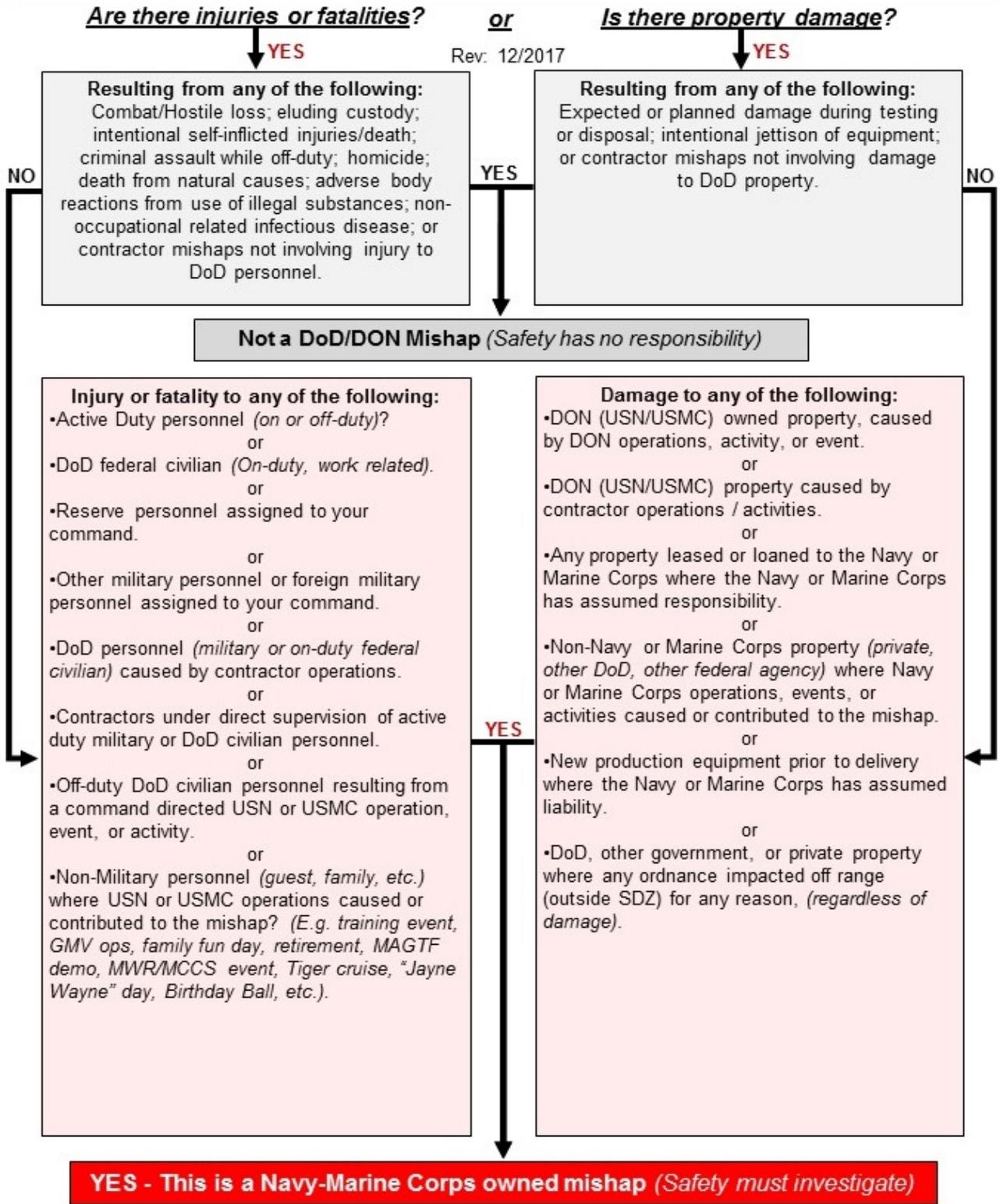


Department of the Navy & Marine Corps Non-Mishap Reporting Matrix

STEP 1: Determine if the incident is a mishap or non-mishap IAW DOD 6055.07 and OPNAVINST 5102.1/MCO P5102.1 series.

