

HEADQUARTERS AND MAINTENANCE SQUADRON
First Marine Brigade, Fleet Marine Force
FPO, San Francisco, 96602

COPY # 15

SqdnO 3750.4
3 October 1966

SQUADRON ORDER 3750.4 wch 1, 2, 3, 4

From: Commanding Officer
To: Distribution List

Subj: Pre-Accident Plan for Aircraft Accident Investigating and Reporting

Ref: (a) OPNAVINST P3750.6
(b) NAVWEPS OO-80T-67
~~(c) OPNAVINST 3750.16~~
(d) MARCORPERSMAN, CHAPTER 12
(e) JAG MANUAL

3750.6 —

- Encl: (1) Reports required and reporting responsibilities
(2) SDO information checklist/initial report
(3) Telephone call list
(4) Telephone report to FMFPac
(5) Preliminary message report form
(6) Telephone report to NASC Duty Officer
(7) FAA notification report form
(8) Release of news
(9) Witness statement form
(10) Wreckage diagram and photographs of wreckage
(11) Aircraft Accident Board special requirements form
(12) Special Assistance Information
(13) Commanding Office's procedure guide

1. PURPOSE: To assign responsibilities and procedures to be followed in the event of an in-flight emergency, missing aircraft, or an accident/incident involving Headquarters and Maintenance Squadron Aircraft.

2. SCOPE: Reference (a) sets forth procedures for the reporting of aircraft mishaps. Reference (b) is the basic guide used in aircraft accident investigations. ~~Reference (c) explains accident investigations involving joint military and FAA/CAB participation.~~ Reference (d) indicates how and when a report of personnel injury will be forwarded to the next of kin and other commands. Reference (e) is concerned with separate legal investigations that arise as a result of an aircraft accident.

3. ACTION: Information concerning aircraft mishaps may be received by any means. It is imperative that members of this command be familiar with the contents of this order so that a proper investigation may be commenced immediately. Any person having knowledge of an aircraft receiving damage, overdue, missing, or in danger of receiving

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damage of any nature shall report this fact to the Aviation Safety Officer or the Squadron Duty Officer immediately. The following are specific duties of personnel directly involved with investigating and reporting of an aircraft mishap:

a. Squadron Duty Officer:

(1) Complete Enclosure (2), questioning the source of information closely in order to obtain as much information as possible.

(2) Complete the call list, Enclosure (3).

(3) Maintain a continuous telephone watch. In all cases refrain from giving information by telephone or in person to other than persons specifically designated by the Commanding Officer. To prevent unauthorized individuals from obtaining information subversively over the phone, the name, title and phone number should be obtained from any person requesting such information, and they should be politely advised that the call will be promptly returned. After confirming that the phone number is correct for the person stated as having made the call and that the person is authorized to receive such details, the SDO may then call the given number and release the information requested. This action is to preclude the untimely release of information to the press or to unauthorized persons. No information of a classified nature will be released over the phone at any time.

(4) Call the Station Photo Lab and inform them that an aircraft mishap requiring photographic coverage has occurred.

(5) Commence arrangements for transportation to the mishap site and security of the crash.

(6) Commence drafting the Preliminary Message Report (Enclosure (5)).

b. Aviation Safety Officer: The ASO is directly responsible to the Commanding Officer for all phases and details of the Safety Program including compliance with this order. He shall serve as a member of the Aircraft Accident Board. He is responsible for reporting of all aircraft mishaps. He will take over the duties outlined above for the SDO during normal working hours or as soon as possible after being notified of a mishap. His duties shall also include:

(1) In connection with accident pre-planning, the ASO shall tactfully and diplomatically insure that the following non-squadron activities are prepared to function efficiently:

(a) MCAS Photo Lab will provide photographers as required.

(b) Brigade Transportation Dispatcher will provide necessary vehicles and drivers.

(c) Brigade Communications will provide a radio jeep and driver if necessary.

(d) Station Meteorology will prepare a record of pertinent weather information at the time of the mishap.

(e) Station Operations will provide a copy of the Flight Clearance, if filed, and copies of the Aircraft Fire/Rescue report.

(2) Maintain and have available for use by the Aircraft Accident Board references (a) and (b) and other publications, official and unofficial, to assist the Board in its investigations.

(3) Conduct periodic briefings with all assigned members of the Aircraft Accident Board to insure that an adequate level of knowledge of all necessary safety publications and procedures is maintained.

