational illness resulting in medical treatment beyond 1st Aid</p> <p>- Work related Significant Threshold Shift (STS)</p> <p>- Work related needle/sharps stick with suspected infectious material.</p> <p>- Occupational (Job related) TB exposure</p>	ON Base	On Duty Military, DoD Civilians, Contractors	NO unless Live Fire See Note 2	See Ref 1	See Ref 2	YES	YES	NO	<p>Ref. 1: MCO 3040.4E (Casualty Reporting)</p> <p>Ref 2: MCO 3504.2, (OPREP-3 Reporting)</p> <p>Ref 3: MCO P5102.1B (Mishap reporting)</p>
			Off Duty Military	NO	See Ref 1	NO	YES	YES	NO	
			Any personnel involved with Training or Operations	See Note 2	See Ref 1	See Ref 2	YES	YES	NO	
		OFF Base	On Duty Military, DoD Civilians, Contractors	NO unless Live Fire See Note 2	See Ref 1	See Ref 2	YES	YES	NO	
			Off Duty Military	NO	See Ref 1	See Ref 2	YES	YES	NO	
			Any personnel involved with Training or Operations	See Note 2	See Ref 1	See Ref 2	YES	YES	NO	

CLASS	MISHAP SEVERITY	ON / OFF BASE	APPLICABLE PERSONNEL	SIB REQUIRED	REQUIRED REPORTS					REFERENCE
					PCR (By S-1)	OPREP -SIR (By S-3)	Flash Rep (By Safety)	RMI-SIR (By Safety)	7/8 Day (By CO)	
E	<p>- \$1 - \$24,999 in property damage</p> <p>- Individual injury or Occupational related illness with NO lost work time, BUT resulting in 1st Aid treatment.</p> <p>- Military: Initial one-time treatment and any follow-up visit for observation of minor scratches, cuts, burns, and splinters that does not ordinarily require medical care.</p> <p>- DoD Civilian: Any case that requires one or more visits to MTF during working hours, as long as no leave or COP is charged and no medical expense is incurred.</p>	ON Base	On Duty Military, DoD Civilians, Contractors	See Note 2	See Ref 1	See Ref 2	YES	YES	NO	<p>Ref 1: MCO 3040.4E (Casualty Reporting)</p> <p>Ref 2: MCO 3504.2, (OPREP-3 Reporting)</p> <p>Ref 3: MCO P5102.1B (Mishap reporting)</p>
			Off Duty Military	NO	See Ref 1	NO	YES	YES	NO	
			Any personnel involved with Training or Operations	See Note 2	See Ref 1	See Ref 2	YES	YES	NO	
		OFF Base	On Duty Military, DoD Civilians, Contractors	See Note 2	See Ref 1	See Ref 2	YES	YES	NO	
			Off Duty Military	NO	See Ref 1	NO	YES	YES	NO	
			Any personnel involved with Training or Operations	See Note 2	See Ref 1	See Ref 2	YES	YES	NO	

