

APPENDIX - A Mishap Classification & Reporting Matrix

MISHAP CLASSIFICATIONS

Mishap Class	Property Damage	Injury or Illness
A	\$2,000,000 or greater	Fatality or Injury or occupational related illness causing Permanent Total Disability (PTD)
B	\$500,000 to \$1,999,999	Hospitalization of 3 or more personnel ** in same mishap or Injury or occupational related illness causing Permanent Partial Disability (PPD)
C	\$50,000 to \$499,999	Individual Injury causing a minimum of one (1) lost workday, including weekends. or Occupational related illness or injury causing a minimum of (1) lost workday, including weekends. <i>Lost workdays *** include;</i> - SIQ for 24 hours or more - Hospitalization beyond the day of mishap. - Mishap related convalescent leave.
D	\$20,000 to \$49,999	- nonfatal injury or illness resulting in restricted work, transfer to another job, (e.g. <i>Light Duty, Limited Duty</i>) - medical treatment greater than first aid, - needle stick injuries and cuts from sharps that are contaminated from another person's blood or other potentially infectious material, - medical removal under medical surveillance requirements of an OSHA standard, - occupational related hearing loss, - A work-related tuberculosis case.
Other	- \$5,000 to \$19,999 in GMV/GVO damage (Includes collateral damage costs to other property) - Any Near Miss or identified Hazard requires a HAZREP	
NOTE: Classifications changes in effect as of 06 Jun 2011 for all services IAW DoDI 6055.07		

Applicability :

- **Military:**
 - Navy/Marine Corps personnel on active duty or reserve status
 - On or Off Duty
 - On or Off Base
- **DoD Civilian Employees**
 - On Duty: Includes Foreign Nationals and Non-Appropriated Fund (NAF) employees

Glossary G-1 (page G1-3 to G1-4) and Chapter 2

DoDI 6055.07:

Permanent Total Disability.

Any nonfatal injury or occupational illness that in the opinion of competent medical authority permanently or totally incapacitates a person to the extent that he or she cannot follow any gainful occupation and results in a medical discharge or civilian equivalent. Also, the loss of the following body parts or the use thereof during a single mishap is a permanent total disability:

- (1) Both hands
- (2) Both feet
- (3) Both eyes
- (4) A combination of any two of these body parts.

**** Personnel:** See pages G1-23 & 24, paragraph 84.

Permanent Partial Disability.

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

Exceptions include the following:

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

***** Lost Workdays or Days Away From Work.** (See page G1-19, para 66 and G120, para 67.)

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MISHAP CLASSIFICATION AND REPORTING MATRIX										
Class	Mishap Severity	On / Off Base	Applicable Personnel	SIB Req'd?	Required Reports				References	
					PCR (S-1)	OPREP-SIR (S-3)	Flash Rep (Safety)	WESS SIREP (Safety)		7/8 Day (C.O.)
A	\$2 million or greater in property damage . Or Fatality Or Injury or Occupational related illness causing Permanent Total Disability (PTD)	ON Base	On Duty Military, DoD Civilians, Contractors under direct supervision	YES	YES	CMD Dependent	YES	YES	Ref 1: MCO 3040.4E (Casualty Reporting) Ref 2: MCO 3504.2, (OPREP-3 Reporting) Ref 3: MCO P5102.1B (Mishap reporting) Ref 4: MCO 5100.29B	
			Off Duty Military	YES	See Ref 2	CMD Dependent	YES	YES		
			Anyone injured or personal property damaged as a result of DoD activity, operations, or evolution	YES	YES	CMD Dependent	YES	YES		
		OFF Base	Off Duty Military	Not Req'd (NR)	Off Duty Military	YES	See Ref 2	CMD Dependent	YES	YES
			Anyone injured or personal property damaged as a result of DoD activity, operations, or evolution	YES	Anyone injured or personal property damaged as a result of DoD activity, operations, or evolution	YES	YES	CMD Dependent	YES	YES
B	\$500,000 to \$1,999,999 in property damage . Or Hospitalization of 3 or more personnel in same mishap (On or Off duty status) Or Injury or Occupational related illness causing Permanent Partial Disability (PPD)	ON Base	On Duty Military, DoD Civilians, Contractors under direct supervision	See Notes 1 & 2	YES	CMD Dependent	YES	YES	Ref 1: MCO 3040.4E (Casualty Reporting) Ref 2: MCO 3504.2, (OPREP-3 Reporting) Ref 3: MCO P5102.1B (Mishap reporting) Ref 4: MCO 5100.29B	
			Off Duty Military	NR	See Ref 2	CMD Dependent	YES	YES		
			Anyone injured or personal property damaged as a result of DoD activity, operations, or evolution	See Notes 1 & 2	See ref 1	CMD Dependent	YES	YES		
		OFF Base	Off Duty Military	NR	Off Duty Military	YES	See Ref 2	CMD Dependent	YES	YES
			Anyone injured or personal property damaged as a result of DoD activity, operations, or evolution	See Notes 1 & 2	Anyone injured or personal property damaged as a result of DoD activity, operations, or evolution	YES	YES	CMD Dependent	YES	YES

