



UNITED STATES MARINE CORPS
 MARINE CORPS AIR STATION
 NEW RIVER, JACKSONVILLE
 NORTH CAROLINA 28545-5001

ASO 3750.1D
 SSD
 8 Jun 87

AIR STATION ORDER 3750.1D

From: Commanding Officer
 To: Distribution List

Subj: Aircraft Pre-Mishap Plan

Ref: (a) OPNAVINST 3750.6
 (b) OPNAVINST 3750.16
 (c) MCO 3750.1
 (d) ABO 3750.4
 (e) MCO 5740.2D

Encl: (1) Receipt of Report of an Aircraft Mishap
 (2) Aircraft Mishap Checklist
 (3) COMCABEAST Aviation Flash Report
 (4) Initial/Amend Mishap Report Format
 (5) Guide to Witness Statements
 (6) Aircraft Mishap Board Members
 (7) Aircraft Mishap Board Member Duties
 (8) FAA Involvement Information
 (9) Wreckage Security Instructions
 (10) Wreckage Preservation and Release
 (11) Release of Information to News Media
 (12) Wreckage Photography
 (13) Wreckage Diagram Instructions
 (14) Organization for Investigation
 (15) Commanding Officer's Checklist
 (16) Coordination with Local Authorities
 (17) OPREP 3

1. Purpose. To set forth procedures and responsibilities for the timely reporting and thorough investigation of mishaps involving aircraft assigned to Marine Corps Air Station (MCAS) New River and other mishaps for which MCAS New River is the designated reporting authority. This Order supplements references (a) through (d).
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2. Cancellation. ASO 3750.1C.

3. Scope. Aircraft mishaps have the potential of attracting widespread public interest and command attention. The reporting requirements and investigative procedures outlined in references (a) through (d) have been summarized and consolidated in chronological order to provide guidance in the proper preparation and submission of appropriate reports. This Order provides for maximum continuity in accumulation of information through assignment of specific duties to the Operations Duty Officer and Aircraft Mishap Board (AMB) members.

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4. Notification of an Aircraft Mishap. The Operations Duty Officer, telephone 451-6316/6317, should be notified immediately upon receipt of any information concerning a mishap involving aircraft assigned to MCAS New River. Prompt correct initial action will enhance protection of lives and property. The swift completion of enclosures (1) through (3) will ensure that all required personnel and agencies are informed of the mishap and that appropriate investigative procedures begin promptly. and (17)

5. Mishap on Cross-Country Flights

a. The senior officer present should notify the Operations Duty Officer by telephone (Autovon 484-6316 or 6317 or Commercial 919-451-6316 or 6317) upon occurrence of an aircraft mishap involving an aircraft assigned to MCAS New River.

b. In the event an aircraft mishap occurs and the Command cannot be contacted, the senior officer present must ensure that:

(1) A Mishap Report is sent by the Commanding Officer of the nearest military activity within four hours with MCAS New River as action addressee. Reference (a) prescribes the format and establishes the requirements for mishap reports. The format is also contained in enclosure (4) to this Order.

(2) Statements are obtained from as many witnesses as possible. Instructions for interviewing witnesses are contained in enclosure (5) to this Order.

6. Aircraft Mishap Board. Aircraft mishap investigations are normally accomplished by an AMB appointed by the reporting custodian of the aircraft involved. The exceptions to this are explained in reference (a). The appointing authority of the AMB is responsible for assuring that the AMB is provided with the investigative assets required to conduct an adequate investigation. The immediate objective of the investigation is to identify the "cause" factors of the mishap and the damage and/or injuries which might have occurred in the course of the mishap. The ultimate objective of the investigation is to eradicate the hazards which could cause recurrence of the mishap, or the damage and/or injuries which occurred in the course of the mishap.

a. Composition. Each AMB shall be composed of a minimum of four commissioned officers of the Marine Corps and/or Navy to include: an aviation safety officer (Safety Officer Course graduate, if available), a Flight Surgeon, and officer well qualified in aircraft maintenance, C-12 On-Site Support Center Liaison Officer (OSCLO), and an officer well qualified in aircraft operations. The Senior Member of the AMB shall be a designated Naval Aviator or Naval Flight Officer and be senior to the pilot-in-command and mission commander involved in the mishap being investigated. Personnel who were directly involved in a mishap shall not serve on an AMB conducting an investigation of that mishap. Aircraft Mishap

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Board members are listed in enclosure (6).

b. General Duties. The following general responsibilities apply to all AMB members:

(1) AMB members should become thoroughly familiar with references (a) through ~~(j)~~ and this Order upon appointment to the Board.
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(2) AMB members shall make themselves fully available to the senior member to facilitate the investigation of the mishap.

(3) Each member shall personally participate in all board meetings, review all photographs, tapes, statements, aircraft wreckage and all other evidence which may contribute to the determination of the mishap cause factor(s) and also assist in the preparation of the Mishap Investigation Report (MIR).

(4) AMB members should anticipate performing specific duties as set forth in enclosure (7).

c. Immediate Action Responsibilities. Immediately upon notification of an aircraft mishap, the AMB shall convene and proceed to the crash scene. (1) The AMB shall, in accordance with reference (e), submit an OPREP 3 SIR (Serious Incident Reporting) using enclosure (17) as a guide.

(2)(1) The AMB shall immediately ascertain if any Federal Aviation Administration (FAA) function is involved or suspected (i.e. airborne mishandling, NAVAID failure, etc.). If FAA involvement is suspected the AMB shall comply with the provisions of enclosure (8).

(3)(2) Within four hours following the mishap (Class A or B) the Senior Member shall present an initial mishap message report, of a Class A mishap, to the Commanding Officer for release. See enclosure (4) for format. The initial mishap report must also be passed to the Naval Safety Center by telephone (Autovon 690-2929) within fifteen minutes.

(4)(3) The AMB shall take action to obtain statements from witnesses and survivors utilizing enclosure (5) as a guide.

(5)(4) Security must be established immediately and maintained continuously until final determination of wreckage disposal is made by the Senior Member of the AMB. See enclosures (9) and (10).

(6)(5) The good public image of the Marine Corps is of prime concern in an off-base aircraft mishap. Enclosure (11) is a guide for release of information to civilian news media agencies.

(7)(6) Enclosures (12) and (13) provide guidelines for the photographs and diagrams of the wreckage area.

(8)(7) Enclosure (16) sets forth the procedures for working with local authorities.

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d. Organization for Investigation. To expedite the initial phase of the mishap investigation, a recommended organization is set forth in enclosure (14). This enclosure is intended as a guide and does not restrict the Senior Member from exercising his own initiative in conducting the investigation.

7. Privileged Information. The statements given aircraft mishap investigators, the information developed by Aircraft Mishap Boards, the information submitted in MIR's and endorsements thereto are privileged, in that they shall be used ONLY for safety purposes. They shall not be appended to, or included in, Judge Advocate General (JAG) Manual Investigations or any other investigations.

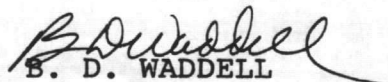
8. Technical Assistance for Mishap Investigation. In those investigations where the determination of cause factors appears to be beyond the technical capabilities of the members of the AMB, request for technical assistance should be made by the appointing authority to the controlling custodian via the Mishap Report. Findings resulting from requested technical assistance shall be included in the MIR. Technical assistance rendered to the AMB by a technical specialist is only advisory in nature, and in no case will technical specialists be considered as members of the board, nor will the board be required to accept any conclusions or decisions arrived at by technical specialists. Paragraph 608 of reference (a) outlines the technical assistance that is available and how each is to be requested.

9. Commanding Officer's Checklist. Enclosure (15) is a checklist of responsibilities for the Commanding Officer in the event of an aircraft mishap.

10. Tenant or Visiting Command Aircraft Mishaps. Should a mishap occur aboard MCAS New River that involves either a tenant or visiting aircraft, the Aviation Safety Officer will provide any assistance. He will be the direct link between the Command who had the mishap and the Commanding Officer, MCAS New River.

11. Action. The Air Station Aviation Safety Officer will ensure a copy of this Order is included in all flight packets and is provided to any members of the Command who may require it in the performance of their duties.

12. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.


B. D. WADDELL

DISTRIBUTION: Cat I (A)

RECEIPT OF REPORT OF AN AIRCRAFT MISHAP

1. LOCATION/TIME OF MISHAP (Give a complete description of the surrounding terrain including roads that might be used to gain access to the scene.) _____

2. TYPE AIRCRAFT _____ MODEL NO _____ BUREAU NO _____
3. CURRENT SITUATION: (Does fire exist? Is fire-fighting equipment available? etc.) _____

4. CALLER'S NAME _____ PHONE NUMBER _____
CALLER'S ADDRESS _____
DID CALLER SEE CRASH? _____ WAS FIRE INVOLVED? _____
5. DESCRIPTION OF AIRCRAFT DAMAGE _____

6. LOCATION OF NEAREST AIRPORT OR SAFE LANDING AREA _____
NO. OF NEAREST PHONE _____
7. CAN AIRCRAFT BE FLOWN OUT? _____ CAN REPAIRS BE MADE ON SPOT? _____
8. WAS DAMAGE TO PRIVATE PROPERTY INCURRED? _____ IF SO, DESCRIBE