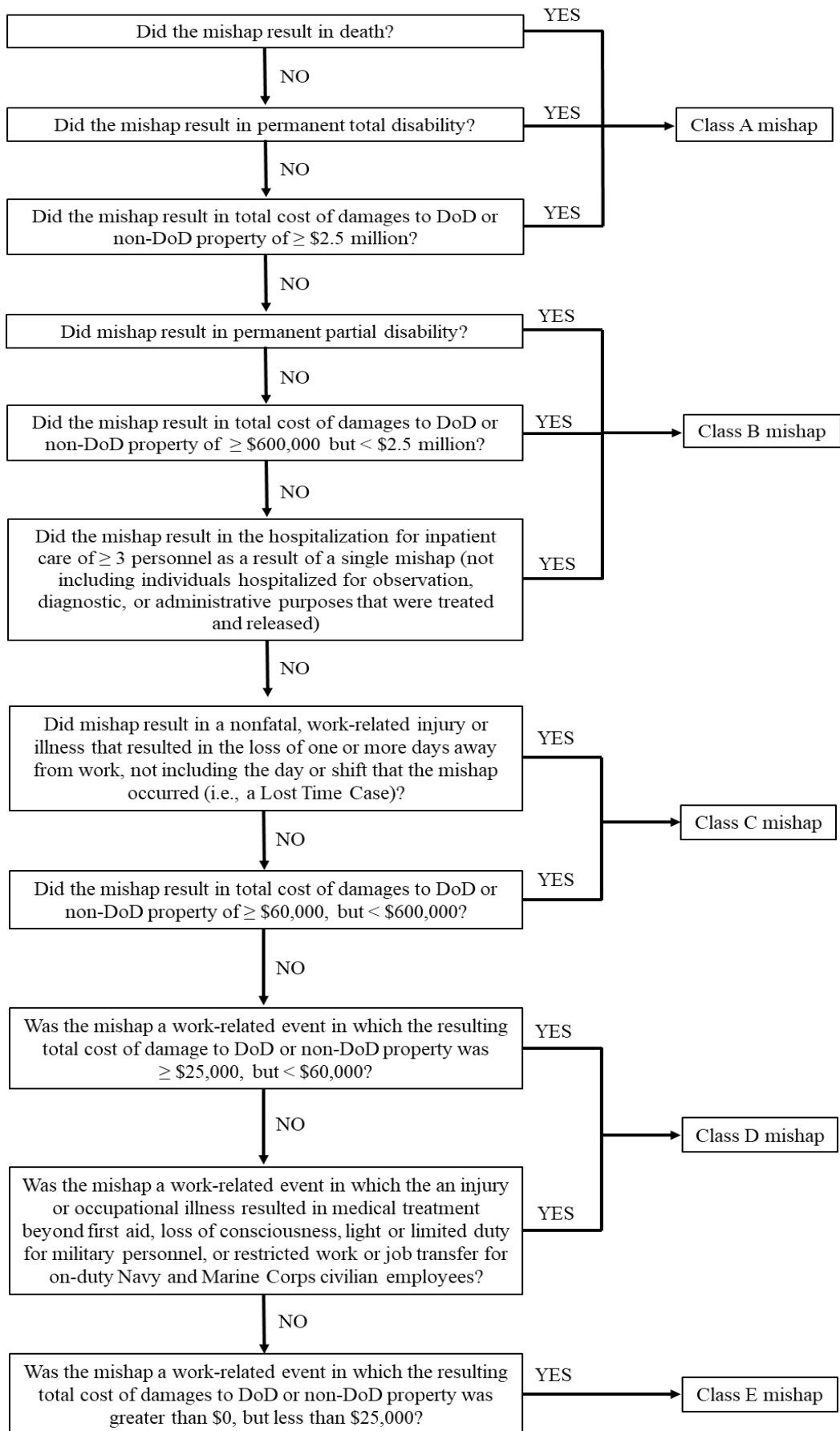
*** PERSISTENT VEGETATIVE STATE:** (sometimes follows a coma) refers to a condition in which individuals have lost cognitive neurological function and awareness of the environment but retain non-cognitive function and a preserved sleep-wake cycle.

**** COMA:** is a profound or deep state of unconsciousness. The affected individual is alive but is not able to react or respond to life around him/her. Coma may occur as an expected progression or complication of an underlying illness, or as a result of an event such as head trauma.

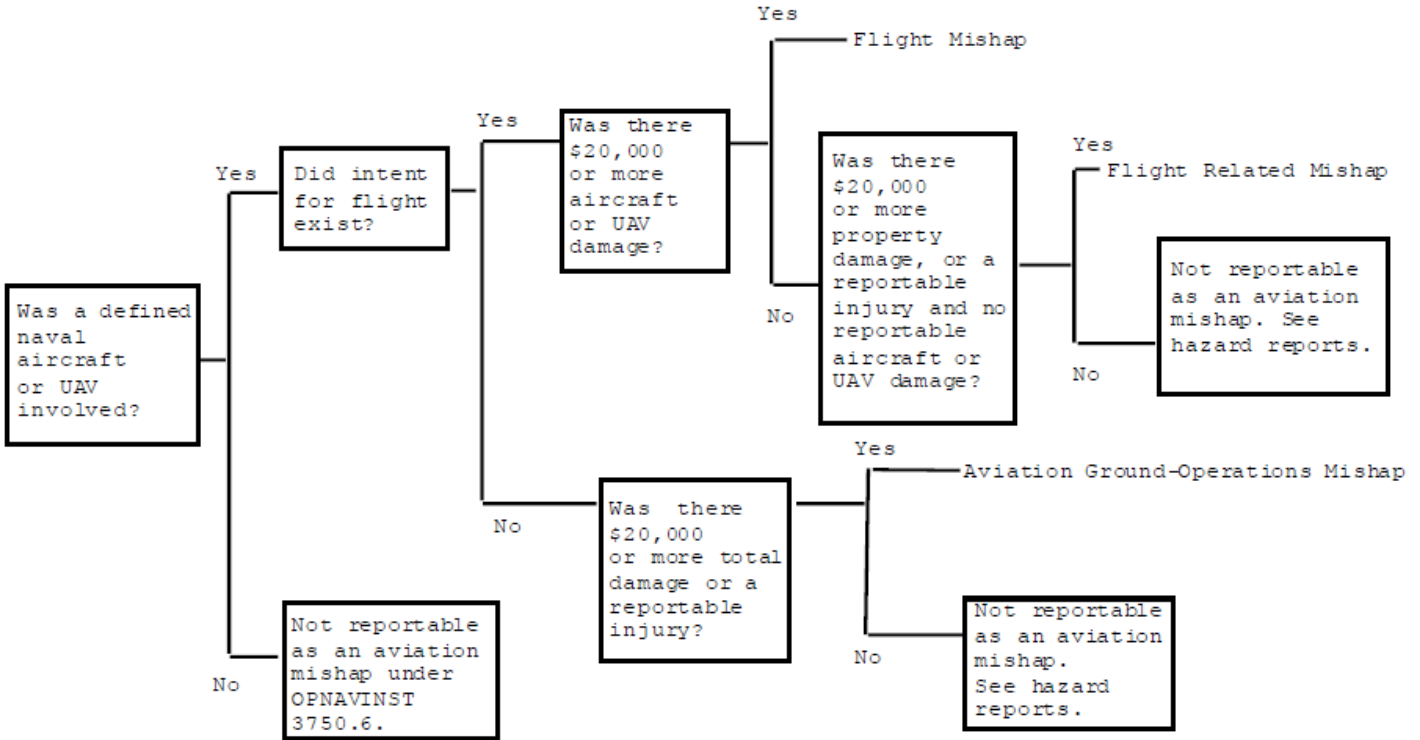
NOTES:

1. A Safety Investigation Board (SIB) is also required for; Hospitalization beyond observation of 3 or more personnel (at least 1 is a DoD civilian) involved in a single mishap.
2. **ANY** Live Fire mishap w/injury, **ANY** explosives related mishaps or **ANY** ordnance impacting off range.

DETERMINING A MISHAP CLASS



AVIATION MISHAP SUBCATEGORY DECISION TREE



DEFINITIONS

Mishap: Used to capture events requiring a mishap investigation as defined by DoDI 6055.07. A mishap is any unplanned or unexpected event or series of events that results in damage to DoD property; occupational illness to DoD personnel; injury to on- or off-duty DoD military personnel; injury to on-duty DoD civilian personnel; or damage to public or private property, or injury or illness to non-DoD personnel, caused by DoD activities.

Incident: A planned or unplanned occurrence or series of occurrences resulting in injury or damage that does not meet mishap reporting criteria. Used to capture events that are exempt from the provisions of the DoDI 6055.07 (Table 8) or 3750.6S. These may be rare, but some are still mandatory reports (e.g., intentional acts, workplace violence and direct enemy action). These will not require a safety investigation and besides the basic information and a narrative, they do not require factors, recommendations, or endorsement. **Note: engine FOD / component wear and tear exceptions or any other incident which poses a hazard to Naval Aviation should still be reported under Hazards for tracking and mitigation.**

Hazard: Any real or potential condition that can cause injury, illness, or death to personnel or damage to or loss of equipment or property, mission degradation. These are broken into two areas: 1. An act or event (i.e., near miss) that may have resulted in a mishap where the fatality, injury, illness, property damage, or loss of asset was avoided merely by chance, the actions of a single person, a small measure of distance, or a few moments in time. 2. A work place condition that might result in injury, health impairment, illness, disease, or fatality to any worker who is exposed to the condition, or which might result in damage to or loss of property or equipment.

Military Injuries: Include injuries as a result of either on-duty or off-duty mishaps.

DoD Civilian Injuries: Includes on-duty mishaps. If off-duty, the injury must be the result of a military operation or activity.

Illness: Whether one is DoD civilian or military, the illness must be occupational related in order to meet the mishap classification criteria.

Intent for Flight: The following criteria apply to DoD aircraft and UAVs involved in aircraft mishaps. Intent for flight is a prerequisite for the classification of a naval aviation mishap as an FM or FRM.

- **Fixed Wing Aircraft and UAV.** Intent for flight exists when the fixed wing aircraft or UAV's brakes are released (not for taxi purposes) or takeoff power is applied to begin an authorized flight. For catapult takeoffs, flight begins at first motion of the catapult after pilot has signaled readiness for launch. For UAV rocket-assisted takeoff (RATO), flight begins at the first sign of RATO bottle ignition. For UAV pneumatic launches, flight begins at first sign of pneumatic launcher motion after the pilot has signaled readiness for launch.