NOTES: A Safety Investigation Board (SIB) is also required for the following;

1. Hospitalization, beyond observation, of 3 or more personnel, (*at least 1 is a DoD civilian*), involved in a single mishap.
2. **All** explosives related mishaps, all ordnance impacting off range, and Live Fire mishap resulting in an injury.

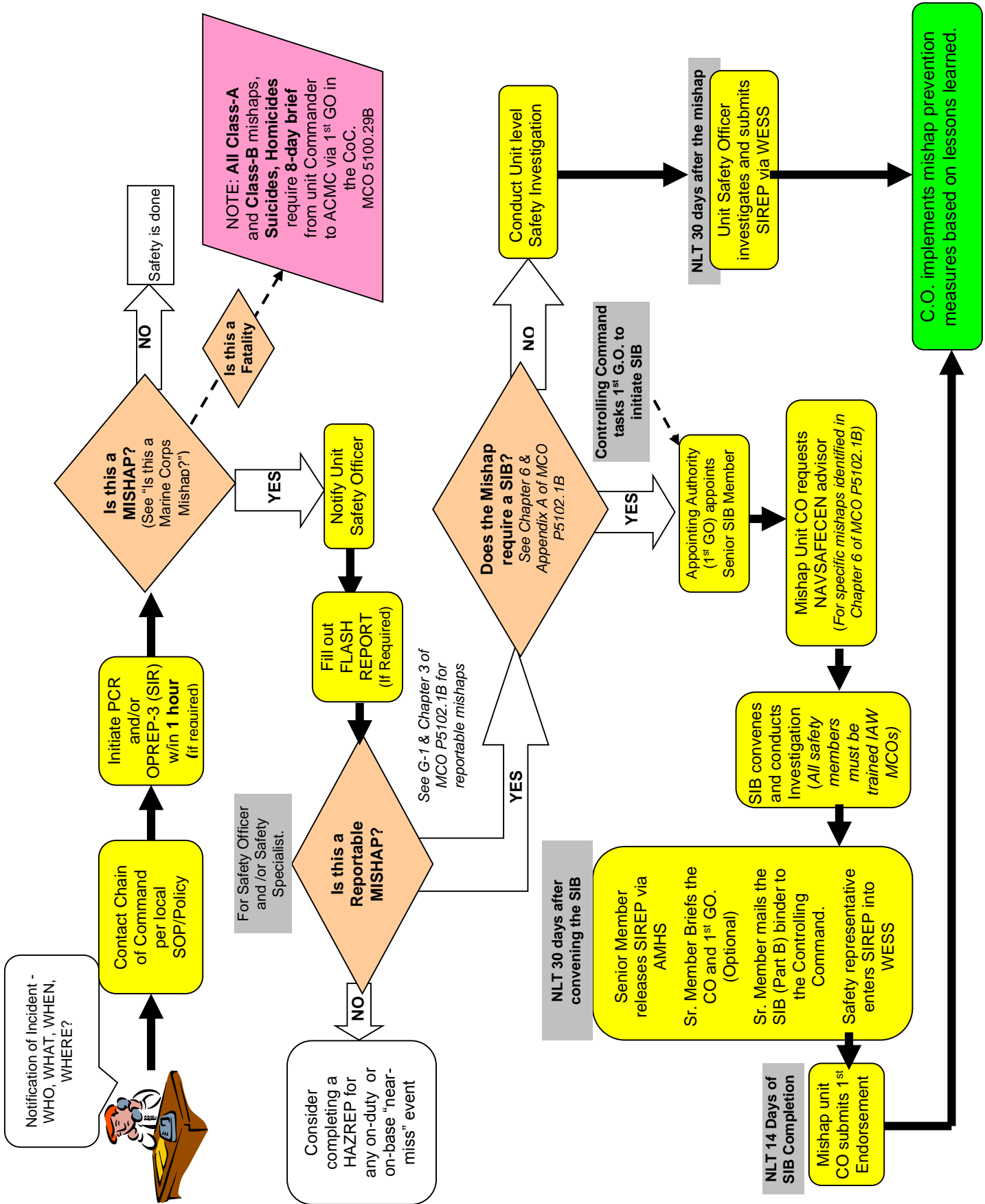
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					PCR (S-1)	OPRE P-SIR (S-3)	Flash Rep (Safety)	WESS SIREP (Safety)		7/8 Day (C.O.)	
C	<p>\$50,000 to \$499,999 in property damage.</p> <p>Or</p> <p>Occupational related illness or injury causing a minimum of (1) lost workday beyond day of injury, including weekends. <i>Lost workdays include:</i></p> <ul style="list-style-type: none"> - <i>SIQ for 24 hours or more</i> - <i>Hospitalization beyond the day of mishap.</i> - <i>Mishap related convalescent leave.</i> <p>Or</p> <p>Individual Injury causing a minimum of (1) lost workday beyond day of injury, including weekends. (Off-Duty Military)</p>	ON Base	On Duty Military, DoD Civilians, Contractors under direct supervision	See Ref. 1	YES	CMD Dependent	YES	NR	Ref. 1: MCO 3040.4E (Casualty Reporting) Ref. 2: MCO 3504.2, (OPREP-3 Reporting) Ref. 3: MCO P5102.1B (Mishap reporting) Ref. 4: MCO 5100.29B		
			Off Duty Military	See Ref. 1	YES	CMD Dependent	YES	NR			
		OFF Base	Anyone injured or personal property damaged as a result of DoD activity, operations, or evolution	See Ref. 1	YES	CMD Dependent	YES	NR			
			On Duty Military, DoD Civilians, Contractors under direct supervision	See Ref. 1	YES	CMD Dependent	YES	NR			
		D	<p>\$20,000 to \$49,999 in property damage</p> <p>Or</p> <ul style="list-style-type: none"> o Injury or Occupational illness resulting in medical treatment beyond 1st Aid, loss of consciousness, LIGHT DUTY, LIMITED DUTY, restricted days away from work, o Medical removal under medical surveillance requirements of an OSHA standard, o Needle stick injuries and cuts from sharps that are contaminated from another person's blood or other potentially infectious material, o Occupational related hearing loss, o Work-related tuberculosis case. 	ON Base	On Duty Military, DoD Civilians, Contractors under direct supervision	See Ref. 1	NR	CMD Dependent	YES	NR	Ref. 1: MCO 3040.4E (Casualty Reporting) Ref. 2: MCO 3504.2, (OPREP-3 Reporting) Ref. 3: MCO P5102.1B (Mishap reporting) Ref. 4: MCO 5100.29B
					Off Duty Military	See Ref. 1	NR	CMD Dependent	YES	NR	
OFF Base	Anyone injured or personal property damaged as a result of DoD activity, operations, or evolution			See Ref. 1	NR	CMD Dependent	YES	NR			
	On Duty Military, DoD Civilians, Contractors under direct supervision			See Ref. 1	NR	CMD Dependent	YES	NR			