9. CREW INJURIES _____

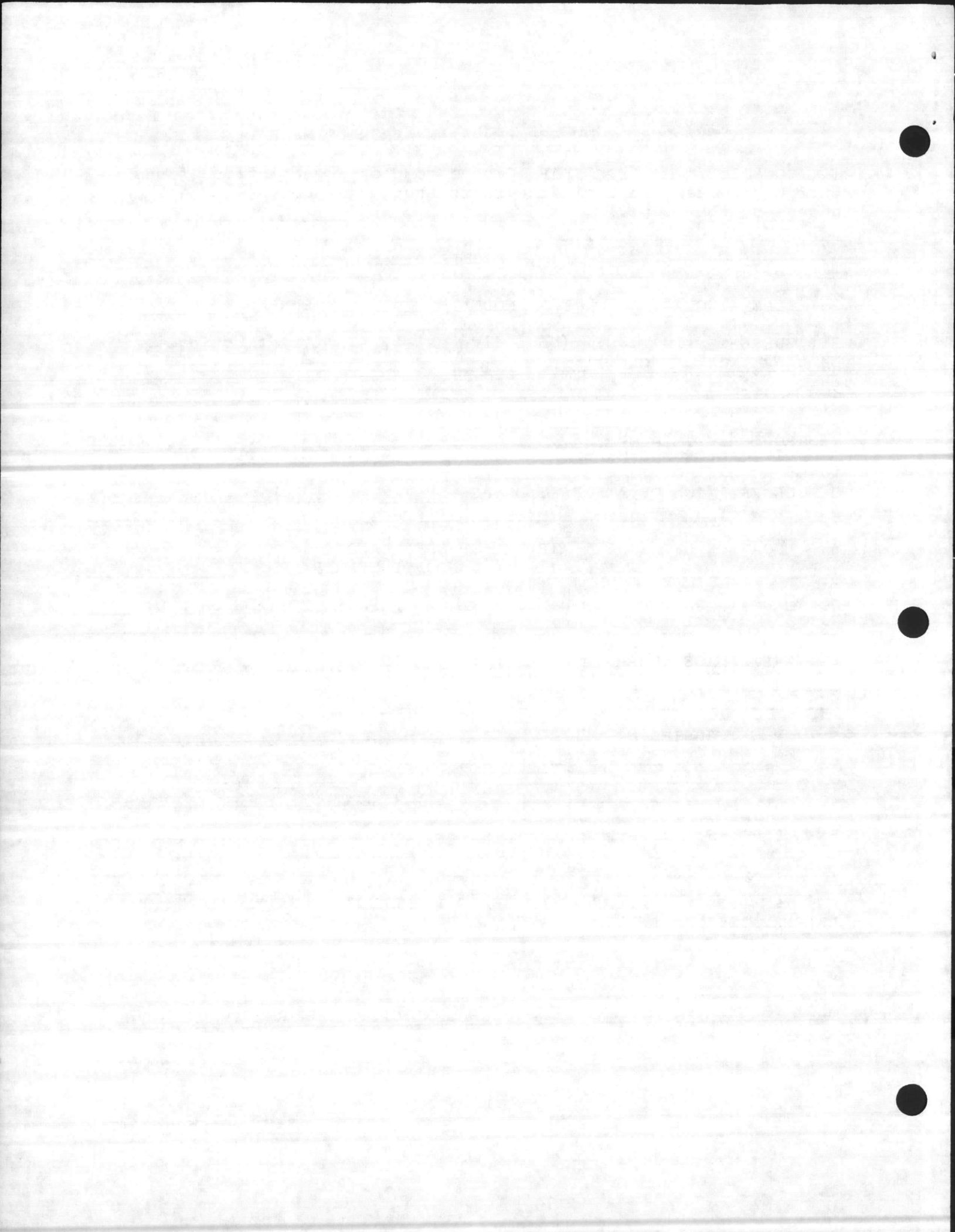
10. REMARKS: _____

ASK THE PERSON CALLING TO PRESERVE THE WRECKAGE UNTIL MARINE CORPS REPRESENTATIVES ARRIVE.

(SIGNATURE OF PERSON RECEIVING CALL)

DATE _____ TIME _____

ENCLOSURE (1)



AIRCRAFT MISHAP CHECKLIST

1. After completing the Receipt of Report of an Aircraft Mishap (enclosure (1)), notify the Aviation Safety Officer and/or the Officer of the Day (OOD) as soon as possible.
2. Notify the following personnel as soon as possible. (Obtain current residence phone numbers from the Squadron Recall).
 - a. The Senior Member of the Air Station Mishap Board and Board Members. (Enclosure (6) lists current members.)
 - b. Commanding Officer office 451-6305/6306
 - c. Public Affairs Officer office 451-6197/6198
 - d. Chaplain (in cases of office 451-6801
injury or death)
 - e. Adjutant office 451-6305/6306
3. The Operations Duty Officer shall take the following actions:
 - a. Military Police. Upon notification of an on-station mishap immediately dispatch a detachment of military police to establish initial security until assigned sentries can be posted. If the mishap occurs within the Camp Lejeune complex, contact the Camp Lejeune Provost Marshal Office (451-2555) for assistance in establishing initial security. Brief military police on the wreckage security instructions contained in enclosure (9).
 - b. Sentries/Working Parties. Sentries and working parties will be required for both on-station and off-station mishaps. The sentries will be dispatched as soon as possible to establish a security force for off-station mishaps and to replace military police for on-station mishaps. The HQHQRON First Sergeant (or the Duty NCO if after working hours) is responsible for mustering required personnel. Enclosure (9) explains duties and lists necessary equipment for assigned personnel.
 - c. Transportation. Arrange transportation for the AMB members, sentries, and working parties. Determine the type of transportation (helicopter, government bus or sedan) the Senior Member desires.
 - d. Duty Photographer. Request the Duty Photographer to report to the Operations Building (Bldg AS-843). Brief him on the information in enclosure (12). Have the Duty Photographer report to the Senior Member as soon as possible.
 - e. Operations Clerks and Maintenance Contractors. Recall the Operations clerk and the BASI personnel.

ENCLOSURE (2)

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f. In Case of Death or Serious Injury. As soon as information is received, notify the Station Adjutant and Duty Flight Surgeon. Inform Commanding Officer and Chaplain as soon as possible.

g. COMCABEAST Flash Report. Any time an aircraft mishap, reportable under reference (a) occurs, a Flash Report (enclosure (3)) shall be made to the COMCABEAST Aviation Safety Officer. During normal working hours call Autovon 582-2233/2671; after working hours notify the Operations Duty Officer, Autovon 582-3632. In the case of overdue aircraft, the report shall be made when the search is ordered (i.e. ALNOT Alert Notice). Mishaps which may attract wide public attention will be submitted as soon as possible, not to exceed one (1) hour.

h. Public Affairs Officer. Refer all cases to the Joint Public Affairs Office (6197/6198). Ensure JPAO is briefed on enclosure (11) of this Order. After working hours utilize Recall Roster for contacting the JPAO.

ENCLOSURE (2)

*****FOR OFFICIAL USE ONLY*****

COMCABEAST AVIATION FLASHREPORT

Present Date: _____ Time: _____

Person making call: _____
NAME RANK BILLET

Activity: _____ Base Phone #: _____

Model Aircraft: _____ BUNO: _____ Rept Cust: _____

Mishap Category: () FM () FRM () AGM () NONE

Severity Class: () A () B () C () NONE

Pilot: _____ Rank: _____ Injury: _____ Unit: _____

CP/NFO: _____ Rank: _____ Injury: _____ Unit: _____

Date/Time of Mishap: _____ / _____ Location of A/C: _____

Location of Mishap: _____

Type Mission: _____ Flt Plan: () VFR () IFR Flt Time: _____

Narrative Brief: _____

Pilot Experience: Total: _____ In Type: _____

Special Quals: _____

Injuries: Civilian: _____ Military: _____ Non-DoD: _____

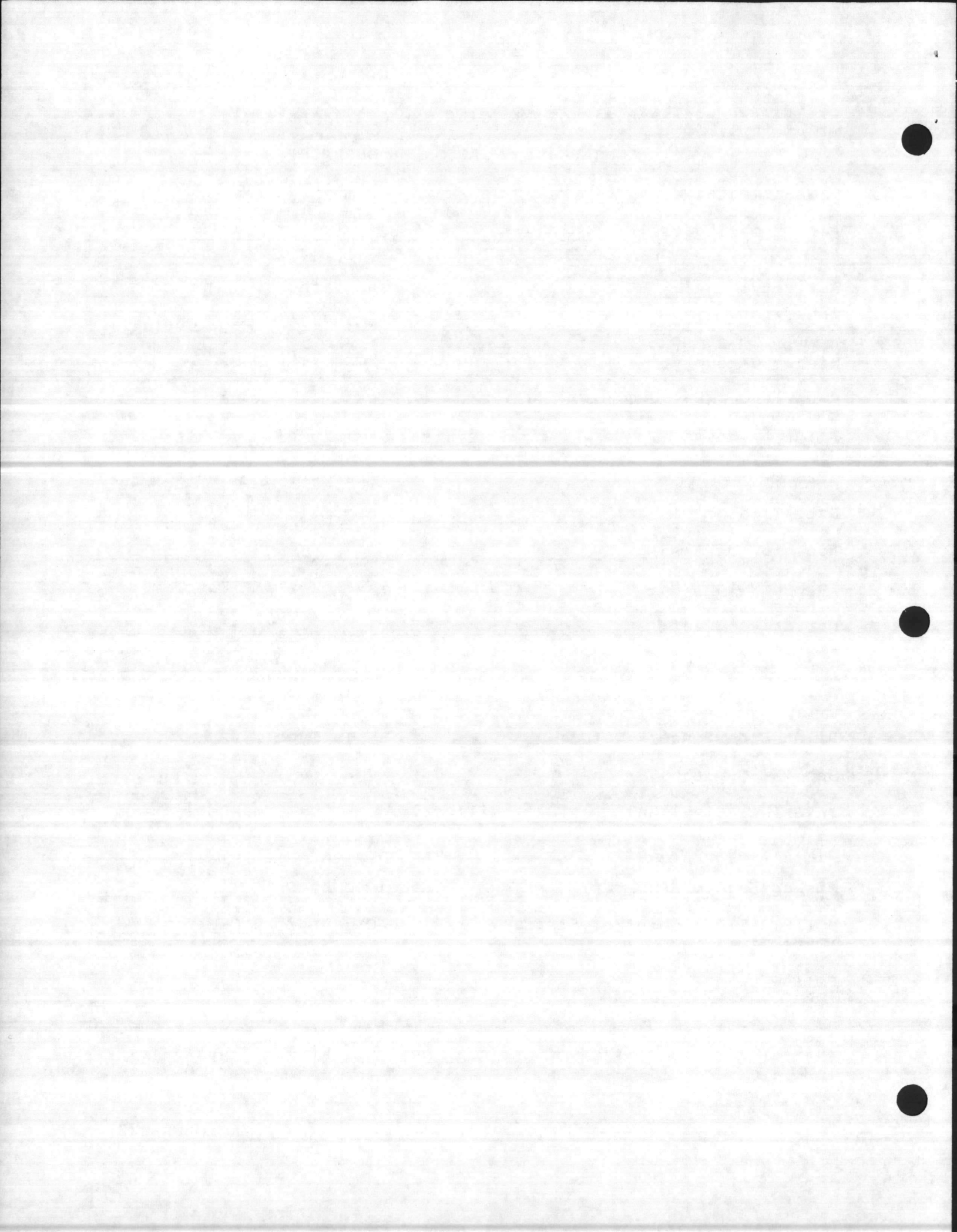
Amplifying Remarks: _____

Mishap/Hazard Report #: _____ Received by: _____

NOTIFICATION: Chief of Staff: _____ / _____ PAO: _____ / _____ CMC: _____ / _____
(Date/Time)

Follow up: _____

*****FOR OFFICIAL USE ONLY*****



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FORMAT FOR MISHAP REPORT

1. General. Message reports are submitted within 4 hours for Class A and B mishaps and 24 hours for a Class C mishap. The mishap telephone report is submitted by reading the initial mishap message report to the Naval Safety Center. Amended mishap message reports amend and correct information submitted in previous mishap message reports. Previously submitted correct information is repeated in amended reports so that recipients have all current available information in the most recent report.