- **Helicopter, Rotary Wing UAVs and Tilt-Rotor Aircraft.** Intent for flight exists for skid and wheel configured helicopters, rotary wing UAVs and tilt-rotor aircraft when takeoff power is applied.

Intent for Flight Continues Until:

- The fixed-wing aircraft or UAV taxis clear of the runway or landing area. UAV flights may also end at recovery in a net, or when captured by another recovery system.

- The helicopter, rotary wing UAV or tilt-rotor aircraft has alighted at the termination of the flight and the skids or landing gear supports the aircraft weight. Touch-and-go or stop-and-go landings are not terminations of flight.

INCIDENT CLASSIFICATIONS

1. Class A Mishap.

a. Damage Cost. The resulting total cost of damages to DoD and/or non-DoD property of \$2,500,000 or greater.

b. Permanent Total Disability (PTD). A non-fatal injury or occupational illness, which in the opinion of competent medical authority permanently incapacitates someone. Also, the loss of the following body parts or the use thereof during a single mishap: *(Both hands, both feet, both eyes, a combination of any two of these body parts)*.

c. Fatality/Fatal Injury. Mishap or complications of a mishap, that results in a death. When death occurs six months or more following the initial mishap, contact CMC (SD) or COMNAVSAFECEN for reporting requirements.

2. Class B Mishap.

a. Damage Cost. The resulting total cost of damages to DoD and/or non-DoD property is \$600,000, but less than \$2,500,000.

b. When three or more personnel are hospitalized for inpatient care (beyond observation) as a result of a single mishap.

c. Permanent Partial Disability. An injury or occupational illness, that results in permanent impairment or loss of any part of the body (e.g., loss of the great toe, thumb, or a non-repairable inguinal hernia, traumatic acute hearing loss of 10 dB or greater documented by medical authority). Exceptions include the following:

- (1) Loss of teeth.
- (2) Loss of tips of fingers/toes without bone loss.
- (3) Repairable hernia.
- (4) Disfigurement.
- (5) Sprains or strains that do not cause permanent limitation of motion.

3. Class C Mishap:

a. Damage Cost. The resulting total cost of damages to DoD and/or non-DoD property is \$60,000, but less than \$600,000.

b. A nonfatal injury that causes any loss of time from work beyond the day or shift on which it occurred.

c. A nonfatal occupational illness or injury that causes loss of time away from work or disability at any time. Loss of time from work/Lost workdays include:

- (1) SIQ for 24-hours or more beyond the day of the incident.
- (2) Hospitalization for 24-hours or more beyond the day of the incident.
- (3) Mishap related convalescent leave.

4. Class D Mishap:

a. Damage Cost. The resulting total cost of damages to DoD and/or non-DoD property is \$25,000, but less than \$60,000.

b. A nonfatal injury that does not cause any loss of time from work beyond the day or shift on which it occurred.

c. A nonfatal occupational illness or injury that does not cause loss of time away from work or disability at any time.

5. Class E Mishap:

a. The resulting total cost of damages to DoD and/or non-DoD property is \$1 to \$24,999.

b. Military members. Any initial one-time treatment and any follow-up visit for observation of minor scratches, cuts, burns, and splinters that does not ordinarily require medical care. Such one-time treatment and follow-up visit for observation is considered first aid, even though provided by a physician or medical professional.

c. DoD civilians. Any case that requires one or more visits to a medical facility for examination or treatment during working hours, as long as no leave or continuation of pay (COP) is charged to the employee and no medical expense is incurred. Also, a case that requires two or more visits to a medical facility for examination or treatment during non-duty hours beyond the date of injury as long as no leave or COP is charged and no medical expense is incurred.

FLASH AND RMI-SIR REPORTABLE MISHAPS

The following mishaps must be investigated, recorded, or reported per MCO 5102.1 series.

1. Class A, B, C, D and E government property damage mishaps. This includes property damage caused by a government evolution, operation or vehicle to other government or non-government property.

2. Class A, B, C, D and E on-duty DoD civilian mishaps.

3. Class A, B, C, D and E on-duty military mishaps.

*Off-duty Ground Class D and E are to be marked as an "Incident."

a. For military fatalities and injuries occurring during Permanent Change of Station (PCS) orders, it is the responsibility of the gaining command to submit the mishap report with support from the losing command.

b. For personnel assigned to unified or joint task force commands, Navy and Marine Corps activities will submit mishap reports per MCO 5102.1 series and any Memorandums of Agreement.

