### MISHAP CLASSIFICATIONS

<table>
<thead>
<tr>
<th>Mishap Class</th>
<th>Property Damage</th>
<th>Injury or Illness</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td>$2,000,000 or greater</td>
<td>Fatality or Injury or occupational related illness causing Permanent Total Disability (PTD)</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>$500,000 to $1,999,999</td>
<td>Hospitalization of 3 or more personnel ** in same mishap or Injury or occupational related illness causing Permanent Partial Disability (PPD)</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>$50,000 to $499,999</td>
<td>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. <strong>Lost workdays include:</strong> - SIQ for 24 hours or more - Hospitalization beyond the day of mishap. - Mishap related convalescent leave.</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>$20,000 to $49,999</td>
<td>- nonfatal injury or illness resulting in restricted work, transfer to another job, (e.g. Light Duty, Limited Duty) - 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.</td>
</tr>
<tr>
<td>Other</td>
<td>- $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</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Classifications changes in effect as of 06 Jun 2011 for all services IAW DoDI 6055.07

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**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.)

---

**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
# APPENDIX - A Mishap Classification & Reporting Matrix

## MISHAP CLASSIFICATION AND REPORTING MATRIX

<table>
<thead>
<tr>
<th>Required Reports</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/8 Day (C.O.)</td>
<td>YES</td>
</tr>
<tr>
<td>WESS SIREP (Safety)</td>
<td>YES</td>
</tr>
<tr>
<td>CPRP S-3</td>
<td>YES</td>
</tr>
<tr>
<td>Flash Rep (Safety)</td>
<td>YES</td>
</tr>
</tbody>
</table>

### 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.

### Required Reports

- **SIB Req'd?**
  - YES
  - NR (Not Req'd)

- **Applicable Personnel**
  - On Duty Military, DoD Civilians, Contractors under direct supervision
  - Off Duty Military
  - anyone injured or personal property damaged as a result of DoD activity, operations, or evolution

- **On / Off Base**
  - ON Base
  - OFF Base

- **Mishap Severity**
  - Injury or Occupational related illness causing Permanent Total Disability (PTD)
  - Injury or Occupational related illness causing Permanent Partial Disability (PPD)
  - $500,000 to $1,999,999 in property damage
  - Fatality

- **Class**
  - A
  - B
## MISHAP CLASSIFICATION AND REPORTING MATRIX

<table>
<thead>
<tr>
<th>Class</th>
<th>Mishap Severity</th>
<th>On / Off Base</th>
<th>Applicable Personnel</th>
<th>SIB Req?</th>
<th>Required Reports</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$50,000 to $499,999 in property damage. Or Occupational related illness or injury causing a minimum of (1) lost workday beyond day of injury, including weekends. Lost workdays include: - SIQ for 24 hours or more - Hospitalization beyond the day of mishap. - Mishap related convalescent leave. Or Individual Injury causing a minimum of (1) lost workday beyond day of injury, including weekends. (Off-Duty Military)</td>
<td>ON Base</td>
<td>On Duty Military, DoD Civilians, Contractors under direct supervision</td>
<td>See Note 2</td>
<td>See Ref. 1</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Off Duty Military</td>
<td>NR</td>
<td>YES</td>
<td>See Ref. 2</td>
</tr>
<tr>
<td></td>
<td>$20,000 to $49,999 in property damage Or Injury or Occupational illness resulting in medical treatment beyond 1st Aid, loss of consciousness, LIGHT DUTY, LIMITED DUTY, restricted days away from work, Medical removal under medical surveillance requirements of an OSHA standard, Needle stick injuries and cuts from sharps that are contaminated from another person's blood or other potentially infectious material, Occupational related hearing loss, Work–related tuberculosis case.</td>
<td>OFF Base</td>
<td>On Duty Military, DoD Civilians, Contractors under direct supervision</td>
<td>See Note 2</td>
<td>See Ref. 1</td>
<td>YES</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Off Duty Military</td>
<td>NR</td>
<td>YES</td>
<td>See Ref. 2</td>
</tr>
</tbody>
</table>

