

MILPERSMAN 1770-100

REPORTING REQUIREMENTS IN THE EVENT OF A NAVAL DISASTER

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References	(a) OPNAVINST F3100.6J
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1. **Definition of a Naval Disaster.** A naval disaster or accident is defined as a loss of life or injury to more than 15 persons at a specific location, such as the confines of a ship, aircraft, or the geographic limits of a single shore-based activity. However, commanders are not bound by this definition and are allowed discretion and leeway to report any event as a naval disaster considered so severe, regardless of the number of deaths or injuries, that it requires notification to the highest levels of Navy leadership.

2. **Notification of Next of Kin.** In many instances, information becomes available to the news media before the next-of-kin (NOK) of all personnel casualties have been notified. When learning of an incident via various media outlets, many families immediately seek information regarding the well-being of their Sailors. To ensure that the Navy has official information to provide to families and to facilitate the casualty notification process, commanders involved in the disaster will send an **initial personnel status report**, per reference (a) to:

CNO WASHINGTON DC//
Information copy to:
COMNAVPERSCOM MILLINGTON TN//
COMNAVPERSCOM MILLINGTON TN//621//
NAVY JAG WASH DC//

a. Ensure the **initial status report also includes** the following:

(1) Gender/Age;

(2) Status (dead, missing, duty status - whereabouts unknown, or injured);

(3) If an individual is injured, indicate whether it is very serious, serious, or not seriously injured, any immediate medical evacuation plans; and,

(4) If records are believed to be lost or destroyed, so state.

b. **Follow up message.** As soon as possible after the initial message, send an immediate message (addressed to commands listed in paragraph 2) of individuals who are **uninjured and accounted for**.

3. **Casualty Reporting Requirements**. After submitting the initial status and follow up messages, submit individual Personnel Casualty Report (PCR), per MILPERSMAN 1770-030. If conditions exist which preclude the command from sending a PCR, the Immediate Superior in Command (ISIC) is responsible for submitting the PCR.

4. The Navy Personnel Command Crisis Action Organization (NPC CAO), consisting of a Crisis Action Team (CAT) and an Emergency Coordination Center (ECC), should be activated when a major naval disaster or accident occurs. The NPC CAO will coordinate with the following: the CNO; U.S. Fleet Forces (USFF); affected Navy Component Commander (NCC); and, Commander, Naval Installations Command (CNIC) crisis action teams and other agencies on an as needed basis.