4. Alcohol overdose (i.e. binge drinking).

5. Alcohol-related Motor Vehicle mishaps where military personnel are operating the vehicle. (*Exception: RMI-SIR Report not required if military member is eluding custody prior to incident.*)

6. Any other work-related illness or injury that involves medical first aid treatment and beyond, loss of consciousness, and/or days away from work, as well as light duty or limited duty for on-duty or off-duty military personnel, or days of job transfer or restricted work for on-duty civilians, per OPNAVINST 5100.23, OPNAVINST 5100.19, MCO P5100.8, MCO 6200.1, 29 CFR Part 1960.

7. Only events listed with a note of I or J as indicated per the 2d Marine Aircraft Wing Commanders Critical Information Requirements (CCIRs.)

8. Other incidents of interest to include:

a. All on-duty military fatalities or permanent total disabilities that are the result of a medical event that commenced within one hour of a command-sponsored Physical Training (PT), Physical Readiness Test (PRT), Physical Fitness Test (PFT), or Physical Fitness Assessment (PFA), Combat Fitness Test (CFT) (e.g., chest pains, heart attack, coma, etc.)

b. Mishaps occurring as the result of a DoD activity, operation, or evolution that results in the injury or death of a guest or military dependent.

c. All on-duty military training-related fatalities, and any high or moderate risk training mishaps that result in the loss of one training day, rolling back or disenrollment of the student from a course per references 3o and 3p of MCO P5102.1 series.

d. All explosive mishaps, including all ordnance impacting off range and all live fire mishaps. See Glossary G-1 of MCO P5102.1B "Explosive Mishaps."

e. All on-duty diving cases involving the Central Nervous System (CNS), oxygen toxicity, Pulmonary Over Inflation Syndrome (POIS), or hyperbaric treatment.

f. All Government Motor Vehicle (GMV) or Government Vehicle Other (GVO) mishaps resulting in \$5000 or more government vehicle or government property damage, and/or injury/fatality of DoD-personnel; or a mishap caused by a GMV/GVO resulting in \$5000 or more total damage including any private vehicle or private property damage, and/or injuries/fatalities to non-DoD personnel.

g. Any mishap involving Helicopter Rope Suspension Technique (HRST), air cargo drop, and/or parachuting, regardless of damage costs or extent of injuries.

h. Work-related Significant Threshold Shift (STS) in hearing averaging 10 dB or more at 2000, 3000, and 4000 Hz in one or both ears, and the person's total hearing level is 25 decibels or more above audiometric zero in the same ears (averaged at 2000, 3000, 4000 Hz) when an audiologist, otologist, or occupational medicine physician confirms the shift is toward deteriorated hearing, is permanent, and is considered to be of occupational origin. Per reference 3i of MCO P5102.1B, age corrections shall not be used for calculating reportable hearing loss. That loss shall only be reported once unless an additional reportable loss of hearing is incurred. When a reportable hearing loss occurs from an instantaneous event (e.g., acoustic trauma from a one-time blast or over-pressure) the hearing loss shall be reported as an injury.

i. Any work-related needle stick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material.

j. All reportable work-related injury and illness mishaps involving a contractor, where DoN provided direct supervision of the contractor, the mishap was caused wholly or in part by DoD operations, and DON has the means to affect change to prevent reoccurrence of the mishap. See Glossary G-1, "Contractor Mishaps" of MCO P5102.1B.

k. Any medically diagnosed work-related illness and injury, such as cumulative trauma disorder or musculoskeletal disease, whether or not involving further medical treatment or any time away from work.

l. Any case requiring a military member or civilian employee to be medically removed under the requirements of an OSH health standard, as defined in OPNAVINST 5100.23, OPNAVINST 5100.19, MCO P5100.8, and MCO 6200.1E.

m. Work-related tuberculosis infection, as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional, after exposure to a known case of active tuberculosis.

**RMI-SIR NON-REPORTABLE INCIDENTS:
SOME INCIDENTS REQUIRE A FLASH REPORT**

The following incidents need not be investigated, recorded, or reported as a *mishap* per reference 3c of MCO P5102.1 series unless otherwise specified within this section (below). However, for DoN civilians, if these mishaps are considered to have occurred in the performance of duty under provisions of Federal Employee Compensation Act (FECA), they are considered reportable to the Department of Labor (DOL)/OSHA.

1. Injuries resulting from altercations, attack, or assault, unless incurred in the performance of official duties. **FLASH REPORT NOT REQUIRED.** If incident meets CCIR or OPREP-3 threshold a **FLASH REPORT IS REQUIRED.**

a. **A FLASH REPORT IS NOT REQUIRED** for suicide-related events, as they are not classified as a mishap. Suicide-related events shall be reported via OPREP-3 only, and shall not be reported via FLASH report.