**References**

- 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
## MISHAP CLASSIFICATION AND REPORTING MATRIX

<table>
<thead>
<tr>
<th>Class</th>
<th>Mishap Severity</th>
<th>On / Off Base</th>
<th>Applicable Personnel</th>
<th>SIB Req?</th>
<th>Required Reports</th>
<th>References</th>
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<tbody>
<tr>
<td>Other Reportable</td>
<td></td>
<td>ON Base</td>
<td>On Duty Military, DoD Civilians, Contractors under direct supervision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>See Note 2</td>
<td>See Ref. 1</td>
<td>OCRP (S-1)</td>
<td>Ref. 1: MCO 3040.4E (Casualty Reporting)</td>
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<td></td>
<td>See Ref. 2</td>
<td>OREP (S-3)</td>
<td>Ref 2: MCO 3504.2, (OPREP-3 Reporting)</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>CMD Dependent</td>
<td>Flash Rep (Safety)</td>
<td>Ref 3: MCO P5102.1B (Mishap reporting)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES</td>
<td>WESS SIREP (Safety)</td>
<td>Ref 4: MCO 5100.29B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OFF Base</td>
<td>Off Duty Military</td>
<td>NR</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Anyone injured or personal property damaged as a result of DoD activity, operations, or evolution</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>See Note 2</td>
<td>See Ref. 1</td>
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<td>See Ref. 2</td>
<td>OREP (S-3)</td>
<td>Ref 2: MCO 3504.2, (OPREP-3 Reporting)</td>
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<td>CMD Dependent</td>
<td>Flash Rep (Safety)</td>
<td>Ref 3: MCO P5102.1B (Mishap reporting)</td>
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<tr>
<td></td>
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<td></td>
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<td>YES</td>
<td>WESS SIREP (Safety)</td>
<td>Ref 4: MCO 5100.29B</td>
</tr>
<tr>
<td>1st Aid</td>
<td></td>
<td>ON Base</td>
<td>On Duty Military, DoD Civilians, Contractors under direct supervision</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>See Note 2</td>
<td>See Ref. 1</td>
<td>OCRP (S-1)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>See Ref. 2</td>
<td>OREP (S-3)</td>
<td>Ref 2: MCO 3504.2, (OPREP-3 Reporting)</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES</td>
<td>WESS SIREP (Safety)</td>
<td>Ref 4: MCO 5100.29B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OFF Base</td>
<td>Off Duty Military</td>
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<td></td>
<td></td>
<td></td>
<td>YES</td>
<td>WESS SIREP (Safety)</td>
<td>Ref 4: MCO 5100.29B</td>
</tr>
</tbody>
</table>

**NOTE:** Any of these may or may not meet the criteria of a Class A, B, C, D.

- 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)

**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
Notification of Incident - WHO, WHAT, WHEN, WHERE?

**Contact Chain of Command**
- per local SOP/Policy

**Initiate PCR**
- and/or OPREP-3 (SIR) w/in 1 hour (if required)

**Is this a MISHAP?**
- (See "Is this a Marine Corps Mishap?")

**NOTE:** All Class-A and Class-B mishaps, Suicides, Homicides require 8-day brief from unit Commander to ACMC via 1st GO in the CoC. MCO 5100.29B

**Is this a Fatality?**

**Is this a Reportable MISHAP?**

**Does the Mishap require a SIB?**
- See Chapter 6 & Appendix A of MCO P5102.1B

**Fill out FLASH REPORT**
- (If Required)

**Notify Unit Safety Officer**

**Consider completing a HAZREP for any on-duty or on-base “near-miss” event**

**Is this a Reportable MISHAP?**

**NOTE:** For Safety Officer and/or Safety Specialist.

**Is this a Fatality?**

**Does the Mishap require a SIB?**
- See Chapter 6 & Appendix A of MCO P5102.1B

**Fill out FLASH REPORT**
- (If Required)

**Notify Unit Safety Officer**

**Consider completing a HAZREP for any on-duty or on-base “near-miss” event**

**See G-1 & Chapter 3 of MCO P5102.1B for reportable mishaps**

**NLT 30 days after convening the SIB**

**Senior Member releases SIREP via AMHS**
- Sr. Member Briefs the CO and 1st GO. (Optional)
- Sr. Member mails the SIB (Part B) binder to the Controlling Command.
- Safety representative enters SIREP into WESS

**NLT 14 Days of SIB Completion**

**Mishap unit CO submits 1st Endorsement**

**SIB convenes and conducts investigation**
- (All safety members must be trained IAW MCOs)

**Mishap Unit CO requests NAVSAFECEEN advisor**
- (For specific mishaps identified in Chapter 6 of MCO P5102.1B)

**Appointing Authority (1st GO) appoints Senior SIB Member**

**Controlling Command tasks 1st G.O. to initiate SIB**

**Unit Safety Officer investigates and submits SIREP via WESS**

**NLT 30 days after the mishap**

**C.O. implements mishap prevention measures based on lessons learned.**
AMHS 3.1.4 UNCLASSIFIED MARINE 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: COMMARCSYSCOM QUANTICO VA(uc), COMMARFORCOM DSS(uc), COMMARFORCOM(uc), COMMARFORPAC(uc), COMMARFORRES(uc), COMMARFORSOC SAFETY(uc), COMMARFORSOC(uc), COMMARFORSOUTH(uc), COMMCI(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. MARCORSYCOM 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, MARCORSYCOM 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

<table>
<thead>
<tr>
<th>Resource</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commandant of the Marine Corps (Safety Division/Force Preservation)</td>
<td><a href="http://www.marines.mil/unit/safety/Pages/welcome.aspx">http://www.marines.mil/unit/safety/Pages/welcome.aspx</a></td>
</tr>
<tr>
<td>Marine Corps Center for Lessons Learned (MCCLS)</td>
<td><a href="https://www.mccle.usmc.mil/">https://www.mccle.usmc.mil/</a></td>
</tr>
<tr>
<td>U.S. Army Combat Readiness / Safety Center (USACRC)</td>
<td><a href="https://safety.army.mil/">https://safety.army.mil/</a></td>
</tr>
</tbody>
</table>