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					PCR (S-1)	OPRE P-SIR (S-3)	Flash Rep (Safety)	WESS SIREP (Safety)	7/8 Day (C.O.)	
Other Reportable	<p>NOTE: Any of these may or may not meet the criteria of a Class A, B, C, D.</p> <ul style="list-style-type: none"> Any GMV or GOV mishap causing \$5,000 damage (military and civilian total costs). Fatality or PPD of non-DoD guest or military dependent as a result of DoD Operation or event Any parachuting, HRST, or cargo airdrop mishap Any diving mishap resulting in hyperbaric treatment, CNS, O2 toxicity, or POIs. Loss of one training day or rollback in a high-risk course All explosive mishaps HAZREP (Chapter 4) 	ON Base	On Duty Military, DoD Civilians, Contractors under direct supervision	See Note 2	See Ref. 1	See Ref. 2	CMD Dependent	YES	NR	Ref. 1: MCO 3040.4E (Casualty Reporting) Ref. 2: MCO 3504.2, (OPREP-3 Reporting) Ref. 3: MCO P5102.1B (Mishap reporting) Ref. 4: MCO 5100.29B
			Off Duty Military	NR	See Ref. 1	NR	CMD Dependent	YES	NR	
			Anyone injured or personal property damaged as a result of DoD activity, operations, or evolution	See Note 2	See Ref. 1	See ref 2	CMD Dependent	YES	NR	
		OFF Base	On Duty Military, DoD Civilians, Contractors under direct supervision	See Note 2	See Ref. 1	See Ref. 2	CMD Dependent	YES	NR	Ref. 1: MCO 3040.4E (Casualty Reporting) Ref. 2: MCO 3504.2, (OPREP-3 Reporting) Ref. 3: MCO P5102.1B (Mishap reporting) Ref. 4: MCO 5100.29B
			Off Duty Military	NR	See Ref. 1	NR	CMD Dependent	YES	NR	
			Anyone injured or personal property damaged as a result of DoD activity, operations, or evolution	See Note 2	See Ref. 1	See ref 2	CMD Dependent	YES	NR	
1st Aid	Individual Injury or Occupational related illness with NO lost work time. See Glossary 1, paragraph 43 and 44 for definition of "First-Aid" (page G1-14) OR Less than \$20,000 in property damage	ON Base	On Duty Military, DoD Civilians, Contractors under direct supervision	See Note 2	See Ref. 1	See Ref. 2	CMD Dependent	NR	NR	Ref. 1: MCO 3040.4E (Casualty Reporting) Ref. 2: MCO 3504.2, (OPREP-3 Reporting) Ref. 3: MCO P5102.1B (Mishap reporting) Ref. 4: MCO 5100.29B
			Off Duty Military	NR	See Ref. 1	NR	CMD Dependent	NR	NR	
			Anyone injured or personal property damaged as a result of DoD activity, operations, or evolution	See Note 2	See Ref. 1	See ref 2	CMD Dependent	NR	NR	
		OFF Base	On Duty Military, DoD Civilians, Contractors under direct supervision	See Note 2	See Ref. 1	See Ref. 2	CMD Dependent	NR	NR	Ref. 1: MCO 3040.4E (Casualty Reporting) Ref. 2: MCO 3504.2, (OPREP-3 Reporting) Ref. 3: MCO P5102.1B (Mishap reporting) Ref. 4: MCO 5100.29B
			Off Duty Military	NR	See Ref. 1	NR	CMD Dependent	NR	NR	
			Anyone injured or personal property damaged as a result of DoD activity, operations, or evolution	See Note 2	See Ref. 1	See ref 2	CMD Dependent	NR	NR	