(4) Prepare and submit all reports listed in Enclosure (1) in the proper form and within the time limit set forth in current directives.

(5) Maintain an investigative field kit containing at least the items listed in Appendix A to reference (b).

(6) Proceed to the scene of all mishaps unless otherwise directed by the Senior Member of the Aircraft Accident Board.

(7) Periodically brief all squadron officers on the assigned responsibilities in the Squadron Pre-Accident Plan.

(8) Insure that all copies of this plan and associated directives are current and that a copy of the plan is maintained in the SDO working folder. Current telephone numbers will be maintained in Enclosure (3) to this order. Periodically brief all Squadron Duty Officers regarding their responsibilities in the event the Pre-Accident Plan must be put into effect.

c. Senior Member of the Aircraft Accident Board: The Senior Member is charged with overall conduct of an Aircraft Accident investigation. He will be guided by Section B of reference (a) and reference (b) in the performance of his duties. His duties shall include the following:

(1) Proceed to the scene of the mishap and take full charge of the investigation.

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(2) Instruct guards to clear the area of spectators and to caution all persons to leave wreckage undisturbed.

(3) Instruct guards and search party to report immediately the location of aircraft components to the Maintenance Officer, cautioning them to leave the components undisturbed.

(4) Arrange for immediate transportation of uninjured pilots to the nearest dispensary or hospital for carbon monoxide, blood sugar, drug and toxic substance testing. Instruct pilots to prepare a written statement immediately upon completion of the tests concerning what occurred in the mishap.

(5) Instruct the uninjured passengers to prepare written statements of what occurred. Arrange for transportation of those personnel back to the squadron area, if possible.

(6) Arrange for further investigation at the scene if required.

(7) Schedule a meeting of the Accident Board for a preliminary discussion of findings.

(8) Insure the preservation of the wreckage at the scene for the required 24 hour period unless it directly interferes with vital civil functions or essential military functions. Release the wreckage for salvage upon completion of the investigation and the above mentioned time period. (Paragraph 39, Reference (a))

(9) Initiate requests for specialized technical assistance, such as NLR, Aero-medical Lab analysis, manufacturer assistance, Safety Center investigation teams, etc., if desired. (Enclosure (12))

(10) Check the smooth draft of the Preliminary and Supplementary Message Reports for accuracy of content and addresses.

(11) Keep the Commanding Officer advised as to the progress of the investigation. (Enclosure (13))

(12) Assist the ASO in conducting drills, examinations and briefings to insure that all Aircraft Accident Board members and key squadron personnel are familiar with the procedures for aircraft mishap investigation and reporting and with the Pre-Accident Plan.

✓ d. Maintenance Officer: A highly qualified Naval Aviator attached to the Maintenance Department shall serve as a member of the Aircraft Accident Board. His duties shall include the following:

(1) Proceed to the scene of all aircraft mishaps unless otherwise directed by the Senior Member.

(2) Have available a Handbook of Maintenance Instructions and Illustrated Parts Breakdown for use at the scene of the mishap and during the investigation.

(3) Check the wreckage for obvious indication of components or system malfunction or failure.

(4) Prepare a statement outlining the damage to the aircraft and the estimated man-hours required for repair. This statement should be prepared in such a manner that damage incurred during salvage operations can be recognized.

(5) When directed by the Senior Member, arrange for the removal of the wreckage. Insure that salvage damage is minimized.

(6) Prepare and submit Flight Safety UR as required.

(7) Provide Material and Maintenance Records listed in Chapter Nine of reference (b).

(8) Arrange for reconstruction of the wreckage if necessary.

(9) Be guided in the conduct of the investigation by Chapter Seven of reference (b).

(10) Prepare reports listed in Enclosure (1).

e. Flight Surgeon: The primary purpose of the Flight Surgeon's participation in an aircraft mishap investigation is to determine and weigh the importance of human factors involved in the mishap. The duties of the Flight Surgeon shall include the following:

(1) He shall be a designated member of the Aircraft Accident Board.

(2) He shall supervise the treatment and handling of any injured personnel.

(3) He shall function as the primary investigator into the sociological, psychological and physiological factors which may be present in the mishap.

(4) He shall investigate the adequacy and functioning of safety and survival equipment in the crash and post/crash situation.

