



DEPARTMENT OF THE NAVY  
FLEET AVIATION SPECIALIZED OPERATIONAL  
TRAINING GROUP PACIFIC FLEET

NAS NORTH ISLAND  
SAN DIEGO, CALIFORNIA 92135-5122

FASOTRAGRUPACINST 5102.1B  
04

01 MAR 1991

FASOTRAGRUPAC INSTRUCTION 5102.1B

Subj: PERSONNEL INJURY, ILLNESS, AND MISHAP REPORTING

Ref: (a) OPNAVINST 5102.1C  
(b) FASOTRAGRUPACINST 1770.1D

(R)

Encl: (1) OPNAVINST 5102/4 'SAFETYGRAM'  
(2) Privacy Act Statement for Limited Use  
(3) Privacy Act Statement for General Use  
(4) PID/MPD Mishap Report

1. Purpose. To update procedures for investigating and reporting property damage, injury/death, and Navy civilian occupational injuries and illnesses. A complete review of this instruction is recommended upon receipt.

2. Cancellation. FASOTRAGRUPACINST 5102.1A.

3. Background. Reference (a) promulgates procedures for the investigation and reporting of material (property) damage, personnel injury, death, Navy civilian occupational injuries and illnesses, motor vehicle and explosive mishaps. Reference (b) lists additional immediate reporting requirements in the case of death or serious injury to military personnel. This instruction contains guidance for conducting and reporting mishap investigations.

4. Discussion. Accident/Mishap statistics are used by safety specialists to identify unsafe operations and workplaces. It is mandatory that all accidents/mishaps be reported and investigated by the supervisor and that all hands report accidents/mishaps to their supervisor. Reports are required for all accidents/mishaps occurring on or off duty for military personnel, on duty for civilian personnel, and all accidents/mishaps causing damage to government property. It is FASOTRAGRUPAC policy that all such accidents/mishaps will be promptly reported to the Command Safety Officer.

5. Definitions. For the purposes of this instruction the following terminology and definitions are provided.

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

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

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

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

e. REPORTABLE MISHAP

(1) Any mishap as defined by this instruction and in Chapters 4 through 6 and Chapter 8 of reference (a). These criteria should not be considered all-inclusive; if there is a "lesson to be learned," whether or not it meets the criteria, then a report should be submitted. Note that mishap reporting required by this instruction may also require reporting by other instructions, such as OPNAVINST 3100.6E (NOTAL), OPNAVINST 3750.6Q (NOTAL), and OPNAVINST 4790.2E (NOTAL). (R)

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

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

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

(c) Fire at naval shore activities. Fires at naval shore activities per OPNAVINST 11320.25B (NOTAL). Report all injuries/fatalities associated with those fires per Chapter 3 of reference (a). When explosives are involved, the reports required by Chapter 5 of reference (a) shall also be submitted.

(d) Near mishaps and hazardous conditions. A condition might exist which, if allowed to go unchecked or uncorrected, has the potential to cause a mishap; or an act or event might result in a near mishap in which injury or damage was avoided merely by chance. Those situations should be reported by informal correspondence or by SAFETYGRAM (OPNAV 5102/4) as depicted in enclosure (1). Either method may be used to describe any situation that has mishap potential or as a vehicle to make recommendations to improve safety or occupational health. To provide anonymity, SAFETYGRAM's may be submitted directly to Commander, Naval Safety Center without normal chain of command routing. The name of the activity is required, but the name of the person originating the correspondence is not.

f. PERSONNEL

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

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(2) Navy Federal Civilian Personnel. All career, career-conditional, and temporary (whether full-time, part-time, or intermittent) Department of the Navy (DON) civilian employees subject to Civil Service regulations paid from appropriated federal funds, and covered by the Federal Employees' Compensation Act. Civilians paid on a contract or fee basis are excluded. (A

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

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

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

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

(4) Off-duty Personnel. For the purpose of mishap reporting determination, Navy/Marine Corps personnel are off-duty when they:

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

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

(c) Are on leave/liberty;

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

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

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

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

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

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

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

## 6. Responsibilities

a. All hands are responsible for reporting any accident/mishap to their supervisor immediately.

b. Supervisors are responsible for reporting every accident/mishap to the Safety Officer promptly and performing preliminary accident/mishap investigations. Supervisors will also ensure the indoctrination of all subordinates, especially new arrivals, to report all mishaps no matter how small, as well as the "near misses" where only chance prevented a mishap. Assure that personnel fully appreciate that hazardous conditions cannot be corrected unless they are reported conscientiously.

c. The Safety Officer is responsible for the initiation and completion of accident investigations, and for maintaining records of all reported accident/mishaps.