Is this a DoD / DON (Navy or Marine Corps) Mishap?
 Mishap: An unplanned event or series of events that results in damage to DoD property; occupational illness to DoD personnel; injury to on- or off-duty DoD military personnel; injury to on-duty DoD civilian personnel; or damage to public or private property, or injury or illness to non-DoD personnel caused by DoD activities.



Department of the Navy & Marine Corps Non-Mishap Reporting Matrix

STEP 2: Determine which (Non-safety) reports are required for the following incidents.

The following are non-mishaps and are *not reportable* by safety IAW DoD and DON policies. However, these incidents require the command to use the same reports as used for reporting of mishaps.

NOTE: These apply to all On- or Off-Duty Military. Some apply to only On-duty federal civilian employees.

| Category | Immediate Notification | USMC 8-Day Brief to ACMC | USMC Death Brief to 1 st GO | HAZREP in the WESS | HAZREP to Marine Corps Systems Command | Unit Safety Investigation & SIREP in the WESS | SIB & SIREP in the WESS |
|--|--------------------------|------------------------------|--|--------------------|--|---|-------------------------|
| Homicide <i>(committed against a service member or on-duty federal civilian)</i> | YES See note 5 | YES refs A & E | YES ref A | n/a | n/a | n/a | n/a |
| Suicide <i>(Military only)</i> | YES See note 5 | YES refs A & E | YES ref A | n/a | n/a | n/a | n/a |
| Suicide Attempt Verified by competent medical authority. <i>(USMC military only)</i> | n/a | YES See refs D & E | n/a | n/a | n/a | n/a | n/a |
| Verified unintentional death due to use of an illegal drug <i>(Military or on-duty federal employee)</i> | YES See note 5 | YES refs A & E | YES ref A | n/a | n/a | n/a | n/a |
| Injury or fatality in the act of escaping or evading law enforcement. <i>(Military or on-duty federal employee)</i> | YES See note 5 | YES refs A & E | YES ref A | n/a | n/a | n/a | n/a |

NOTES:

1. A Safety Investigation Board (SIB) is required if the mishap results in a hospitalization, beyond observation, of 3 or more personnel, *(at least 1 of who is a DoD civilian)*, involved in a single mishap. Also for all on-duty Class-A mishaps involving either military personnel, or on-duty DoD civilian employees, or fatality of guests caused by DoD/DON/USMC activity or operations. *(see chapters 3 and 6 reference B)*
2. A Safety Investigation Board (SIB) is required if the mishap is an explosives related mishap, or ordnance impacting off range, or live fire mishap resulting in an injury. *(see chapter 6 of reference B)*
3. A HAZREP must be submitted when the elimination and control of a given *hazard has community-wide implication* in reducing mishaps. Note: Providing information on problems with widespread relevance will help reduce the likelihood of mission degrading mishaps. *(see chapter 4 of reference B)*
4. If the hazard, injury, illness, or property damage resulted from *military activity or operation*, then see note 5 for immediate notification requirements. Then see notes 1, or 2 to determine SIB requirements. Then see reference A to determine USMC 8-day & death brief requirements.
5. Regardless of cause (mishap, suicide, or homicide) Commanders must notify COMNAVSAFECEN and CMC(SD) within 8 hours by telephone if the mishap or non-combat incident meets one of the following criteria:
Hospitalization of three or more personnel caused by DoD activity, operation, or event or,
On-duty DoD civilian fatality or PTD or,
On- or off-duty fatality or PTD of military personnel or,
Explosive mishap causing fatality, PTD, or potential for greater than \$2 million in damage. (see chapter 3 of reference B)

REFERENCES:

- A. MCO 5100.29B, Marine Corps Safety Program, 28 July 2011
- B. OPNAVINST 5102.1D/MCO P5102.1B
- C. MCO 5100.34A, Deadline Safety of Use Message Instructions to Suspend Operations of Marine Corps Ground Equipment and Weapons Systems, Safety of Use Message and Maintenance Advisory Messages, 19 June 2017
- D. MARADMIN 558/16, Eight Day Brief Requirements, Oct 2016
- E. MARADMIN 672/16, Change to MARADMIN 558/16, Dec 2016