(5) He shall be charged with the responsibility for the submission of the Medical Officer's Report (MOR) within the time limit specified in Enclosure (1).

f. Squadron Administrative Officer: In the event of an accident involving a death, missing person or serious injury, the Administrative

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Officer will insure compliance with references (d) and (e). He shall be responsible for submission of the appropriate reports, Enclosure (1). He will also make available such personnel records as may be required for use by the Aircraft Accident Board.

g. Material Officer: In cases of aircraft mishaps occurring away from the station, wherein the squadron is required to furnish security guards or working parties, the Material Officer shall insure that such personnel have necessary equipment for use in the field and that they are properly clothed. Additionally, he shall arrange for reliefs as required and insure that meals have been arranged.

h. Flight Equipment Officer: In the event of an aircraft mishap, the Flight Equipment Officer shall assist the Flight Surgeon in the investigation of the utilization and functioning of all survival equipment. He shall submit a detailed report of his findings to the Senior Member. This report shall include comments and recommendations regarding violations of standing operating procedures noted and design deficiencies.

L. F. Blass
L. F. BLASS

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REPORTS REQUIRED AND REPORTING RESPONSIBILITIES

<u>REPORT</u>	<u>TIME LIMIT</u>	<u>REFERENCES</u>	<u>RESPONSIBILITIES</u>
Initial Msg Report	Immediately	OPNAVINST 3750.6E Para. 26 a	Pilot or Senior in vicinity
Telephone Report to FMFPac	Immediately	FMFPacO 3750.1	Reporting Custodian
Preliminary Msg. Report	4 Hours	OPNAVINST 3750.6E	Reporting Custodian
Telephone to NASC	4 Hours	OPNAVINST 3750.6E	Reporting Custodian
Casualty Report (Personnel)	Immediately	MARCORPERSMAN	AdminO
Notification Next of Kin	Immediately	MARCORPERSMAN	CO
CO's Ltr to Next of Kin	48 Hours	MARCORPERSMAN	AdminO
Supplementary Msg Report	24 Hours and when required	OPNAVINST 3750.6E	Reporting Custodian
Flt Safety UR	When required	BUWEPSINST 4200.2A	ASO
Incident or Ground Accident Report	7 working days	OPNAVINST 3750.6E	ASO
AAR	14 working days	OPNAVINST 3750.6E	ASO
MOR	14 working days	OPNAVINST 3750.6E	Flight Surgeon
DIR (Request for)	Immediately When Required	OPNAVINST 3750.6E	MaintO
Investigative Report or Record of Fact-Finding Body	When Required	JAG Manual	AdminO

ENCLOSURE (1)

SDO INFORMATION CHECK LIST

This checklist will enable the SDO to obtain complete enough information for all the necessary early reports.

1. Aircraft model _____
2. Bureau No. _____
3. Reporting Custodian _____
4. Date and time of Mishap _____
5. Location of Mishap (Give complete description of the surrounding terrain including roads that might be used to gain access to the scene _____

6. Identity of injured personnel. Include those not occupants of aircraft. Give nature of injury. _____

7. Damage to aircraft _____

8. Location of nearest airport or safe landing area _____
9. Location and number of nearest telephone _____
10. Whether or not the aircraft can be flown out if repairs can be accomplished on the spot. _____
11. Any other information that will aid in expediting salvage or rescue operations. _____

NOTE: The above information will be used for making the initial report of an aircraft mishap.

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1st Marine Brigade, Fleet Marine Force
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<u>TITLE</u>	<u>NAME</u>	<u>OFFICE/HOME</u>	<u>INITIALS</u>	<u>TIME</u>
1. C.O.	LtCol T. F. ROCHFORD	72538/72527	_____	_____
2. X.O.	Maj J. B. PARKER	72538/254-2865	_____	_____
3. Aviation Safety O	Capt G. K. MINAS	73545/254-2722	_____	_____
4. Airfield Operations	AODO	72121	_____	_____
5. Maintenance O	Major K. MASON	72515/254-3931	_____	_____
6. Mbr IAR Board	Capt J. W. HORNETT	73545/254-4603	_____	_____
7. Mbr AAR Board	Capt R. P. TOETTCHER	73545/254-2567	_____	_____
8. Mbr AAR Board	CWO-3 C. R. KILBORN	72515/254-4061	_____	_____
9. Flight Surgeon	LT(MC) G. M. JERVEY	72862/254-3885	_____	_____
10. Sqdn 1stSgt	1stSgt M. RODRIGUEZ Jr	73695/254-3663	_____	_____
* 11. AdminO	Capt R. M. WRIGHT	73695/254-2663	_____	_____
* 12. Chaplin			_____	_____
13. Station OOD			_____	_____

* To be called in case of death, serious injury or when otherwise directed.