2. Message Format:

FROM: MCAS NEW RIVER NC

TO: CNO WASHINGTON DC

CMC WASHINGTON DC

ALL SUPER KINGAIR AIRCRAFT ACTIVITIES

INFO CINCLANTFLT

COMMANDING OFFICER OF AIR-
FIELD, SHIP, OR FACILITY

NAVY JAG ALEXANDRIA VA

ARMED FORCES INSTITUTE OF

PATHOLOGY//C9L-A//WASHINGTON DC

AFISC HORTON AFB CA//SEF//

CDRUSASC FT RUCKER AL//PESC-Z//

NAVWPNCEN CHINA LAKE CA

NAVAIRENGCEN LAKEHURST NJ

COMNAVSEASYS COM WASHINGTON DC

UNCLAS FOUO //NO3750//

THIS IS A{N} {INITIAL, FIRST AMENDED, SECOND AMENDED} GENERAL USE
NAVAL AIRCRAFT MISHAP REPORT.

Mishap is expected to have wide public interest. Personnel, equipment, and/or facilities of that command are involved.

Non-DoD aircraft, personnel, or property are involved.

Fatality is involved.

Aeromedical matters or aviation life support systems are involved.

Aeromedical matters or aviation life support systems are involved.

ENCLOSURE (4)

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MCAS NEW RIVER {MISHAP CLASSIFICATION}, {MISHAP SERIAL NUMBER}, DATE OF OCCURRENCE, UC-12B, BUNO

REPORT SYMBOL 3750-20 {MIN: CONSIDERED} (see Chapter 4 of reference (a) for mishap classification).

A. OPNAVINST 3750.6P

B. JAGINST 5800.7B

C. (If this is an amended, list previous messages.)

1. SUMMARY. (two lines or less)

2. DATA. List following information:

A. AIRCRAFT

{1} UC-12B {2} BUNO {3} 5D (Side Number) {4} MCAS NEW RIVER
{5} [If FOD involved then] ENGINE TYPE/MODEL/SERIES {6} ENG
SERIAL NUMBER

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

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

3. CIRCUMSTANCES. List the following information as applicable:

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

B. MISSION. State aircraft mission plain language.

ENCLOSURE (4)

C. FLIGHT PURPOSE CODE. Use codes listed in OPNAVINST 3710.7L. USMC also use T & R Codes.

D. TYPE OF FLIGHT PLAN. State VFR, IFR, DVFR, etc.

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

F. AIRCRAFT EVOLUTION. Describe that activity in which the aircraft was involved, i.e., catapult launch, climb, cruise, 30-degree dive, flight deck respot, maintenance, etc.

4. MISHAP CATEGORY. State that information upon which mishap category is based.

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

A. AIRCRAFT. If an aircraft was destroyed, so state. If not, describe all aircraft damage and list cost. Itemize costs, including hours to repair. If more than one aircraft was damaged, list model, bureau number, hours to repair, and cost each separately.

B. DOD PROPERTY DAMAGE. Per item, describe all DOD property damage and list cost. Describe property damage, and itemize costs including hours to repair.

C. NON-DOD PROPERTY DAMAGE. Describe all non-DOD property damage and itemize cost.

6. PERSONNEL INFORMATION, INJURIES, AND COSTS. Provide all information below whether or not injuries are involved.

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

B. CREW. State the total number of crewmembers aboard each mishap aircraft. Then, for each crewmember, list: crew duty at the time of the mishap (specify pilot at controls), rank/rate, last name, first name, middle initial, social security number, NEC/designator/MOS, service parent organization, duty status, injury code, describe the most significant injuries, lost workdays, days hospitalized and injury cost (refer to Appendix 4B of reference (a)) "Night Vision Goggles (NVG) Used/Not Used". For only the pilot at controls, give total flight hours and hours in type. If personal data for an individual is being withheld pending notification of next of kin (NOK), substitute the phrase: PERSONAL DATA WITHHELD PENDING NOTIFICATION OF NOK for name and social security number, but list all other information pertaining to that individual.

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

ENCLOSURE (4)

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{1} INJURED PASSENGERS. State the total number of injured passengers: give last name, first name, middle initial, rank/rate, social security number, NED/designator/MOS, service specify DOD or non-DOD (refer to Chapter 4 of reference (a)), parent organization, duty status, injury code, describe the most significant injuries, lost workday(s), days hospitalized, and injury cost. If personal data for an individual is being withheld pending notification of next of kin, list the individual's injury code and cost followed by the phrase: PERSONAL DATA WITHHELD PENDING NOTIFICATION OF NOK.

{2} UNINJURED PASSENGERS. Enter the total number of uninjured passengers in each mishap aircraft.

D. INJURED NONOCCUPANTS. Enter the total number of injured non-occupants, then list all injured nonoccupants: give last name, first name, middle initial, social security number, NEC/designator/MOS, service, specify if DOD or non-DOD, duty status, civilian or military, injury code, describe the most significant injuries, lost workday(s), days hospitalized, and injury cost. If personal data for an individual is being withheld pending notification of next of kin, list the individual's injury code and cost followed by the phrase: PERSONAL DATA WITHHELD PENDING NOTIFICATION OF NOK.

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

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

- Requests for relief from investigative and reporting responsibilities. Provide complete justification in detail. Preface the request with the phrase FOR {CONTROLLING CUSTODIAN}. See Chapter 6 of reference (a) for information on requesting relief from investigative and reporting responsibilities.

- Requests for extensions of MIR deadlines. Provide complete justification in detail. Preface the request with the phrase FOR {CONTROLLING CUSTODIAN}. See Chapter 7 of reference (a) for information on requesting extensions of MIR deadlines.

- Information on progress of the mishap investigation.
- Location of aircraft/wreckage if different from mishap location.

- FAA notification required/date/time notified.
- Flight Data Recorder recovered/activity where forwarded/date/which traceable means used.

- PLAT Tape obtained/activity where forwarded/date/which traceable means used.

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

- Status of all previously requested EIs.

ENCLOSURE (4)

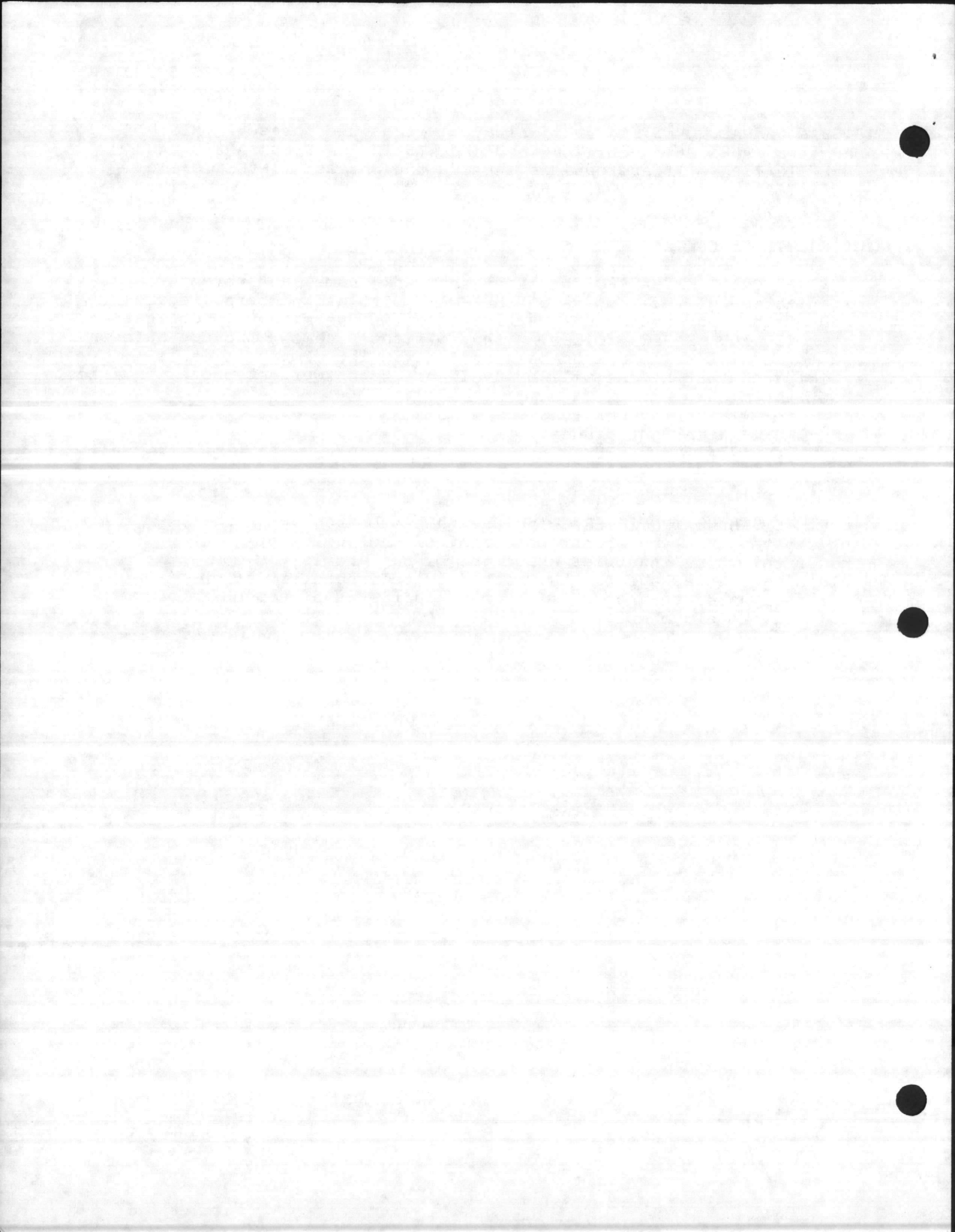
8. JAG MANUAL INVESTIGATION. Always include the phrase: THIS MISHAP {DOES/DOES NOT} MEET THE REQUIREMENTS IN REF B FOR A JAG MANUAL INVESTIGATION. If appropriate include the phrase: INVESTIGATION INITIATED (Date) BY (Convening Authority).