2. Injuries or fatalities to persons in the *act of escaping* from or *eluding* military or civilian custody or arrest. **FLASH REPORT REQUIRED.**

a. *Example of Reportable Mishap: Active Duty member on motorcycle, speeding, loses control and is injured/killed = RMI-SIR Reportable Mishap and FLASH REPORT REQUIRED.*

b. *Example of Non-Reportable Mishap: Active Duty member on motorcycle, speeding, eluding police, loses control and is injured/killed = RMI-SIR Non-Reportable MISHAP BUT FLASH REPORT REQUIRED.*

3. Property damage, death, or injury as a result of vandalism, riots, civil disorders, sabotage, terrorist activities, or criminal acts, such as arson. The exception is for occupationally related death or injury to emergency responders in the performance of their duties. **FLASH REPORT REQUIRED.**

4. Death or injury resulting solely from illegal use of drugs or other substances. (Exception: *This shall not preclude reporting motor vehicle mishaps in which the use of alcohol was a contributing factor.*) **FLASH REPORT REQUIRED.**

5. Adverse bodily reactions resulting directly from the use of drugs under the direction of competent medical authority. **FLASH REPORT NOT REQUIRED.**

6. Injuries that result from the following:

a. Pre-existing musculoskeletal disorders unless aggravated or accelerated by federal employment, as determined by a medical authority. **FLASH REPORT NOT REQUIRED.**

b. Minimum stress and strain (simple, natural, and nonviolent body positions or actions, as in dressing, sleeping, coughing, or sneezing), those injuries unrelated to mishap-producing agents or environments normally associated with active participation in daily work or recreation. **FLASH REPORT NOT REQUIRED. NOTE: SPRAINS AND STRAINS THAT RESULT FROM PT/EXERCISE OR A WORK RELATED ACTIVITY REQUIRE A FLASH REPORT.**

FLASH REPORT INSTRUCTIONS

- Ensure Command Information and Mishap time/date/location is filled in

Personnel Involved Section:

- **ALL** blocks are to be filled in, to include: Name, Gender, Age, Rank. Ensure mishap type and category are correct for the information that is known at the time of the report. The mishap type can be updated with a supplemental report as needed.

Injury Type:

- Ensure injury information is filled in with any information that is known at the time of the report. This information should be updated with a supplemental report as needed.

Property Damage:

- Indicate any DoD or Non-DoD property damage that resulted from the mishap. Include estimated cost if actual total is unknown. This information should be updated with a supplemental report as needed (If Applicable).

Casualty Status:

- Include any medical treatment that was provided or indicate if treated and released. Add if any SIQ or light/limited duty is known and how many days

Motor Vehicle information:

-Ensure all Safety Courses attended is annotated and dates of training (If Applicable).

Personal protective Equipment:

-Include all PPE that was worn at the time of mishap (If Applicable).

Human Factors:


-Include all information that is known

Mishap Summary:

- 5 Ws of mishap

Command POC:

-Name and Number of contact with knowledge of mishap, ie: GSO

GROUND FLASH REPORT							Revised 15 Dec 20
		<p>NOTE: This report does not replace the COMNAVSAFECEN reporting requirements (MCO P5102.1B) or the Casualty reporting requirements (MCO 3040.4E) and/or Operational Incident reporting requirements (MCO 3504.2). The Privacy Act of 1974 (Public Law 93-579) applies to this form. MCO P5102.1B provides mishap definitions. Complete as many data blocks as applicable to the mishap/incident. (Utilize the Mishap Summary Section to provide any additional/amplifying information for data blocks if required.)</p>					<p style="font-size: 24pt; font-weight: bold; color: red;">CUI</p> <p style="font-size: 10pt; color: gray;">Controlled Unclassified Information</p>
REPORT TYPE		Initial					
Command:	2d MAW	Regt/Group:		Bn/Sqdn:		Co/Section:	
INCIDENT DATE (dd-mmm-yy):			TIME		LOCATION (City,State):		
PERSONNEL INVOLVED							
NAME: (LAST, F. M.)	REQUIRED	BRANCH OF SERVICE:					
GENDER:		AGE		RANK			
MARITAL STATUS:				MOS/NEC:	BILLET:		
NUMBER OF DEPLOYMENTS:			FORCE PRESERVATION RISK CATEGORY:				
TIME SINCE RETURN:			ASSIGNED TO USMC MENTORING PROGRAM:				
MISHAP TYPE:	LEAVE/LIBERTY/TAD STATUS:		INJURY TYPE (Choose all that apply)				
DUTY STATUS:	DISTANCE FROM BASE:		Injury Type 1:				
INCIDENT/MISHAP CATEGORY:				Injury Type 2:			
PROPERTY DAMAGE (Type and Estimated Cost if known)				Injury Type 3:			
DoD Property Damage		Estimated cost: \$	Other:				
Non-DoD Property Damage		Estimated cost: \$	PPED Usage:				
CASUALTY STATUS/INJURY RELATED LOSSES:			WBGT Index:	BAC:			
MEDICAL TREATMENT REQUIRED:		LOCATION:	PERSONAL PROTECTIVE EQUIPMENT USED: (Choose all used)				
MEDICAL TREATMENT TYPE 1:		# DAYS:	PPE 1:	PPE 4:			
MEDICAL TREATMENT TYPE 2:		# DAYS:	PPE 2:	PPE 5:			
MEDICAL TREATMENT TYPE 3:		# DAYS:	PPE 3:	PPE 6:			
MOTOR VEHICLE INFORMATION							
MOTOR VEHICLE ONLY (VEHICLE TYPE)			MOTOR VEHICLE LICENSURE/INSURANCE INFO:				
BASE REGISTRATION:			INSURANCE:	STATE:			
SAFETY COURSE ATTENDED 1:					DATE:		
SAFETY COURSE ATTENDED 2:					DATE:		
SAFETY COURSE ATTENDED 3:					DATE:		
SAFETY COURSE ATTENDED 4:					DATE:		
SAFETY COURSE ATTENDED 5:					DATE:		
UNIT MOTORCYCLE MENTORSHIP MEMBER:			DATE JOINED:				
PMV-2/ATV INFO:	YEAR:	MAKE:	MODEL:	ENGINE SIZE:			
HUMAN FACTORS ANALYSIS AND CLASSIFICATION SYSTEM							
HFACS CLASSIFICATION	HFACS 1	HFACS 2	HFACS 3	HFACS 4	HFACS 5	HFACS 6	COMMENTS
ACTS (AE100- AE206)							
PRECONDITIONS (PE100-PE200)							
PHYSICAL PROBLEM (PC100-PC511)							
PERSONNEL FACTORS (PP100-PP109)							
SUPERVISORY VIOLATIONS (SV000-SV00V)							
PLANNED INAPPROPRIATE OPERATIONS (SP000-SP007)							
INADEQUATE SUPERVISION (SI000-SI008)							
RESOURCE PROBLEMS (OR000-OR009)							
PERSONNEL SELECTION & STAFFING (OS000-OS002)							
POLICY & PROCESS ISSUES (OP000-OP007)							
CLIMATE OR CULTURAL INFLUENCES (OC000-OC005)							
MISHAP SUMMARY: (Provide an accurate explanation/description of the Mishap / Incident)							
COMMAND POC:		DATE:		PHONE#:			
RMI-SIR EVENT NUMBER:			LOCAL SERIAL NUMBER:				

- Ensure Command Information and Mishap time/date/location is filled in.

Aircraft Type:

- Indicate what T/M/S was involved in the mishap.

Mishap Classification:

- Ensure mishap type and category are correct for the information that is known at the time of the report. This information should be updated with a supplemental report as needed.

Personnel Involved:

- **ALL** blocks are to be filled in, to include: Name, Gender, Age, Rank for any personnel involved.

Casualty Status:

- Ensure injury information is filled in for the information that is known at the time of the report. This information should be updated with a supplemental report as needed.

TFOA:

- All blocks filled in as required for any TFOA mishap.

BASH:

- All blocks filled in as required for any BASH mishap.

Property Damage:

- Ensure type of property damage is indicated and estimated cost for what is known at the time of the report. This information should be updated with a supplemental report as needed.

Mission Information:



- All blocks filled in as required for the mishap that is known at the time of the mishap.