Photographer

ENCLOSURE (3)
CH 4 -

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TELEPHONE REPORT TO FMFPAC

DTG (LTZ) & MONTH OF MISHAP _____

ACCIDENT INCIDENT GRD ACCIDENT FORCED LDG PREC LDG

GROUP _____ SQ _____ TYPE ACFT _____ BUNO _____ MODEX _____

PILOT: _____
 NAME (LAST, FIRST, INITIAL) RANK SERNO

CO-PILOT: _____

OTHER: _____

CREW: _____

MAINT: _____

PAX: _____

LOCATION: _____ OPERATING FROM _____

MISSION: _____

DAMAGE TO ACFT: (Circle one) A=STK, B=OVRHL, C=SUBSTANTIAL, D=MINOR,
E=LTD, F=NONE

BRIEF DESCRIPTION: _____

INJURY TO PERS: (Circle one) A=FATAL, B=CRITICAL, C=SERIOUS, D=SEVERE,
 E=MOD, F=MINOR, G=NONE (include no of each,
 if known)

DAMAGE TO PROPERTY: _____

BRIEF SUMMARY OF MISHAP: _____

TOR: _____

NAME, RANK, & BILLET OF REPORTER // NAME, RANK & BILLET OF RECEIVER

NOTE: NOTIFY ASO (39-265)

ENCLOSURE (4)

PRELIMINARY MESSAGE REPORT

A Preliminary Message Report will be sent within four (4) hours after a mishap which involves a Navy aircraft occurs, a Navy aircraft is missing, or when certain incidents, or ground accidents occur. Reference (a) Para 26.

The following is a guide for the preparation of the Preliminary Message Report:

From: Reporting Custodian (Unless the mishap occurs at such a location as to preclude the expeditious reporting by the reporting custodian).

To: CNO
Naval Aviation Safety Center
NAVAIRSYSCOM (When Flight Safety UR is involved)
Reporting Custodian (If not the originator)

Info: NAVAIRSYSCOM (When Not an action addressee)
JAG (In cases where non-military A/C, personnel or property are involved)
Commandant of the Naval District where mishap occurred (Hawaii-14ND)
CO of aircrew involved (When not reporting custodian)
Chain of Command and other addressees as may be directed by 1st MarBrig
Controlling custodian of A/C involved (When not in the Chain of Command)
Commandant, Marine Corps (Code AAP) (When Marine Corps A/C, personnel, or facilities are involved)
Cognizant NAVAIRSYSCOM Rep for model aircraft involved
Cognizant NAVAIRSYSCOM Rep for power plant (When engine failure or malfunction is involved)
RCVW-4, RCVW-12, RCVSG-50, VP-30, VP-31, CG, FMFLANT (If operating same model aircraft involved)
Director, Armed Forces Institute of Pathology (Fatal accidents ONLY)
CINCPACFLT (When mishap results in ALFA damage, Unknown, Fatal, Critical, Serious or Severe injury, or may have public information ramifications)
BUPERS (In the event of all fatal mishaps, and critical, serious or severe injury overseas)
Director of Aerospace Safety (Norton Air Force Base, San Bernardino, California) (When Air Force aircraft, personnel or facilities are involved or Air Force operates same model)
USABAAR (Fort Rucker, Alabama) (When Army aircraft, personnel or facilities are involved or Army operates same model)
Controlling Custodians (COMNAVAILANT, COMNAVIRPAC, CNATRA, or CNARESTRA) operating same model of aircraft involved.
CHNAVMAT
COMDTCCOARD (When Coast Guard operates same model)

UNCLAS FOR OFFICIAL USE ONLY

ENCLOSURE (5)

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PRELIMINARY MESSAGE REPORT OF AIRCRAFT ACCIDENT/INCIDENT/GROUND ACCIDENT
(As applicable)