9. POINTS OF CONTACT

A. AIRCRAFT MISHAP BOARD. List the rank, name, and parent organization of the members of the AMB. List all members, regardless of the degree of their participation in the mishap investigation. Enter {SENIOR MEMBER} following that officer's name. Include autovon and commercial telephone numbers for the senior member if it is anticipated that he/she will be available to answer telephone inquiries about the mishap.

- AIRCRAFT OPERATIONS:
- AIRCRAFT MAINTENANCE:
- AVIATION SAFETY:
- FLIGHT SURGEON:
-etc.....

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



GUIDE TO WITNESS STATEMENTS

1. The immediate location of witnesses is an important step in the conduct of a successful investigation. In many cases, the evaluated statements made by the witnesses may point directly to the immediate area in which the investigation should be concentrated and assist in saving valuable time and energy in conducting the investigation.
2. In many cases witnesses at the mishap site will have information as to the behavior of the aircraft in question just prior to the mishap. Do not rely entirely upon immediately locating witnesses. Do not overlook the possibility of contacting witnesses not at the site of the mishap. Witnesses in surrounding areas may have some valuable information to contribute which was not obvious to the crash scene witnesses.
3. The statement of the crew shall be taken as soon after the mishap as possible with due regard for their physical condition. The flight surgeon can determine if the crew condition will permit interview. He should be consulted prior to obtaining statements from the crew.
4. Try to obtain a statement from witnesses as soon after the mishap as possible, preferably before witnesses can compare their view with others. Even though such a statement might be brief, you can always contact the witness again if additional information or clarification is desired.
5. Use tact and diplomacy at all times. Remind witnesses of the privileged status of their statement and that you are not concerned with the legal aspects, you are seeking facts to prevent similar mishaps.
6. In obtaining statements, observe the following:
 - a. Allow the witness to relate his story without interrupting.
 - b. Record his statement verbatim if possible. (Tape recorder can be found in Safety cabinet).
 - c. Determine the credibility of the witness and obtain a resume of his aeronautical experience, if any.
 - d. Obtain the witnesses full name, address, and telephone number in case further clarification of the statement is required.
7. A format to be used as a guide is on Page 2 of this enclosure and should be available to the AMB when visiting the mishap scene and during the investigation.

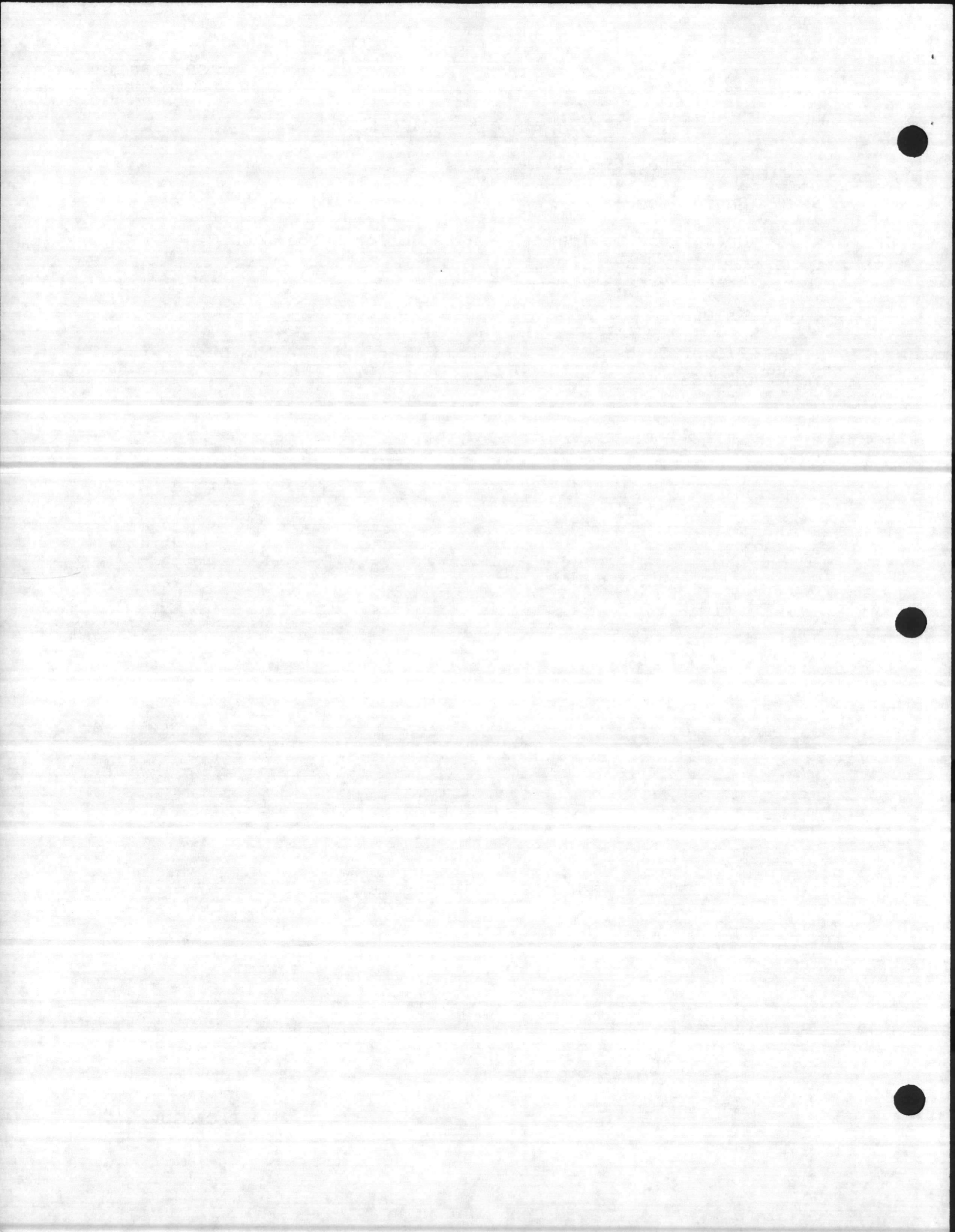
ENCLOSURE (5)

MISHAP INVESTIGATION REPORT ENCLOSURE ADVICE TO WITNESSES			
THIS IS PART OF A LIMITED USE NAVAL AIRCRAFT MISHAP INVESTIGATION REPORT LIMITED DISTRIBUTION AND SPECIAL HANDLING REQUIRED IN ACCORDANCE WITH OPNAVINST 3750 6			
PLEASE READ THIS STATEMENT CAREFULLY CERTIFY THAT YOU UNDERSTAND IT BY YOUR SIGNATURE AT THE BOTTOM			
I understand that:			
<ul style="list-style-type: none">a. I have been requested to voluntarily provide information to a board conducting an investigation of a naval aircraft mishap.b. I AM NOT being requested to provide a statement under oath or affirmation.c. Disclosure of personal information by me is voluntary, and that failure to provide such information will have no direct effect on me.d. The purpose of the information provided by me is to determine the cause of a naval aircraft mishap and/or the damage and/or injury occurring in connection with that mishap.e. All information provided by me to the Aircraft Mishap Board will be used ONLY for safety purposes.f. The information provided by me shall NOT be used:<ul style="list-style-type: none">(1) In any determination affecting my interests.(2) As evidence or to obtain evidence in determining misconduct or line of duty status of killed or injured personnel.(3) As evidence to determine my responsibility or that of other personnel from the standpoint of discipline.(4) As evidence to assert affirmative claims on behalf of the government.(5) As evidence to determine the liability of the government for property damage caused by a mishap.(6) As evidence before administrative bodies, such as Naval Aviator/Naval Flight Officer Evaluation Boards (USN) or Field Flight Performance Boards (USMC).(7) In any other punitive or administrative action taken by the Department of the Navy.(8) In any other investigation or report of the mishap about which I have been asked to provide information.			
1 STATEMENT (Continue on reverse and/or attach separate sheet(s) as necessary)			
2. PRINTED NAME (First, Middle, Last)		3. SIGNATURE	
4. DATE	5. RANK/RATE	6. SERVICE	7. TELEPHONE NUMBER
8. ADDRESS WHERE YOU MAY BE LOCATED			

AIRCRAFT MISHAP BOARD MEMBERS

Minimum AMB membership shall consist of:

- a. Senior Member
- b. Operations Officer/Alternate Senior Member/OSCLO
- c. Aviation Safety Officer
- d. NATOPS
- e. Flight Surgeon (if none appointed utilize the Duty Flight Surgeon)



AIRCRAFT MISHAP BOARD MEMBERS DUTIES

1. Specific Duties: The following specific responsibilities normally apply to the AMB:

a. Senior Member. The Senior Member of the AMB should:

(1) Upon initial appointment to the AMB, call a meeting of all board members, and assign specific tasks to each member. Utilize this enclosure as a guide for the assignment of duties. The Senior Member of the AMB should call additional meetings of the Board upon changes in membership, changes in references and at least semi-annually to review the task assignments of the members.

(2) Be prepared, when notified of an aircraft mishap, to advise the Operations Duty Officer exactly how much of the Operations Duty Officer's Checklist is to be completed for that particular mishap and which reports are required.

(3) Supervise and coordinate the conduct of the aircraft mishap investigation according to the guidelines set forth in this Order and references (a) through (d).

(4) Assume command at the site of the mishap and coordinate the efforts of the board members and other agencies.

(5) Keep the Commanding Officer advised as to the progress of the investigation.

(6) Coordinate with the MCAS Joint Public Affairs Officer (JPAO) for the screening of information to be released to the news media, see enclosure (11).

(7) Coordinate all salvage and recovery operations of the aircraft. Arrange for the disposition of the wreckage upon completion of the investigation. If a separate board (such as NSC) is conducting an independent investigation, the wreckage shall not be released until the Senior Member of that AMB approves the release, see enclosure (10).

(8) Ensure the reports required by references (a) and (b) are submitted properly.