Department of the Navy & Marine Corps Non-Mishap Reporting Matrix

The following are NON-REPORTABLE INCIDENTS (NON-MISHAPS) The following incidents need not be investigated, recorded, or reported per OPNAVINST 5102.1D/MCO P5102.1B, Chapter 3. However, for DON civilians, these may meet non-safety reporting requirements to the Department of Labor (DOL)/OSHA, under provisions of Federal Employee Compensation Act (FECA), if these events occurred in the performance of duty. Please note the exceptions of certain activities or contributing factors which change the non-mishap to a mishap requiring investigation and reporting.

1. Mishaps associated with naval nuclear propulsion plants.
2. Mishaps involving nuclear weapons.
3. Damage or injury by direct action of an enemy or hostile force. This does not include suspected cases of friendly fire.(Fratricide)
4. Intentional, controlled jettison or release, during flight, of canopies, cargo, doors, drag chutes, hatches, life rafts, auxiliary fuel tanks, missiles, target drones, rockets, conventional munitions, and externally carried equipment not essential to flight, when there is no injury, no reportable damage to the aircraft or other property, and, in the case of missiles, drones, or munitions, when the reason for jettison is not a malfunction of the launch or release system.
5. Replacement of component parts due to normal wear and tear, and when any associated damage is confined to the component part. This exemption only applies to items that are normally used until they fail or until predetermined wear limits are reached. Replacement need may not be evident until malfunction or failure of the part.
6. Injuries associated with non-occupational diseases, when the disease, not the injury, is the proximate cause of the lost time, such as diabetes and its resultant complications, such as loss of vision. Complications of the injury (such as the infection of a cut aggravated by a work-related activity) that result in lost time are reportable.
7. Attempted or consummated suicide, homicide, or intentionally self-inflicted injuries; e.g., Russian roulette, hanging, overdose (**except ALCOHOL**), etc. However, notification of these types of death to COMNAVSAFECEN is required.
8. Injuries resulting from altercations, attack, or assault, **unless incurred in the performance of official duties.**
9. Injuries sustained before entry into military service or employment by the United States government, unless specifically aggravated by current tenure of service
10. Hospitalization for treatment where the patient is retained beyond the day of admission solely for administrative reasons.
11. Hospitalization for observation or administrative reasons not related to the immediate injury or occupational illness.
12. Injuries that result from Pre-existing musculoskeletal disorders unless aggravated or accelerated by federal employment, as determined by a medical authority.
13. Injuries that result from Minimum stress and strain (simple, natural, and nonviolent body positions or actions, as in dressing, sleeping, coughing, or sneezing), those injuries unrelated to mishap producing agents or environments normally associated with active participation in daily work or recreation.
14. Injuries or fatalities to persons in the act of escaping from or eluding military or civilian custody or arrest.
15. Death due to natural causes that are unrelated to the work environment.
16. Intentional or expected damage to DoD equipment or property incurred during authorized testing or combat training, including missile and ordnance firing.
17. Property damage, death, or injury as a result of vandalism, riots, civil disorders, sabotage, terrorist activities, or criminal acts, such as arson. **The exception is for occupationally related death or injury to emergency responders in the performance of their duties.**
18. Adverse bodily reactions resulting directly from the use of drugs under the direction of competent medical authority.
19. Death or injury resulting solely from illegal use of drugs or other substances. **This shall not preclude reporting motor vehicle mishaps in which the use of ALCOHOL I was a contributing factor.**
20. Normal residual damage as a result of a missile launch.
21. Contractor mishaps, for contractor's not under direct DON supervision or caused solely by contractor operations, as defined in Glossary G-1 "Contractor Mishap."
22. First aid treatment for a work-related injury, as defined in Glossary G-1 "First Aid". **(See Chapters 4 & 6 for exceptions)**