APPENDIX - B Unit Mishap Reporting Matrix



AMHS 3.1.4UNCLASSIFIEDMARINE CORPS GROUND, ON-DUTY MISHAP INVESTIGATION NOTIFICATION AND REPORTING POLICY

Originator:CMC WASHINGTON DC SD(UC) DTG:4/16/2014 2:01:00 PM Precedence: Routine
To:COMMARCORSYSCOM QUANTICO VA(uc), COMMARFORCOM DSS(uc), COMMARFORCOM(uc),
COMMARFORPAC(uc), COMMARFORRES(uc), COMMARFORSOC SAFETY(uc), COMMARFORSOC(uc),
COMMARFORSOUTH(uc), COMMCICOM(uc), COMUSMARCENT G4(mc), CG MARCORLOGCOM ALBANY GA(uc),
CG MCCDC QUANTICO VA(uc), CG TECOM QUANTICO VA(uc)

CC:CMC WASHINGTON DC PPO(uc), CMC WASHINGTON DC SD(uc), COMNAVSAFECE NORFOLK VA, CG I
MEF(uc), CG II MEF(uc), CG III MEF(uc), CG MCIEAST-MCB CAMLEJ(uc), CG MCIWEST-MCB CAMPEN SAFETY(uc)

REF/A/MSG/CMC WASHINGTON DC SD/291554Z OCT 13//

REF/B/DOC/MCO P5102.1B/7 JANUARY 2005//

REF/C/DOC/MCO 3504.2A/7 AUGUST 2013//

REF/D/MSG/MARADMIN 465/12/221257Z AUGUST 2012//

NARR/REF A IS THE TWENTY-NINTH EXECUTIVE FORCE PRESERVATION BOARD (EFPB) RESULTS. REF B IS THE NAVY & MARINE CORPS MISHAP AND SAFETY INVESTIGATION, REPORTING, AND RECORD KEEPING MANUAL. REF C IS THE OPERATIONS EVENT/INCIDENT REPORT (OPREP-3) REPORTING. REF D IS THE GROUND SAFETY REPORTING AWARENESS MESSAGE.//

POC/LTCOL ROBERT RUBIO/EXECUTIVE ASSISTANT/CMC SD/COMM: (703)-604-4362/ROBERT.RUBIO
(AT)USMC.MIL//

GENTEXT/REMARKS/1. IN ACCORDANCE WITH REFERENCE A, THE 29TH EFPB TASKED DIRECTOR, SAFETY DIVISION TO "ESTABLISH AND ANNOUNCE NEW POLICY THAT IMPROVES THE MISHAP REPORTING PROCESS, ASSOCIATED TIMELINES, AND RELATED MISHAP INVESTIGATIONS. ENSURE NEW POLICY IS INCORPORATED INTO THE REVISED NAVY & MARINE CORPS MISHAP AND SAFETY INVESTIGATION, REPORTING, AND RECORD KEEPING MANUAL."