A. OPNAVISNT P3750.6E

1. Model, Bureau No., Reporting Custodian.
2. Date, time and location of mishap. (Use local zone time and give bearing and distance from well defined landmark)
3. Flight Purpose. (i.e. instrument training, troop carrying, etc.)
4. Estimated damage to aircraft. (Use AAR damage code)
5. Give brief description of mishap. (A word picture of circumstances leading up to the mishap and cause factors or suspected cause factors, if known)
6. Pilot at controls at time of mishap. ((Give full name (given name first, rank/rate, file/service number, service branch, designator, duty status (active, drill pay, etc.) duty station if other than 1 above, and degree of injury (use AAR code)).
7. Crew Member(s) and/or passenger(s). (Full name, rank, serial number, branch of service, duty status, duty station (if other than 1 above) degree of injury and assigned duty in aircraft. Do not list personnel by name unless injury or emergency egress was involved. Such personnel will be accounted for by a brief statement in regard to their status, (e.g. the remaining six crew members were uninjured)).
8. Fatal mishaps occurring in squadrons or units deployed outside CONUS. (Give name, address and relationship of next of kin of all personnel receiving fatal injuries.)
9. Significant additional information. (e.g. fatal, critical, or serious civilian injury, major damage to government/private property or any other circumstances which would occasion PRIORITY precedence IAW reference (a) paragraph 26b(5)). Report whether parachute/ejection seat was used by pilot/crew/passenger).

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TELEPHONE REPORT TO NASC DUTY OFFICER

To be made to: Naval Aviation Safety Center, Naval Air Station, Norfolk,
Va. (Enclosure (12))

Date _____ Phone authorization No. _____

Person calling _____
(RANK) (NAME) (BILLET)

Activity _____ Base Phone No. _____

The Accident:

MODEL A/C _____ BUNO _____ DAMAGE _____

REPORTING CUSTODIAN _____

PILOT _____ RANK _____ INJURY _____ DUTY STATION _____

COPILOT _____ RANK _____ INJURY _____ DUTY STATION _____

CREW _____ RANK _____ INJURY _____ DUTY STATION _____

CREW _____ RANK _____ INJURY _____ DUTY STATION _____

PASS _____ RANK _____ INJURY _____ DUTY STATION _____

PASS _____ RANK _____ INJURY _____ DUTY STATION _____

DTG of accident _____ Location of wreckage _____

Flight purpose _____ Flight plan VFR () IFR () Flight time _____

Take off location _____

Narrative of accident (Briefly describe how accident occurred)

Was FAA Function involved? Yes () No ().
(Reference (c))

ENCLOSURE (6)

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Flight Conditions When Trouble Occurred:

Flight condition VFR (), IFR (). Location _____

Time _____ Altitude _____ Airspeed _____

Maneuver _____ Attitude _____

Instrument Indications: (If unknown, so state)

Fuel Quantity _____ lbs, Fuel Pressure _____ PSI

Fuel Flow _____ PPH Oil Pressure _____ PSI, Hyd Pressure _____,

EGT _____ °C, RPM _____ Manifold Pressure _____

Warning Lights _____

Flight Control Hydraulic Pressure _____

Emergency Egress:

Bailout _____ Altitude _____ Airspeed _____

Attitude _____ Pertinent details _____

Equipment Effectiveness:

Escape chute release _____ Auto chute opener _____

Helmet _____ Visor _____ Mask _____ Gloves _____

Shoes _____ Life jacket _____ Bailout bottle _____

Other equipment _____

Wreckage:

Angle of Impact _____ Speed _____ Type terrain _____

Attitude _____ Fire Following Impact: Yes () No (), Security
provided: Yes () No (). Accessible for investigation: Yes () No ()

Injuries:

Number by type: Fatal _____, Critical _____, Serious _____, Severe _____,

Moderate _____, Minor _____, Unknown _____. Autopsy requested: Yes () No ()

Specimens forwarded to AFIP: Yes () No ().

Civilian casualties _____ Property damage _____

Pilot Experience:

Total Hours _____ Time in model _____ Total Jet _____

Helicopter _____ Night time in model _____ General ability _____

comment _____

Weather at Crash Site:

Ceiling _____ Visibility _____ Wind _____ Temp _____

Dew Point _____ Relative Humidity _____ Unusual Phenomena _____

Availability of Technical Assistance:

Field Service Representative: Airframe: Yes () No () Engine: Yes ()

No () USC Graduate: Yes () No (), Flight Surgeon: Yes () No () .