(9) Assign board members to interview all witnesses to the mishap and obtain statements from them, see enclosure (5).

b. Aviation Safety Officer. The Aviation Safety Officer is directly responsible to the Commanding Officer for all phases and details of the safety program, including the accurate and prompt reporting of all aircraft mishaps. Furthermore, the Aviation Safety Officer should:

ENCLOSURE (7)

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(1) Maintain and have available for use by the AMB members, references (a) through (d) and other publications, official and unofficial, to assist the Board in their investigations. Prepare and maintain comprehensive guides to assist the AMB in organizing the mishap investigation.

(2) Ensure that periodic briefings are held with all assigned members of the AMB to ascertain that an adequate level of knowledge of all necessary safety publications and procedures is maintained.

(3) Maintain a complete investigation field kit.

(4) Ensure that the Operations Duty Officer has all the necessary forms available to initiate any report set forth in this Order. Ensure that the Duty Officer's copy of this Order always contains the current telephone numbers/addresses of personnel to be notified in the event of an aircraft mishap; be prepared to advise the Duty Officer exactly how much of the Duty Officer's checklist must be completed for that particular mishap and which reports are required.

(5) Act as the principal assistant to the Senior Member. Check all reports for accuracy and completeness prior to forwarding and ensure that all necessary reports are submitted within the appropriate time limits. Investigate all mishaps reportable under reference (a).

(6) Ensure that official military crash photographers are properly briefed and also direct their activities at the scene of the mishap. Review all photographic proofs and make recommendations as to which photographs shall be included in the MIR. (Enclosure (12)).

(7) Prepare a wreckage diagram and inspect the adjacent terrain for clues to the aircraft flight path in an attempt to diagram the flight path. (Enclosure (13)).

(8) Interview all uninjured crew members and survivors. (He should attempt to tape record those interviews). (Enclosure (5)).

(9) Provide access tags/badges for all personnel required at the mishap scene.

(10) Ensure, through liaison with supporting agencies, that support facilities and capabilities are available and adequate.

c. Flight Surgeon. The primary purpose of the Flight Surgeon's participation in an aircraft mishap investigation is to determine and weigh the importance of human factor involved in the mishap.

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He should:

(1) Supervise the treatment and handling of any injured personnel being removed from the aircraft to prevent further injury. Obtain statements from all injured personnel and examine all survivors to determine their physical condition.

(2) Function as the primary investigator into the sociological, psychological and physiological factors which may be present in the mishap.

(3) Investigate the adequacy and functioning of safety and survival equipment in the crash and post-crash situation.

(4) Direct the crash photographer in the taking of the photographs from a medical aspect. (Enclosure (12)).

(5) Ensure adequate timely completion of the Flight Surgeon's Report (FSR) and all other reports of a medical nature relating to the mishap.

(6) Function as an active member in all investigations of mishaps reportable under reference (a) requiring at least four board members.

d. On-Site Support Center Liaison Officer: The OSCLO should:

(1) Secure all aircraft/engine logs and maintenance data regarding the aircraft involved in the mishap. Review maintenance history of the aircraft for any discrepancies in prescribed maintenance procedures.

(2) Arrange for the assistance of aircraft mechanics, electronic technicians, local contractors, technical representatives and other highly qualified technicians to inspect the wreckage, identify parts and assess aircraft damage.

(3) Arrange and supervise the removal and reconstruction of the wreckage as directed by the Senior Member. (Enclosure (10)). Prepare an inventory of all parts, as required.

(4) Prepare all requests for engineering investigation, planner and estimator services, laboratory analysis and other technical assistance as required.

(5) Assist in the preparation of the wreckage diagram. (Enclosure (13)).

(6) Ensure the availability of appropriate technical publications and any tools necessary for the investigation.

e. Operations Officer. In the absence of the Senior Member of

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the AMB, the Operations Officer should assume his duties until a replacement is appointed. Additionally he should:

(1) Arrange for clerical support for the AMB. Normally, that clerical support should be obtained from the S-3 section. Arrange for transportation to and from the mishap scene for board members, security details, and working parties. Arrange for logistical support for these personnel.

(2) Assist in interviewing witnesses to the mishap. (Enclosure (5)).

(3) Be familiar with the duties of the Senior Member.

f. NATOPS. The primary purpose of the NATOPS member is to determine if there were any violations of established procedures and if any changes need to be made to existing procedures. He should:

(1) Obtain all logbooks, training records, and aeronautical information pertaining to the crewmembers involved in the mishap and review their qualification to ensure that the information required to prepare all forms pertaining to crewmember experience is made available to the AMB.

(2) Attempt to determine crewmembers compliance with the NATOPS program and flight rules for that particular mishap. Review NATOPS procedures for possible deficiencies or contributing factors.

(3) Ensure that sentries are aware of their responsibilities and possess the proper equipment for the performance of their duties. (Enclosure (9)).

(4) Assist in the taking of witnesses statements. (Enclosure (5)).

ENCLOSURE (7)

FAA INVOLVEMENT INFORMATION

Reference OPNAVINST 3750.16B paragraphs 13 and 14 and attachment 2 thereto in cases where FAA involvement in an aircraft mishap is suspected. Quote:

13. FAA/NTSB Participation in Military Investigations: In a mishap involving solely military aircraft in which a function of the FAA is or may be involved, the military service concerned will provide for FAA participation in the Military Aircraft Mishap Safety Investigation. In this situation the NTSB would submit a request to participate if so desired.

a. The military commander conducting the Aircraft Mishap Safety Investigation is responsible for determining whether an FAA function is or may be involved in an aircraft mishap. He will make such determination at the time he sends the notification of the mishap to higher military authorities. If he is in doubt, he will state that a function of the FAA may be involved. If, subsequent to a negative determination, it develops that the FAA may be involved, the senior military member of an investigating board will inform the responsible safety center, who will inform the FAA (see attachment 2).

(1) General Criteria. A function of the FAA will be considered to be involved in the mishap if an FAA employee or designee, a facility, or a procedure may possibly be associated with the mishap. It is not necessary that an FAA function, or its degree of performance, be a possible contributing factor in or to the mishap.

(2) Specific Criteria. A function of the FAA will be considered involved in the aircraft mishap if any of the following may have a bearing on the mishap:

(a) Personnel

1. The performance of an FAA employee or designee.

2. FAA airman certification of a civilian crew member of a military aircraft.

(b) Facilities. Air navigation or airport facility established, operated, or maintained by the FAA or by another agency in cooperation with the FAA.

(c) Operations and Air Traffic Control

1. Assignment by rule, regulation, or order the use of the navigable airspace under such terms, conditions, and limitations as necessary.

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2. Performance of an air traffic service, including the issuance of an air traffic clearance, air traffic instruction, or air traffic advisory; the transmission of air-ground and point-to-point messages; the making or transmission of weather observations and reports; the preparation and dissemination of NOTAMS; the provision of flight service and airport advisory service.

3. Delegation of an approach control function to a military air traffic control facility.

4. An operation being conducted under a waiver or an exemption granted by the FAA administrator.

(d) Publications

1. FAA regulations and non-military aeronautical publications, including but not limited to, enroute high and low altitude charts, terminal area charts, sectional and local charts, aeronautical planning and navigational charts, standard instrument arrival and departure charts, instrument arrival and departure charts, instrument approach procedures, airman's informational manual, and other technical publications.

2. Orders relating to obstruction clearance criteria, flight inspection, and lighting and navigational markings at airports and along airways.

b. The military commander who determines that an FAA function is or may be involved in a military aircraft mishap will notify the FAA facility available (see attachment 2). He will normally make this notification at the time he sends notification of the mishap to higher authority. Further, he will send additional information pertinent to FAA involvement to the FAA although initially advised that the FAA did not intend to participate in the aircraft mishap investigation.

c. The military safety center is also responsible for determining as soon as practicable after being notified of an aircraft mishap concerning whether the FAA may have interest if the aircraft involved is a model or type used by civilian aviation, if aircraft has an FAA certification of airworthiness, and if the design or airworthiness is a possible mishap cause factor. If a military safety center considers that the FAA has or may have an interest in an aircraft mishap, the center will notify the FAA and the president of the Military Aircraft Mishap Safety Investigation Board.

14. FAA Responsibilities. After receipt of notification from the military authorities, the FAA will indicate its desire to participate in the investigation and furnish information to the originator of the notification message. The FAA may elect to participate in an Aircraft Mishap Safety Investigation notwithstanding a military service evaluation that the FAA does not appear to be involved or

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interested in the mishap. In this case, the FAA will notify the appropriate military safety center and the military commander responsible for the investigation.

ATTACHMENT 2

JOINT MESSAGE FORM FOR MILITARY UNITS

FORMAT FOR JOINT MESSAGE FOR MILITARY AUTHORITIES TO NOTIFY THE FAA OF THE POSSIBLE INVOLVEMENT OF AN FAA FUNCTION IN AN AIRCRAFT MISHAP OR IN A MISSING AIRCRAFT.

The military commander, at the time of the initial notification of the aircraft mishap to higher authorities, will pass by telephone, if feasible, the following information to the FAA available. Also, this telephone call will be made to the nearest or most convenient FAA airport traffic control tower, air route traffic control center, or flight service station. Additional information as required in this attachment as it becomes available will be sent by the most expeditious means. Further, a complete and final message is to be delivered in written form to the nearest or most convenient FAA airport traffic control tower, air route traffic control center, or flight service station as soon as possible, normally within 24 hours, after the time of this mishap.

NOTE: For this area the telephone report shall be made to the New Bern Flight Service Station, 638-3133. The person making the call should be prepared to answer questions concerning the mishap in the sequence used in the message format listed below.

FROM: MCAS NEW RIVER NC
TO: FAA NAVREPSO FT GILLEN GA
NTSB FIELD OFFICE
P.O. BOX 1245
MIAMI INTL AIRPORT MIAMI FL 33148
INFO: NAVSAFECEN NORVA
COMCABEAST CHERRY PT NC
ACCT NA-CNRF

UNCLAS FOUO //N03750//

SUBJ: AIRCRAFT MISHAP INVOLVING AN FAA FUNCTION

A. OPNAVINST 3750.16B

1. Date and local time with time zone of mishap.
2. Location of mishap scene. (Give distance and direction from nearest military base or prominent geographical location, otherwise, use longitude and latitude coordinates for location).
3. Aircraft type model and serial number.
4. Unit to which aircraft was assigned at time of mishap.