## 7. Reporting

a. All hands shall report to their supervisor any accident/mishap involving:

- (1) Military personnel (on or off duty).
- (2) Civilian personnel (on the job).
- (3) Damage to government property.
- (4) Motor vehicle accidents.

b. Supervisors shall report all known accident/mishaps to the command Safety Officer within 24 hours. Reporting will include:

- (1) Supervisors name, department, work center and phone number.

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(2) Date of accident/mishap.

(3) Nature of mishap, personal injury/property damage/motor vehicle.

c. Supervisors shall immediately report all major personal injuries or property damage to the Command Officer of the Day. In the case of accidental death, hospitalization or destruction of government property, every effort will be made by the supervisor to report the accident/mishap to his division officer and department head.

d. The Safety Officer shall submit a written Accidental Injury/Death Report or Material (Property) Damage Report, in accordance with reference (a) for mishaps involving:

(1) Fatality.

(2) One or more lost work days.

(3) Electrical shock.

(4) Exposure to hazards requiring medical attention.

(5) Motor Vehicle Mishap (report as per chapter 6).

(6) Property damage in excess of \$100.00.

Reports will be submitted via the chain of command to reach COMNAVAIRPAC within 20 days of the mishap. Reports will be submitted on-time with as much information as is available. Follow-up reports may be required.

e. The Safety Officer will maintain a log of Accidental Injury/Death reports and Material (Property) Damage reports to record date of injury, name of injured person, workcenter and status of report (date submitted, initial/completed report).

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

a. Hospitalization for observation or administrative reasons not related to the immediate injury.

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

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

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

e. Injuries or deaths resulting from off-duty assaults.

9. Investigation Procedures. While there are no procedures specifically prescribed for the conduct of mishap investigations, the guidelines set forth in the following paragraphs will assist the person conducting the investigation to prepare a complete and meaningful report.

a. Principles of mishap investigation. For every serious injury or mishap, it is estimated that there are approximately 10 minor injuries, 30 minor property damage events, and over one hundred near mishaps. Those figures clearly illustrate the necessity to direct investigative efforts toward minor mishaps in addition to major mishaps. The analysis of frequency or potential of mishaps and identification of cause are essential to systematic control of mishap losses.

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

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

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

b. Conducting the mishap investigation. Some of the many factors involved in the investigation of mishaps are listed below. These are not all inclusive, but will serve as a basis from which to proceed.

(1) Steps should be taken to preserve and/or photograph the material evidence.

(2) Individuals providing information about themselves in connection with a mishap investigation shall be advised of the purpose and the routine use of such information. They will be provided the appropriate Privacy Act Statement as suggested in enclosures (2) or (3) per the provisions of SECNAVINST 5211.5C.

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

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appropriate discipline when a management official, superior to the individual, obtains facts surrounding a mishap from a source different than an investigation conducted under this paragraph.

10. Submission of Reports

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

b. Mishap Reports. The message format of enclosure (4) is to be used for all reports of personnel injury or death investigations conducted in accordance with this instruction. Since it is the same format used to report material (property) damage investigation reports, it may be necessary to omit some sections. A speedletter, NAVGRAM, or letter using the message format, may also be submitted. Regardless of how they are sent, reports must be released to the Naval Safety Center within 20 calendar days.

c. Priority Message Reports. A priority message report must be made within 24 hours to the Chief of Naval Operations (OP-45) and the Naval Safety Center when any of the following occurs:

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

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

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

The format of enclosure (4) shall be used to provide available information. As a minimum, the date/time of mishap, name and location of activity, personnel involved, description of evolution/operation, and description of the mishap shall be furnished. The submission of the priority message report does not relieve the experiencing activity from submitting a Personnel Injury/Death Report in accordance with this instruction.

d. Additional Information. If additional information becomes available, a follow-up report should be submitted referencing the original report. The Commander, Naval Safety Center may also request additional information when needed.

11. Related Report. Material (Property) Damage Report - When a mishap involves both injury or death, and property damage, submit one consolidated report in accordance with enclosure (4), complete with Section Bravo filled in.

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12. Release of Mishap Information

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

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

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

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

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

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

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

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h. Unspecified cases. In cases of request for information not specified above or in Chapter 2 of reference (a), the requests shall be forwarded to the Commander, Naval Safety Center.

13. Records Disposition

a. In accordance with reference (a), the records and reports required by this instruction will be retained for five years following the end of the fiscal year to which they relate.

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



M. B. O'CONNOR, JR.

Distribution:  
FASOTRAGRUPACINST 5216.2S  
Lists A and B

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# SAFETYGRAM

(Mark X in appropriate box to indicate type of Command)

Surface Ship

Submarine

Diving/Salvage

Aviation

Shore

Command, Ship, or Ship Class

References:

Plan No/Tech Manual/etc.

STATE: What, where, why; how it can be prevented or corrected.