Specific Questions, information or recommendations:

FAA NOTIFICATION GUIDE

- A. This format will be used by the military to notify the FAA of the possible involvement of an FAA function in an aircraft mishap.
- B. H&MS, 1st MARBRIG will, simultaneously with the notification of higher command, pass the following information to the nearest FAA Control Tower, Communication Station, or Air Traffic Control Center by telephone if feasible. Forward additional information as it becomes available. In addition, a complete and final message, in written form, will be delivered within 24 hours to the same FAA facility.
- C. Enter appropriate data or "unknown" — use military communications for military addressees.

From: (Military Unit and its address)

To: FAA (Control Tower, Air Traffic Control Center or Communications Station)

Info: CNO

COMNAVAVSAFCEN

UNCLASS

AIRCRAFT ACCIDENT INVOLVING FAA FUNCTION

1. OPNAVINST 3750.16

A. Date and local time with time zone of accident _____

B. Location of accident scene giving distance and direction from nearest military base or prominent geographical location; otherwise use longitude and latitude. _____

C. A/C type, model, and BUNO _____

D. Unit to which A/C assigned _____

E. Last departure base of A/C _____

F. Type of air traffic control clearance _____

G. A/C destination _____

H. Last known A/C position in flight or radio contact with pilot _____

I. Security classification of mishap _____

J. Radioactive materials aboard: Yes () No ()

ENCLOSURE (7)

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K. Brief description of how accident occurred _____

L. Identity of the FAA function(s) possibly involved. See para 15a of reference (c). If FAA participation is desired this subparagraph will be a request for the FAA to participate in an investigation. ____

M. Will other investigation be conducted? Yes() No()

N. Name, rank, serno, telephone No., and address of the individual whom FAA personnel may contact if further information is desired.

_____, _____, _____, _____, _____

INSTRUCTIONS FOR RELEASE OF NEWS

1. The MCAS Informational Services Officer is informed of the mishap by either the SDO or the ASO as soon as possible after the mishap occurs.
2. The ISO is the individual authorized by the CG, FMFPac to release and aid reporters and photographers to obtain their stories.
3. Should the mishap occur outside the station boundry, the possibility exists that the ISO will not be on the scene when the Board arrives or that he will not visit the scene at all. If this is the case, the ASO must cooperate with the reporters and give them all help possible in obtaining information for their stories. In the absence of this assistance a story could be written which would be detrimental to the Armed Forces. Under no circumstances will the names and organizations of the involved personnel be given. When first arriving on the scene and being questioned by the reporters the ASO should tell them that the Board is here only to investigate the accident and will give them the details as soon as they are known. Do not voice speculation as to the cause or culpability.
4. Do not attempt to stop news photographers from taking pictures of the mishap. If an attempt is made to take pictures of deceased or injured personnel that are not in good taste or are objectionable in nature ask the photographer to reconsider and not to print this material. If classified materiel is involved, either cover the material or warn the photographer that it is classified and photographs of such material would be detrimental to national security. News photographers in the past have be cooperative in refraining from taking photographs of an objectionable nature. If, however, this doctrine is violated forward the photographer's name and the name of his newspaper to the ISO along with the subject matter of the photo.
5. Should the mishap occur aboard the station reporters and photographers will not constitute a problem. News will be released to the press through the Informational Services Office.

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WITNESS STATEMENT FORM

A. Statement of witness, _____, concerning
(Full Name)
aircraft accident involving _____ BUNO _____ occurring
(Model A/C)
on _____ at/near _____
(Date) (Location of mishap)
at/for _____. On _____ at approximately
(Employer) (Date)
_____, I was _____
(Time) (Action)
at/near _____ when I saw/heard _____
(Location)

(What attracted attention to aircraft)

B. Aviation experience: (none/or) _____

(Witness Signature)

(Address)

(Telephone Number)

C. Statement taken by: _____
(Name, Rank, Orgnaization)

Time statement taken _____

NOTE: Use the back of this form for amplifying remarks.