Event Summary:

- 5 Ws of mishap

Command POC:

-Name and Number of contact with knowledge of mishap, ie: ASO

AVIATION FLASH REPORT										Revised 15 Dec 20	
		NOTE: This report is a MARFORCOM and 2D MAW requirement (reference WgO 3040.5H dtd 26 Jun 2017, Encl. 3, 4). It does not replace the mishap reporting requirements contained in OPNAVINST 3750.6S and MCO P5102.1B, the operational incident reporting requirements per MCO 3504.2A, or the casualty reporting requirements per MCO 3040.4. Complete all data blocks that apply to the mishap/incident and utilize the event summary section to provide any additional/amplifying information as required. The Privacy Act of 1974 (Public Law 93-579) applies to this form.									
		<input type="checkbox"/> Initial Report		<input type="checkbox"/> Supplemental Report		<input type="checkbox"/> Final Report					
Command		Group		Squadron		Section					
Incident Date (dd-mmm-yy)			Incident Time		Incident Location						
AIRCRAFT TYPE		<input type="checkbox"/> AH-1Z <input type="checkbox"/> AV-8B <input type="checkbox"/> CH-53E <input type="checkbox"/> EA-6B <input type="checkbox"/> F/A-18A++ <input type="checkbox"/> F/A-18C <input type="checkbox"/> F/A-18D <input type="checkbox"/> F-35B <input type="checkbox"/> KC-130J <input type="checkbox"/> MV-22B <input type="checkbox"/> UH-1Y <input type="checkbox"/> RQ-21 <input type="checkbox"/> Other				Aircraft Info					
OPREP Status						BUNO #					
						A/C Location					
MISHAP CLASSIFICATION <input type="checkbox"/> FM <input type="checkbox"/> FRM <input type="checkbox"/> AGM <input type="checkbox"/> N/A											
<input type="checkbox"/> Class A (>\$2.5M)		<input type="checkbox"/> BASH									
<input type="checkbox"/> Class B (\$600k - <\$2.5M)		<input type="checkbox"/> TFOA									
<input type="checkbox"/> Class C (\$60k - <\$600k)		<input type="checkbox"/> PEL									
<input type="checkbox"/> Class D (\$25k - <\$60k)		<input type="checkbox"/> Hazard/Incident									
<input type="checkbox"/> Class E (\$1 - <\$25k)		<input type="checkbox"/> Other									
PERSONNEL INVOLVED											
Name / Rank			Name / Rank								
Position			Position								
Model Time			30 Day Time							30 Day Time	
Name / Rank			Name / Rank								
Position			Position								
Model Time			30 Day Time							30 Day Time	
Additional Crew											
CASUALTY STATUS / INJURY RELATED LOSSES (Check all that apply)											
Medical Treatment Given		<input type="checkbox"/> Yes <input type="checkbox"/> No		Treatment Location							
<input type="checkbox"/> Fatality		<input type="checkbox"/> Hospitalized		# Days		<input type="checkbox"/> Light Duty		# Days		<input type="checkbox"/> Unknown	
<input type="checkbox"/> Exmaned and Released		<input type="checkbox"/> SIQ		# Days		<input type="checkbox"/> Con Leave		# Days		<input type="checkbox"/> N/A	
Personal Injuries											
Crew											
PAX/Ground											
DID AN OBJECT FALL OFF OF AN AIRCRAFT INFLIGHT UNINTENTIONALLY (TFOA)? <input type="checkbox"/> Yes (see below) <input type="checkbox"/> No											
Dimensions						Weight					
Populated Area			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		Location						
WAS A BIRD OR ANIMAL STRUCK (BASH)?			<input type="checkbox"/> Yes (See below) <input type="checkbox"/> No		Remains Collected?		<input type="checkbox"/> Squadron <input type="checkbox"/> Station BASH				
Type Animal (Description)					Advisory		<input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> Severe				
Impact In IMC?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		Impact Point						
PROPERTY DAMAGE (Type and estimated cost if known)											
DoD Property Damage			<input type="checkbox"/> Yes <input type="checkbox"/> No		NON-DoD Property Damage		<input type="checkbox"/> Yes <input type="checkbox"/> No		Est Cost:		
MISSION INFORMATION											
TMR Code		TRNG Code		Mission							
FLT Phase		<input type="checkbox"/> Takeoff <input type="checkbox"/> En Rout <input type="checkbox"/> Landing		<input type="checkbox"/> Tactical <input type="checkbox"/> Other							
FLT Details											
ALT (MSL)			ALT (AGL)								
# Of PAX		FLT Plan		<input type="checkbox"/> IFR <input type="checkbox"/> VFR		INST COND		<input type="checkbox"/> IMC <input type="checkbox"/> VMC			
VIP On Board?		<input type="checkbox"/> YES <input type="checkbox"/> NO		NVD's?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Light Level		<input type="checkbox"/> Day <input type="checkbox"/> Night (HLL) <input type="checkbox"/> Night(LL)	
EVENT SUMMARY (Provide a detailed explanation of the incident)											
COMMAND POC:						DATE:				PHONE#:	
RMI-SIR EVENT NUMBER:						LOCAL SERIAL NUMBER:					