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5. Last departure base of aircraft.
6. Type of air traffic control clearance.
7. Aircraft destination.
8. Last known aircraft position in flight and/or radio contact with pilot.
9. Security classification of mishap as applicable.
10. Whether radioactive materials are aboard the aircraft (yes or none).
11. Description of how mishap occurred. (Indicate the maneuvers being performed with the aircraft).
12. Identify the FAA function(s) possibly involved. (When military authorities desire FAA participation this subparagraph will include a request for FAA to participate in an investigation).
13. State whether other investigations are going to be conducted.
14. Name, grade, telephone number, and address of the person for FAA personnel to contact if further information is desired by the FAA.

END QUOTE

ENCLOSURE (8)

WRECKAGE SECURITY INSTRUCTIONS

1. Security of aircraft wreckage is vital to the conduct of an aircraft mishap investigation. In the past, sightseers, souvenir hunters and ignorant adventurers have removed pieces of aircraft wreckage from the mishap scene. Perhaps a particular part, foolishly removed from the site, is the one that caused the mishap, or has scars or stains that could provide a clue to the cause of the mishap. For this reason, and to protect onlookers from fire and explosions, wreckage security is vital.

2. The Squadron First Sergeant, or in his absence the Duty NCO shall arrange for a security detail to provide security over the mishap scene. The detail shall consist of approximately 25 men. Speed is the primary consideration; therefore, obtain personnel as quickly as possible, which normally is from the squadron barracks. Do not restrict your choices to duty section personnel, etc. After initial security is established, the size of the detail may be adjusted to provide long-term security over the site. The Senior Member of the AMB shall be advised of any changes to the security detail.

3. The Squadron First Sergeant should provide shelter, food, and water for the wreckage security detail and shall arrange for the relief of the sentries. The following is a recommended list of equipment:

2 (each) Canteen with/water per man	1 E-tool per 5 men
1 Messkit per man	Toilet paper, 15 rolls
1 Poncho per man	MRE's for 3 days
1 Sleeping Bag per man	
1 Hat with/mosquito net (if required) per man	
1 Flashlight with/batteries, 6 volt, per man	
1 Bottle insect repellent (if required) per man	
1 Thermos Jug, 5 Gallon per 10 men	
1 Clip Board with/paper/pencils per man	

NOTE: More or less equipment may be desired due to the prevailing weather and/or terrain.

4. The First Sergeant, or in his absence the Squadron Duty Officer, shall ensure that all sentries are properly briefed on their General and Special Orders. Additionally, he should have the sentries read enclosures (9) and (11) prior to assuming their posts. The initial assignment of posts at the mishap scene will normally be accomplished by the Senior Member of the AMB or the ASO.

5. The Special Orders for Sentries, listed below, should be reproduced along with the eleven General Orders and placed in a protective device, preferably laminated in plastic, so that the sentry is provided with on-hand guidelines for the performance of

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his duties. A note should be included with the General Orders to emphasize the fact that the General Orders pertaining to Government property cannot be enforced if the wreckage is on civilian property. The sentry may suggest/request/ask for civilian assistance in those areas.

SPECIAL ORDERS FOR SENTRIES

1. Your primary responsibility is to safeguard the life and well-being of all military and civilian personnel.
2. Your secondary responsibility is to prevent anyone other than crash/rescue personnel, or members of the AMB from moving any portion of the wreckage.
3. Your specific duties shall be as follows:
 - a. Attempt to keep sightseers clear of the mishap scene. Utilize the assistance of military or civilian authorities if any problem exists.
 - b. Authorize access to the mishap scene only to crash/rescue personnel or those personnel displaying "access tags."
 - c. Personnel desiring access to the scene who are not wearing an "access tag" shall be referred to a member of the Aircraft Mishap Board (AMB) or to the Joint Public Affairs Officer (JPAO).
 - d. Obtain the name, address and home phone number of witnesses to the mishap. After you have obtained this information, refer them to any member of the Mishap Board.
 - e. In the performance of these duties you are directly responsible to the AMB, until properly relieved. The senior Member, or other members of the AMB, may direct additional/different duties.
 - f. Refer all questions regarding the mishap to the JPAO/Member of the AMB. Make no statement except that, "The mishap is under investigation".

NOTE: The AMB is the Aircraft Mishap Board.

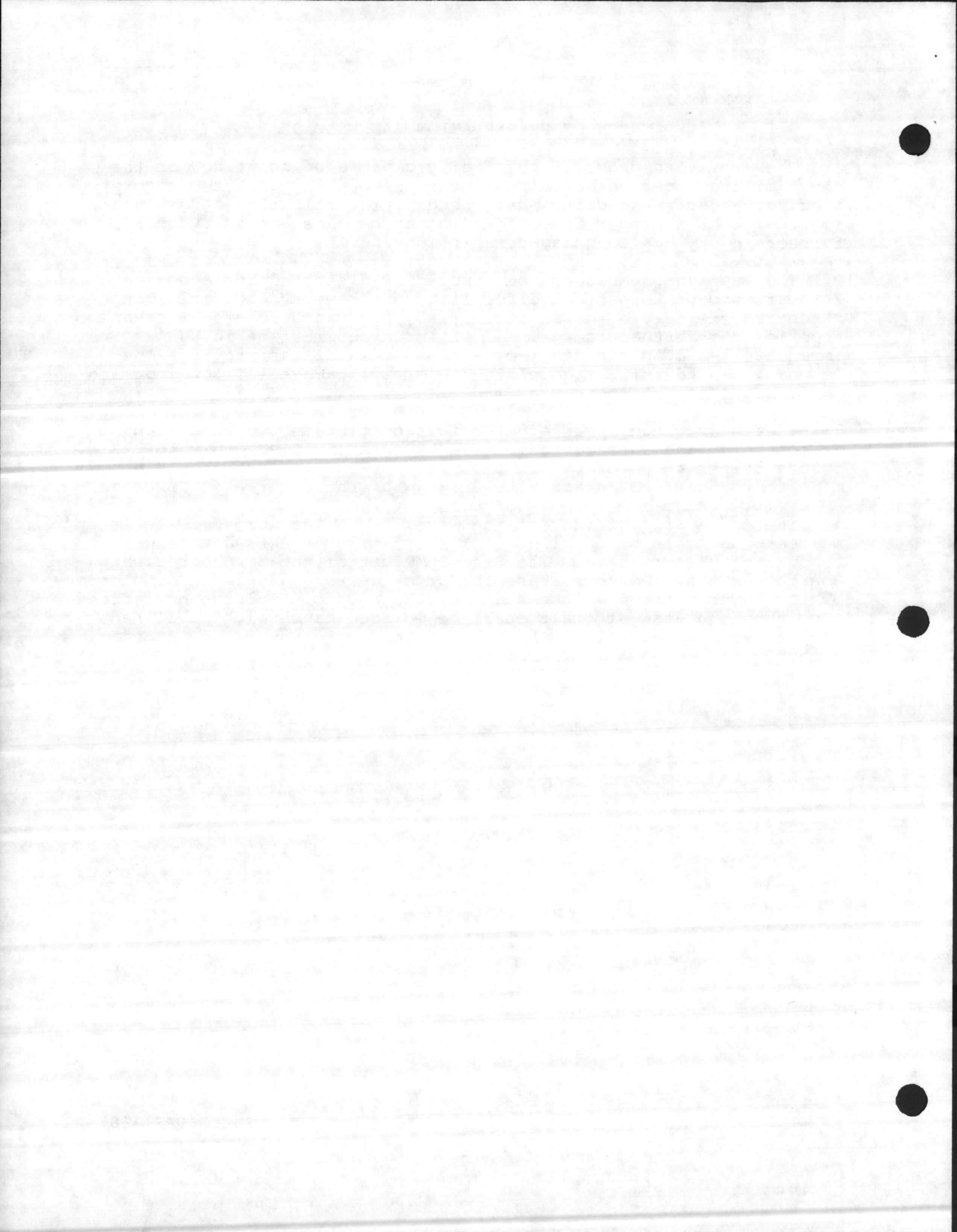
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WRECKAGE PRESERVATION AND RELEASE

1. The surviving crew, if physically capable of doing so, or the first military person arriving at the scene will place the aircraft wreckage under an adequate guard pending investigation and salvage in order that a proper investigation may be made and to avoid further injury due to delayed explosions.
2. The wreckage should not be removed or disturbed for a period of 24 hours except to protect life, limb, or property, to facilitate essential military or civil activities, or to protect the wreckage from loss or further damage. If the wreckage must be moved immediately a complete diagram, and sketches of the wreckage must be made. In addition a complete log of all damage inflicted during the removal operation must be made.
3. If the wreckage is underwater it should be recovered as rapidly as possible, and anti-corrosion measures taken immediately to ensure preservation of vital components. Every effort should be made to reconstruct an accurate diagram of the underwater wreckage.
4. The Commanding Officer of the Naval or Marine Corps air activity nearest the scene of an aircraft mishap will conduct salvage or removal of the wreckage. The Senior Member of the Aircraft Mishap Board is authorized to release the wreckage for salvage on completion of the investigation at the scene of the mishap. Salvage operations involving squadron aircraft shall be in accordance with published directives at the station which has jurisdiction over the aircraft mishap.

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RELEASE OF INFORMATION TO NEWS MEDIA

1. There are two definite and distinct areas of concern: one is the mishap that occurs on a military reservation, and the other, that which occurs on civilian property. The control of news media will constitute little problem if the mishap has occurred on a military reservation; however, when a mishap occurs off of a military reservation, expect to be approached by onlookers and media personnel. Board members and sentries will refer all media personnel to the Joint Public Affairs Officer (JPAO). In the absence of the JPAO, the Senior Member of the AMB, in accordance with the guidelines set forth in this enclosure, will answer media inquiries.

2. The following general guides apply:

a. Under no circumstances will the names or organization of involved personnel be given. Regardless of being aggressively questioned, release only numbers of dead, injured, and surviving personnel.

b. Very generally describe only what is known to have occurred and nothing else.

c. Make no statement as to cause factors and/or culpability.