1. THE FOLLOWING INTERIM GUIDANCE IS DIRECTED TO ALL CONTROLLING CUSTODIANS AND REPORTING COMMANDS (ACTIVE AND RESERVE COMPONENTS) UNTIL REFERENCE B IS REVISED:

1.A. THE MARINE CORPS OPERATIONS CENTER SHALL BE NOTIFIED IN A TIMELY MANNER AND IN ACCORDANCE WITH REFERENCES C AND D.

1.B. MARCORSYSCOM SHALL BE IMMEDIATELY NOTIFIED FOR ALL GROUND ON-DUTY MISHAPS IN CASES WHERE TACTICAL EQUIPMENT, WEAPON SYSTEMS OR TACTICAL VEHICLES WERE CAUSAL TO A MISHAP AND RESULTED IN DEATH, DOD PROPERTY DAMAGES, OR INJURIES. AS REQUIRED, MARCORSYSCOM OR PEO-LS SHALL PROVIDE SUBJECT MATTER EXPERT (SME) SUPPORT TO TAKE PART IN THE MISHAP INVESTIGATION BOARD. THEY SHALL PROVIDE A SINGLE POINT OF CONTACT TO FACILITATE MISHAP AND HAZARD REPORTING, TRACK THE STATUS OF ENDORSEMENTS, MISHAP RECOMMENDATIONS, AND HAZARD ABATEMENT RECOMMENDATIONS.

1.C. SAFETY DIVISION MISHAP INVESTIGATION ADVISORS SHALL ARRIVE TO THE MISHAP SITE WITHIN 24 HOURS OF NOTIFICATION FOR AN ON-DUTY CLASS A MISHAP AND NOT TO EXCEED 48 HOURS FOR ON-DUTY CLASS B MISHAPS. ADDITIONALLY, THE INVESTIGATION ADVISORS SHOULD COORDINATE WITH THE RESPECTIVE INSTALLATION SAFETY OFFICE TO PROVIDE SUPPORT UNTIL THE INVESTIGATION TEAM ARRIVES ON-SITE.

1.D. A SENIOR MEMBER SHALL BE APPOINTED WITHIN 24 HOURS OF NOTIFICATION OF AN ON-DUTY CLASS A MISHAP AND APPOINTED WITHIN 48 HOURS OF AN ON-DUTY CLASS B MISHAP.

1.E. MISHAP INVESTIGATION ADVISORS SHALL CONTROL ALL EVIDENCE PERTAINING TO THE MISHAP, INCLUDING PARTS UNDERGOING ENGINEERING INVESTIGATIONS, UNTIL THEY ARE RELEASED TO THE MISHAP INVESTIGATION BOARD.

1.F. DIRECTOR, SAFETY DIVISION WILL PROVIDE GROUND MISHAP INVESTIGATION TRAINING TO ALL COMMANDS BY REQUEST VIA THE APPROPRIATE MARFOR. INSTALLATIONS WILL REQUEST TRAINING VIA MCICOM.

2. REFER ALL QUESTIONS TO THE GROUND SAFETY BRANCH HEAD, LTCOL SHANNON JOHNSON AT DSN 664-4172 OR TO THE EXECUTIVE ASSISTANT LISTED ABOVE.//

BT

Web Resources

Commandant of the Marine Corps (Safety Division/Force Preservation)	http://www.marines.mil/unit/safety/Pages/welcome.aspx
Naval Safety Center	http://safetycenter.navy.mil/
Marine Corps Center for Lessons Learned (MCCLS)	https://www.mccll.usmc.mil/
U.S. Army Combat Readiness / Safety Center (USACRC)	https://safety.army.mil/
Center for Army Lessons Learned (CALL)	http://usacac.army.mil/cac2/call/index.asp
U.S. Army Public Health Command	http://phc.amedd.army.mil/Pages/default.aspx
Navy & Marine Corps Public Health Command	http://www.nmcphc.med.navy.mil/
OSHA	http://www.osha.gov/
National Highway Traffic Safety Administration (NHSTA)	http://www.nhtsa.gov/