

REQUIRED SAFETY RELATED REPORTS

1. Administrative/Operational Reports:

Required Report	Time Limit	Responsible Section	Report due to?	Method	Reference
PCR	w/in 1 hour of event or notification of event	Unit/Command S-1/G-1	Chain of Command and Marine Corps Operations Center (MCOC)	Phone call, followed by PCR in message format, to Chain of Command Operations Center	MCO P3040.4E (27 FEB 03), Marine Corps Casualty Reporting Manual
OPREP-3 (SIR)	w/in 1 hour of event or notification of event	Unit/Command S-3/G-3	Chain of Command and Marine Corps Operations Center (MCOC)	Phone call, followed by OPREP-3 in message format, to Chain of Command Operations Center	MCO 3504.2 (08 JUN 07), Operations Event / Incident Report (OPREP-3) Reporting

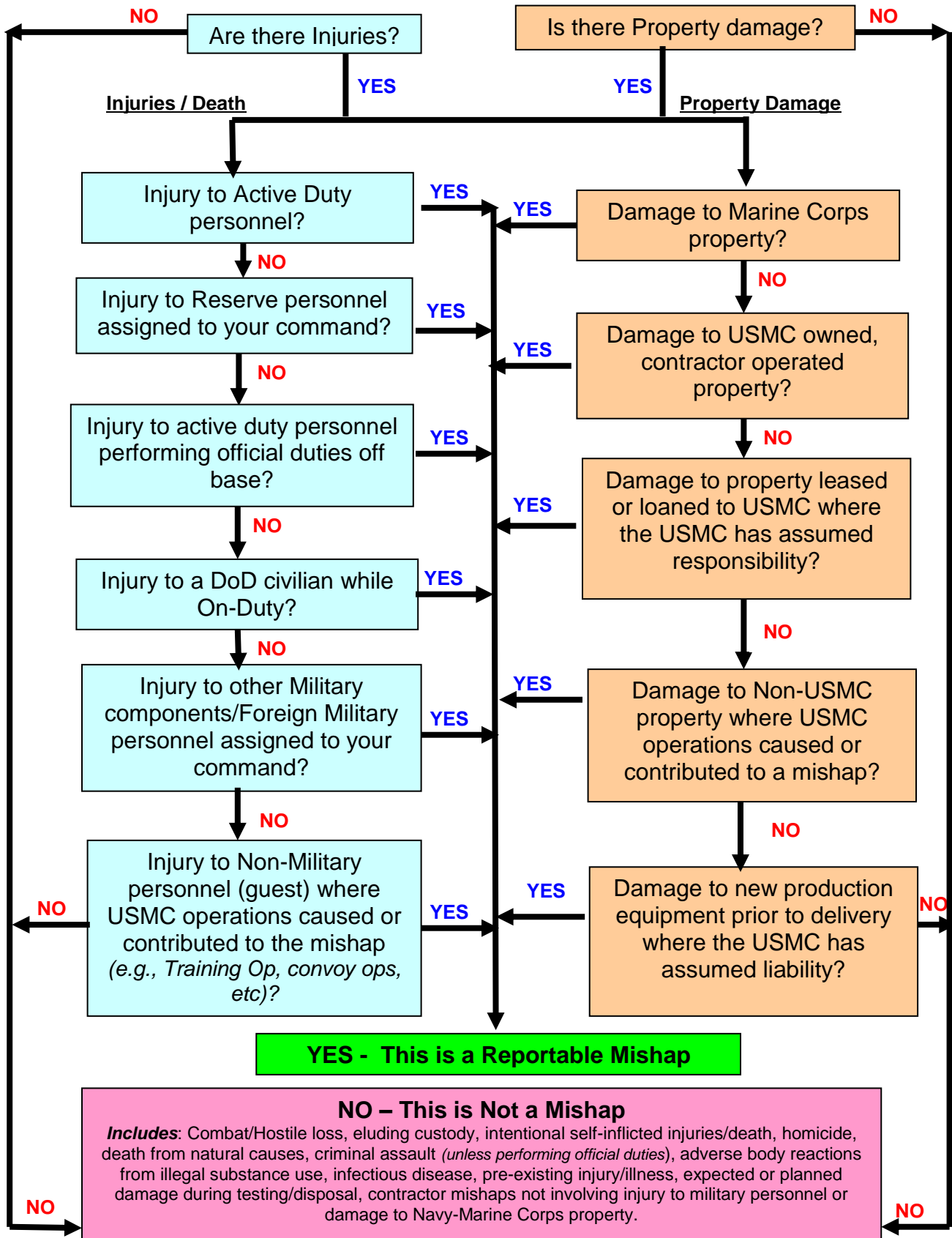
2. Commander's Report:

Required Report	Time Limit	Responsible Section	Report due to?	Method	Reference
8 Day Brief Required for <i>all Class-A & B mishap, and Non-Combat fatalities</i> (suicides, criminal activity, etc)	- NLT 8 days to the ACMC.	Collaborative (CO, S1, S3, S4, Safety, HSS, Chaplain)	1 st G.O and ACMC (cc to all G.O.'s in CoC)	Electronic from CO	- MCO 5100.29B - MCO P5102.1B

3. Safety Reports:

Required Report	Time Limit	Responsible Section	Report due to?	Method	Reference
Ground Mishap Flash Report	IAW with local Command policy	Per Local SOP	Per Local SOP	Per Local SOP	
Immediate Notification	w/in 1 hour of event or notification of event	Unit Safety Office	COMNAVSAFECEN (For All Class-A mishaps and Hospitalization of 3 or more in same event)	Web Enabled Safety System (WESS) or Phone	MCO P5102.1B
Safety Investigation Report (SIREP) {Non-SIB}	w/in 30 days of mishap	Unit Safety Office	COMNAVSAFECEN and CO.	Web Enabled Safety System (WESS)	MCO P5102.1B
SIREP from mishap requiring a Safety Investigation Board (SIB)	w/in 30 days of convening of SIB	Sr. Board Member of SIB	All addressees in endorsement chain as defined by Controlling Command's official message.	Automated Message Handling System (AMHS) <i>and</i> Web Enabled Safety System (WESS)	MCO P5102.1B
SIREP Endorsement	w/in 14 calendar days of receipt endorsement.	Safety Office & CO/CG	Next Endorser in the endorsement chain. Carbon copy all activities in the endorsement chain	Automated Message Handling System (AMHS)	MCO P5102.1B
Hazard Report (HAZREP) or "Near Miss" report	Immediately upon identification of a hazard.	Supervisors & Safety Office	Community of interest that may be effected by the identified Hazard	Automated Message Handling System (AMHS) <i>and</i> Web Enabled Safety System (WESS)	MCO 5100.29B MCO P5102.1B

Is this a Marine Corps Mishap or Near Miss?



YES - This is a Reportable Mishap

NO – This is Not a Mishap
Includes: Combat/Hostile loss, eluding custody, intentional self-inflicted injuries/death, homicide, death from natural causes, criminal assault (*unless performing official duties*), adverse body reactions from illegal substance use, infectious disease, pre-existing injury/illness, expected or planned damage during testing/disposal, contractor mishaps not involving injury to military personnel or damage to Navy-Marine Corps property.

Command MISHAP Reporting Flowchart