SAMPLE

SIGNATURE (NOT REQUIRED)

Instructions: (1) Send original to Commander NAVSAFECEN, and copies as appropriate. Retain file copy. (2) May use pencil longhand; attach additional sheets as necessary. (3) If classified information included, follow appropriate marking and mailing.

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PRIVACY ACT STATEMENT FOR  
LIMITED USE SAFETY MISHAP INVESTIGATION REPORT

1. Authority: 10 U.S.C. 5031
2. Principal Purpose: To improve equipment design, safety and warning devices, operating and maintenance procedures and training, administrative and engineering controls, and personnel protective devices to prevent or reduce to a minimum the accidental loss of Navy personnel and material.
3. Routine Use(s): The information being requested will be used by officials and employees of the Naval Safety Center and those officials of the DOD to prevent mishaps and to promote and monitor safety/safety programs. Collective or individual mishap reports form the basis for safety advisories to the fleet, media material for safety publications, and for specific recommendations in the areas of human factors and equipment design to higher authority to prevent mishaps.
4. Mandatory or Voluntary Disclosure: The information being requested is voluntary, however, failure to provide the requested information will diminish the overall understanding of the causes of the mishap.

## ADVICE TO WITNESS

I understand that:

- a. I have been requested to voluntarily provide information to a board conducting an investigation of a naval mishap.
- b. I am not being requested to provide a statement under oath or affirmation.
- c. All information provided by me will be used ONLY for safety purposes.
- d. The information provided by me shall NOT be used.
  - (1) In any determination affecting my interests.
  - (2) As evidence or to obtain evidence in determining misconduct or line of duty status of killed or injured personnel.
  - (3) As evidence to determine the responsibility of myself or other personnel from the standpoint of discipline.
  - (4) As evidence to assert affirmative claims on behalf of the government.
  - (5) As evidence to determine the liability of the government for property damage caused by a mishap.
  - (6) As evidence before administrative boards or bodies.

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- (7) In any punitive or administrative action taken by the Department of the Navy.
  - (8) In any other investigation or report of the mishap about which I have been asked to provide information.
- e. We will attempt to maintain the confidentiality of your statement.

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PRIVACY ACT STATEMENT FOR  
GENERAL USE SAFETY MISHAP INVESTIGATION REPORT

1. Authority: 10 U.S.C. 5031
2. Principal Purpose: To improve equipment design, safety and warning devices, operating and maintenance procedures and training, administrative and engineering controls, and personnel protective devices to prevent or reduce to a minimum the accidental loss of Navy personnel and material.
3. Routine Use(s): The information being requested will be used by officials and employees of the Naval Safety Center and those officials of the DOD to prevent mishaps and to promote and monitor safety/safety programs. Collective or individual mishap reports form the basis for safety advisories to the fleet, media material for safety publications, and for specific recommendations in the areas of human factors and equipment design to higher authority to prevent mishaps.
4. Mandatory or Voluntary Disclosure: The information being requested is voluntary, however, failure to provide the requested information will diminish the overall understanding of the causes of the mishap.

## ADVICE TO WITNESS

I understand that:

- a. I have been requested to voluntarily provide information to a board conducting an investigation of a naval mishap.
- b. I am not being requested to provide a statement under oath or affirmation.
- c. Within DOD all information provided by me will be used only for safety purposes. It is further understood, however, that the information contained in this report may be released in response to a Freedom of Information Act request or under the Occupational Safety and Health Program or Department of Labor regulations.
- d. The information provided by me shall NOT be used:
  - (1) As evidence or to obtain evidence in determining misconduct or line of duty status of killed or injured personnel.
  - (2) As evidence to determine the responsibility of myself or other personnel from the standpoint of discipline.
  - (3) As evidence to assert affirmative claims on behalf of the government.
  - (4) As evidence before administrative boards of bodies.

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- (5) In any punitive or administrative action taken by the Department of the Navy.
- (6) As evidence to determine the liability of the Government for property damages caused by a mishap.
- e. We will attempt to maintain the confidentiality of your statement.

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

1. General

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

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

2. Content and Format

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

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

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

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

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

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

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

RMKS/ALPHA:

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

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

3. LOCAL TIME AND DATE OF MISHAP

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

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

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

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

8. POINT OF CONTACT AND TELEPHONE NUMBER IF AVAILABLE

BRAVO:

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

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

3. ESTIMATED COST OF NON-DOD PROPERTY DAMAGE

4. NUMBER OF REPORTING ACTIVITY OPERATING DAYS LOST

CHARLIE: REPORTABLE INJURIES

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

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

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

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

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

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

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

8. ESTIMATE OF LOST TIME

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

B. DAYS ACTUALLY HOSPITALIZED

DELTA:

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

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

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

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

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

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ECHO: NARRATIVE

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