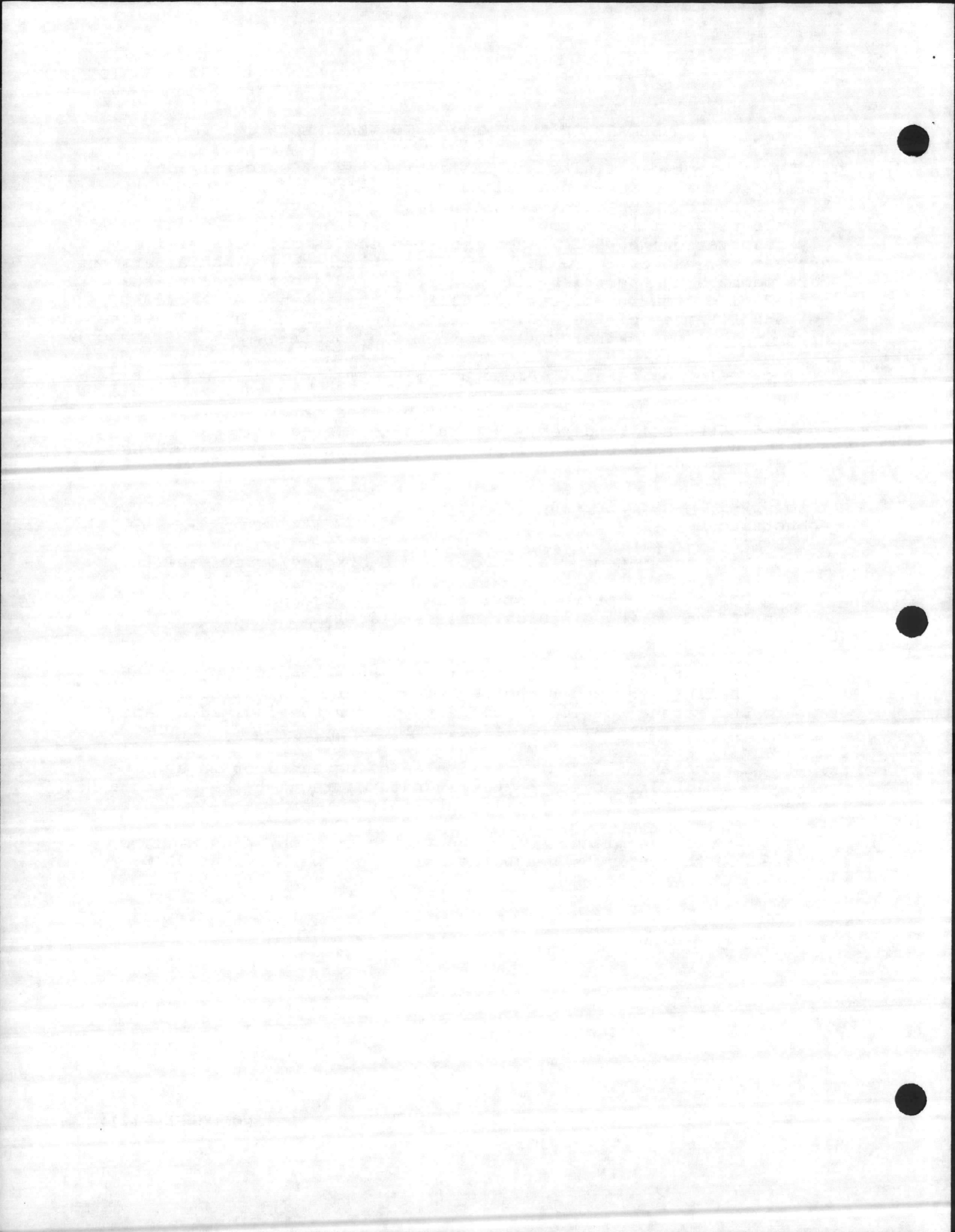
d. Do not attempt to restrict news photographers and television personnel from taking pictures, unless classified material is involved.

e. If pictures of classified matter have been taken, ask the photographers to surrender the negatives. If this fails, advise the Provost Marshal or local police to detain the individual and contact the nearest FBI/CID office.

f. In the event pictures are taken of deceased or injured personnel which are objectionable in nature, request the photographer to reconsider and not print said material.

g. Should the mishap occur aboard the station, news will be released to the public through the normal channels of the JPAO.

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WRECKAGE PHOTOGRAPHY

1. All photographic personnel who will handle photographs of the wreckage will be informed of the PRIVILEGED STATUS of MIR documents.
2. Photographs will be kept in closed, sealed containers until the squadron aviation safety officer or Senior Member of the AMB authorizes their disclosure.
3. NO ONE but members of the AMB will be given access to photographs, unless authorized by the Senior AMB Member.
4. Photographs are very important to the recording of the mishap. Do not be reluctant to have many photographs taken at the scene. In many cases, photographs, if taken in sufficient time will preserve the mishap scene before fire destroys practically all of the evidence.
5. The duty photographer will be under the supervision of the Senior Member of the AMB.
6. Photos of bodies of victims will be avoided unless they serve a definite investigative purpose. (For instance, the position of a pilot in relation to his seat, or the position of a pilot in an aircraft which is inverted on the ground. Pilot's equipment, hard hat condition, location, etc.).
7. Photographs of the Following Details are Mandatory:
 - a. General view of the scene from four directions and wreckage pattern to a point of initial impact.
 - b. Aerial view of mishap scene.
 - c. Damage to objects struck.
 - d. Engine components.
 - e. Major parts of wreckage.
 - f. Wheel and landing gear components/skid components.
 - g. Detailed views showing position or settings of the following:
 - (1) Cockpit instrument panel and consoles.
 - (2) Throttle.
 - (3) Radio frequencies.
 - (4) Navigational equipment settings.

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- (5) Control surfaces.
- (6) Flap handles.
- (7) Trim indicators.
- (8) Trim settings on control surfaces and actuators.

h. Survival equipment.

i. All parts involved in or suspected of structural failure or having contributed to the mishap. (These photographs should be in sufficient detail to show grain of the metal at the failure point or other detailed information such as direction of sheared rivets, torn metal lips, etc. These pieces should not be handled or put back together.)

j. All ground scars or damage to trees/shrubs which may show the aircraft attitude and flight path prior to impact.

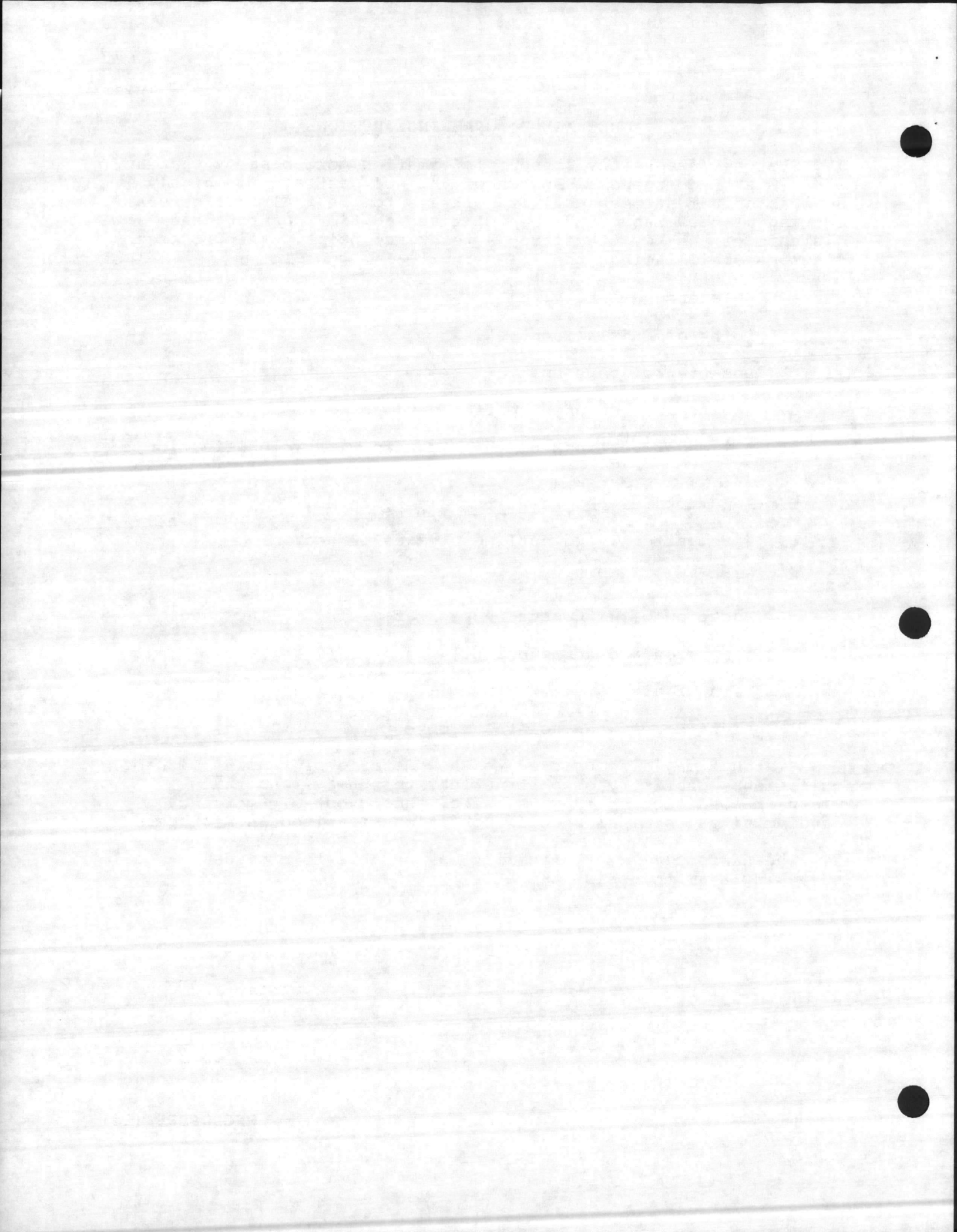
WRECKAGE DIAGRAM INSTRUCTIONS

1. Sketches frequently present information more clearly than any other manner. A general sketch of the accident area is highly desirable in most mishaps. It portrays to the analyst a general setting of the mishap and the relative location, bearing and distance of the key items from a reference point. All wreckage diagrams shall include the following:

- a. Reference point.
- b. Point of initial contact.
- c. Location of personnel.
- d. Engine and component parts.
- e. All major portions of the aircraft with identification notations.
- f. Landmarks or prominent terrain features.
- g. Fire pattern, and outline of area burned.
- h. Distance and direction to major landmark.
- i. Location of witnesses whose statements are included.
- j. Elevation and north point.
- k. Path of aircraft.
- l. Distance between points or objects.