WRECKAGE DIAGRAMS AND PHOTOGRAPHS

1. Wreckage diagraming: Sketches frequently present information more clearly than any other method. A general sketch of the area is desirable in most mishaps. They may also be used to show details of mishaps occurring while taxiing, points of collision, proximity of obstructions to runways and taxiways, width or conditions of runways, size and layout of emergency landing sites, and similar special conditions involved in the mishap. A sketch should portray a general setting of the mishap and the relative location, bearing and distance of the following items from the center of the wreckage:

- a. Point of initial contact
- b. Location of deceased or injured personnel.
- c. Engines and major component parts.
- d. All major portions of the A/C with identification notifications
- e. Landmarks or prominent terrain features.
- f. Distance and direction of nearest town, airport, nav aid or landmark.
- g. Location of witnesses whose statements are taken.
- h. Elevation and north arrow.
- i. Path of A/C by dotted lines.
- j. Distances between location of important objects.
- k. Location and direction in which photos were made (numbered arrows).

2. Photographing the Wreckage: Photographs are important to the recording of the mishap. DO NOT be reluctant to take many photographs at the scene. Frequently photographs will preserve the accident scene if taken early before the scene is destroyed by fire or other means. The duty photographer will be under the supervision of the Senior Member of the Aircraft Accident Board. Photos of bodies of victims will be avoided unless they serve a definite purpose. All photos should be given exhibit numbers and should carry descriptive captions. It is helpful to write captions on suitable material and place them in the foreground of photos being taken. Record the location of the photographer and the direction in which the photographs were taken. Photos of the following details are desirable:

- a. General view of the mishap site from four directions and back along the wreckage pattern to the point of initial contact.
- b. Aerial view of the accident scene.
- c. Damage to objects struck.
- d. Engine and major components.
- e. Detailed view of cockpit, instrument panels, engine controls and radio settings.
- f. All parts involved in or suspected of structural failure or having contributed directly to the mishap. These photos should be of sufficient detail to show the grain of the metal at the failure point or other detailed information such as direction of shear of rivets, etc.

A.A.R. BOARD SPECIAL REQUIREMENTS FORM

From: Senior Member of the Aircraft Accident Board
To: _____

Subj: Special requirements concerning investigation of aircraft accident involving BUNO _____.

1. The peculiarities of the accident presently under investigation indicate the need for the special items and/or personnel checked below. You will arrange for such assistance and instruct responsible personnel to report to me at the scene of the accident as soon as possible.

2. Items/personnel required:

- a. _____ Airframes Manufacturer's Field Rep.
- b. _____ Engine Manufacturer's Field Rep.
- c. _____ Ordnance Disposal Team.
- d. _____ Underwater Demolition Team.
- e. _____ Shallow Water Diver _____ men.
- f. _____ Working Party _____ men.
- g. _____ Security guards _____ men.
- h. _____ Maintenance personnel _____
- i. _____ Surveying Team.
- j. _____ Photographer
- k. _____ Civil police _____ men.
- l. _____ Base Police _____ men.
- m. _____ Officer personnel _____
- o. _____ Wrapping, crating material _____
- p. _____ Illustrated parts breakdown handbook.
- q. _____ Boxes and cartons for collecting small parts _____
- r. _____ Oil/Fuel sample cans _____ $\frac{1}{2}$ gal _____ qt.
- s. _____ Clerical equipment _____
- t. _____ Screening boxes _____ "X" _____ "
- u. _____ Personnel equipment _____
- v. _____ Special publications _____
- w. _____ Vehicular assistance
 - (1) _____ Bulldozer
 - (2) _____ Mobile crane
 - (3) _____ Power shovel
 - (4) _____ Flatbed truck
 - (5) _____ Stake body truck
 - (6) _____ Defueler truck
 - (7) _____ Water truck
 - (8) _____ Flood light truck
 - (9) _____ Radio equipped truck
 - (10) _____

3. Special instructions and/or directions: _____

Senior Member AAR Board

ENCLOSURE (11)

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SPECIAL ASSISTANCE INFORMATION

Commandant of the Marine Corps (Code AAP)

Headquarters, U.S. Marine Corps

Washington, D.C. 20380

Commander, U.S. Naval Aviation Safety Center

U.S. Naval Air Station

Norfolk, VA. 23511

Chief of Naval Operations

Navy Dept.

Washington, D.C. 20350

NAVAIRSYSCOM

Navy Department

Washington, D.C. 20360

Judge Advocate General

Navy Department

Washington, D.C.

Curtis-Wright Corp.

Wright Aeronautical Division

Woodridge, N.J.