2. Sketches may also be used to show details of taxiing mishaps, collisions, proximity of obstructions to runways and taxiways, width or condition of runways, size, and layout of emergency landing sites, similar special conditions involved in mishaps.

3. The nearest military facility may be able to provide a surveying team to assist the AMB.



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ORGANIZATION FOR INVESTIGATION

1. Upon notification of an aircraft mishap the AMB shall convene at a place to be determined by the Senior Member of the Board. All board members shall be informed of all available information concerning the mishap. If there is sufficient information available, the board shall present a completed preliminary message report of the aircraft mishap to the Commanding Officer for release. The Senior Member of the AMB shall ensure that the Operations Duty Officer is aware of his responsibilities as outlined in enclosure (2) of this Order. All board members shall review all references and enclosures of this Order.

2. The following investigation procedure guide does not propose to attempt to cover all investigations, but is intended as a quick reference.

a. At Site Proceed To:

- (1) Establish security
- (2) Inventory wreckage (extremities)
- (3) Search flight path if parts missing
- (4) Diagram
- (5) Tag and identify (India Ink Pencils)
- (6) Photograph
- (7) Crew Position
- (8) Configuration
- (9) Document evidence - notes, sketches, photos
- (10) Note damage - to distinguish from possible subsequent damage by recovery crews

b. Examine:

- (1) Controls
- (2) Extremities - (possible mid-air)
- (3) Airframe surfaces - fire, leaks, ruptures, flow patterns
- (4) Actuators - control surface position
- (5) Fuel oil, hydraulic systems - lines, plumbing tanks, gaskets, seals, strainers, sumps, low points

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- (6) Cockpit
- (7) Engine
- (8) Compressors case/section
- (9) Turbine case/section
- (10) Accessory section
- (11) Components

c. Obtain:

- (1) Fuel, oil, hydraulic samples
- (2) Witness statements
- (3) Crew statements
- (4) Ground personnel statements - GCA, Tower, Flight Service, HDC, etc.
- (5) Technical Assistance
- (6) Airframe representative
- (7) Engine representative
- (8) NASC investigators/specialists
- (9) O&R Specialists
- (10) FBI (if necessary)
- (11) Various manufacturers labs

d. Request (recommended through chain of command):

- (1) Recovery of wreckage
- (2) Adequate recovery equipment, qualified operator of said equipment, sufficient transportation of recovered wreckage
- (3) Space for layout/build up if necessary
- (4) Assistance from civil authorities - if necessary

e. Investigate:

- (1) Flight plan/schedule

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- (2) Weather
- (3) NAVAIDS
- (4) Facilities
- (5) Medical Aspects
- (6) Psychological Aspects
- (7) Sociological Aspects
- (8) Pilot/Crew history and performance
- (9) Maintenance-aspects-records-and history of
airframe and engine
- (10) Supervisory Aspects

3. The Safety Officer's Investigation Kit is kept in the Safety Office and contains the following:

a. Investigation Kit #1:

Claw Bar, (Small)	Ruler, Folding (1)
DZUS Key (1)	Repellent, Insect (3 cans)
E-Tool (2)	Scissors, Pair
Gloves (2 pair)	Screwdrivers, Assorted (8)
Goggles (1)	Tape Measurer (100 ft steel) (1)
Hatchet (1)	Wrench, Crescent (3)
Hack Saw w/Blades (8 Blades)	Wrench, Socket (Small Set)
Knife, Electrician (2)	Wrench, Open End Set (5)
Knife, K-Bar (2)	Wrench, Allen Assorted (11)
Magnet, Pin Shape (1)	Parts Brush (1)
Lock, w/Key (1)	White Tags
Pliers, Conventional (2)	
Pliers, Cutting (2)	
Pliers, Vice Grip (1)	

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b. Investigation Kit #2:

Cassette Tapes (4)	Ophthalmoscope (1)
Compass, Magnetic (1)	Paper, Graph (2)
Guage, Ranging (1)	Paper, Yellow Lined (2)
Grease, Assorted (5)	Pencils & Pens, Assorted (1 box)
Lights, Flash (5)	Protractor (1)
Lights, Distress Marker (1)	Tags, Green (51)
Markers, Assorted Felt Tip, (1 box)	Tape, Masking (1 roll)
Memo Books (2)	Tape, Black Electrical (1 roll)
Mirror, Signal (1)	Highlighters (4)
Note Pad, Spiral (4)	

c. Investigation Kit #3:

Bottle, Sample (12)	Flashlights (2)
Corrosion Preventive Compound (1)	Rags
Clip Boards (2)	Safety Light Sticks (11)
First Aid Kits (2)	Toilet Paper (1)

d. A camera and 2 tape recorders are stored in the Safety wall locker.

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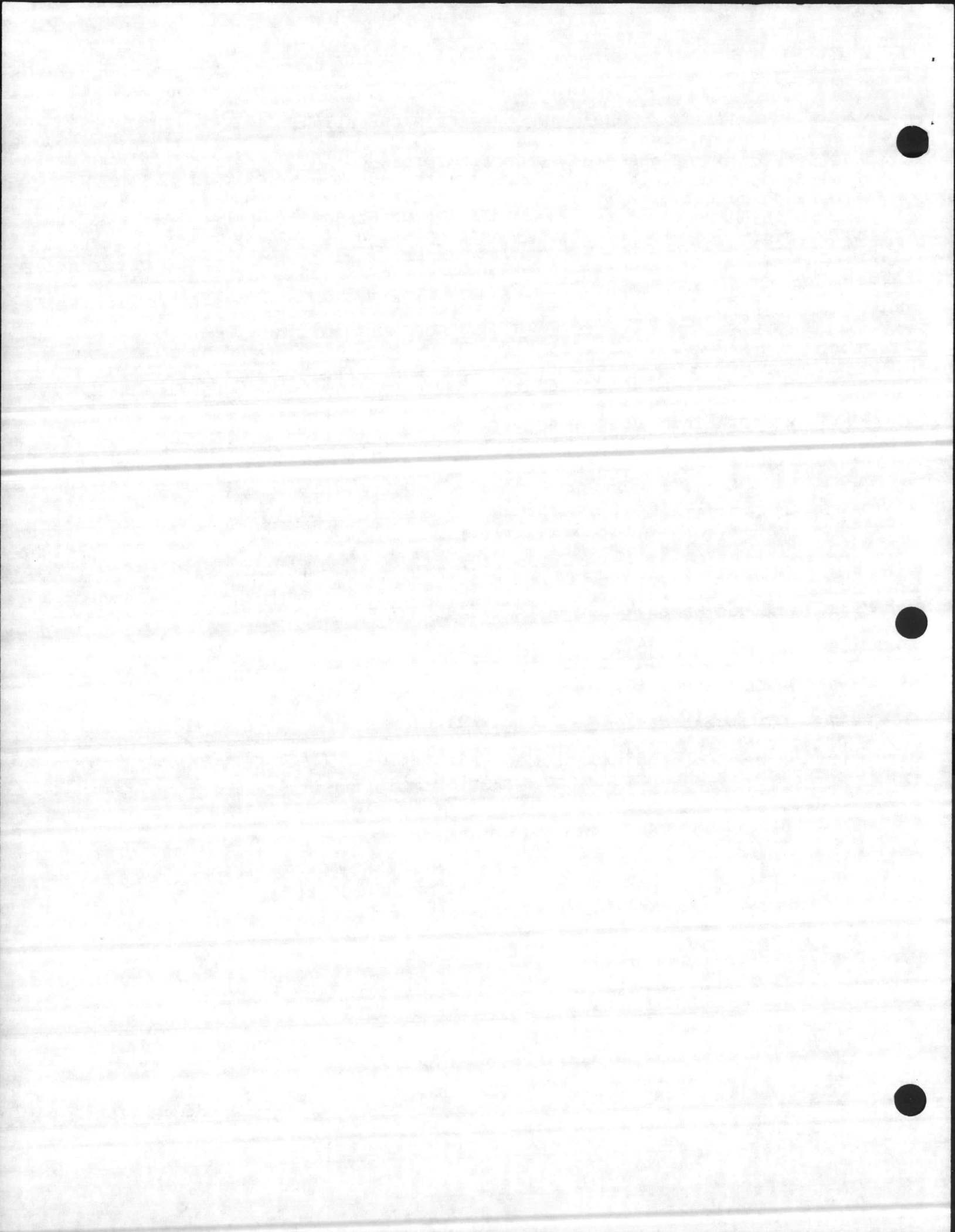
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COMMANDING OFFICER'S CHECKLIST

This section of the Pre-Mishap Plan provides the Commanding Officer with a checklist to ensure appropriate and timely action in the event of an aircraft mishap. Personnel assigned the responsibility of completing required reports, shall ensure that the Commanding Officer is informed as to the status and completion of such reports.

<u>Action</u>	<u>Completed</u>
1. Telephone Reports:	
a. NAVSAFCEN (is MIRS Class A)	_____
b. CMC (Serious Incident, 1 Hour)	_____
c. FAA Involvement (4 Hours)	_____
2. COMCABEAST	
a. Flash Report (4 Hours)	_____
b. Serious Incident, (1 Hour)	_____
3. Initial Mishap Message (NAVSAFCEN) (4 Hours)	_____
4. Amended Message (NAVSAFCEN) (As Required)	_____
5. Message Report (FAA Involvement) (24 Hours)	_____
6. Mishap Investigation Report (30 Calendar Days)	_____
7. JAG Investigation (if required)	_____
8. CO's Endorsement to MIR (7 Calendar Days after MIR)	_____

ENCLOSURE (15)



COORDINATION WITH LOCAL AUTHORITIES

1. Upon notification of an aircraft mishap not on government property the following procedures guide is provided.

a. Contact the following law enforcement agencies to see if they are providing security and to inform them when H&HS security will arrive:

- (1) Onslow County Sheriff's Department 455-9119
- (2) If not Onslow, then county of occurrence.
- (3) Jacksonville Police Department 455-1472
- (4) If not Jacksonville, then city of occurrence.
- (5) State Highway Patrol 347-1751

b. Contact the closest fire department to see what they have done and if any assistance is needed.

- (1) City of Jacksonville 455-8080
- (2) Nearest local department to mishap site.

c. Contact the closest hospital if any personnel have been taken there and if they are remaining or being transferred.

- (1) Onslow Memorial 577-2345
- (2) Craven County 633-8111
- (3) Pitt County 757-4100