Administrator

Federal Aviation Agency

Washington, D. C.

Commander, U.S. Naval Air Force,

Atlantic Flt.

U.S. Naval Base

Norfolk, Va.

Chief of Naval Air Reserve Training

Naval Air Reserve Training Command

U.S. Naval Air Station

Glenview, Ill.

Commander, Fleet Air Hawaii

Navy #14

FPO, San Francisco, 96601

Commander, U.S. Naval Air Forces Pacific Flt.

U.S. Naval Air Station North Island

San Diego, Calif. 92135

ENCLOSURE (12)

SqdnO 3750.4
3 October 1966

SPECIAL ASSISTANCE INFORMATION

Technical Representatives

UH-34D (Sikorski)	Mr. SCABINSKI	16-442050	
C-47 and C-54 (Douglas)	Mr. O'CONNOR	16-442990	
C-45 (Beechcraft)		64184	
T-1A (Lockheed)	Mr. SPOONER <i>MR. NUGENT</i>	<i>ges</i> 66126	
NAVAIRSYSCOM Flight Readiness Rep.	Mr. R.L. VAUGHN	<i>ges</i> 39266/39286	

Maintenance Assistance

ComFairHawaii Asst Maint Officer/Chief	<i>ges</i> 63143
Asst Maint Officer FMFPac	<i>ges</i> 39263
ComFairHawaii Engine Assignment	<i>ges</i> 66181/66185
Aircraft Maint Control Barber's Pt.	<i>ges</i> 66242
Operational Maintenance Dept. Barber's Pt. (For technical maintenance assistance)	62220 ? <i>64266</i>
KMCAS Station Operations Maint Officer	<i>ges</i> 72973

COMMANDING OFFICER'S PROCEDURE GUIDE

A. This enclosure to the Pre-Accident Plan provides the Commanding Officer with a check list to insure appropriate and timely action in the event of an aircraft accident.

<u>B. Action</u>	<u>Date completed</u>	<u>Initial</u>
1. Notify next of kin (ASAP)	_____	_____
2. Casualty report (ASAP)	_____	_____
3. Telephone report to FMFPac (39265)	_____	_____
4. Telephone report to COMNAVAVSAFCEN (4 hrs.) (AUTOVON 244-2929) <i>OR collect 703 444 2929</i>	_____	_____
5. Preliminary message report (4hrs.)	_____	_____
6. Letter to next of kin (48 hrs)	_____	_____
7. Flight Safety AMPFUR Message or report (if necessary)	_____	_____
8. Aircraft Accident Report (14 days)	_____	_____
9. Medical Officer's Report (14 days)	_____	_____
10. Unsatisfactory report (if necessary)	_____	_____
11. Report of investigation, injury or fact finding body	_____	_____
12. Request for disassembly and inspection report (if necessary)	_____	_____
13. Other reports required		
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____

HEADQUARTERS AND MAINTENANCE SQUADRON
First Marine Briagde, Fleet Marine Force
FPO, San Francisco, 96602

SqdnO 3750.4 CH 1
21 December 1966

SQUADRON ORDER 3750.4 CH 1

From: Commanding Officer
To: Distribution List

Subj: Pre-Accident Plan

Encl: (3) Telephone Call List

1. To publish Change 1. to the basic order.

2. Action.

a. Insert Enclosure (3) to the basic order and destroy old Enclosure (3).

b. Make pen and ink change to change the Order from "SqdnO 3750.1" to "SqdnO 3750.4".

R. W. Chapin
R. W. CHAPIN
Acting

DISTRIBUTION "A"

HEADQUARTERS AND MAINTENANCE SQUADRON
1st Marine Brigade, Fleet Marine Force
FPO, San Francisco, 96602

SqdnO 3750.4 CH4
1: RMW;jjk
1 Dec 1967

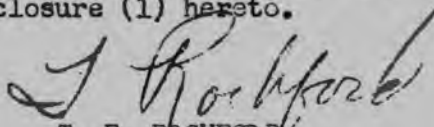
SQUADRON ORDER 3750.4 CH 4

From: Commanding Officer
To: Distribution List

Subj: Pre-accident Plan for Aircraft Accident Investigation and Reporting

Encl: (1) New Enclosure (3) to the basic order

1. Purpose. To transmit a new enclosure (3) to the basic order.
2. Action. Remove and destroy present enclosure (3) and replace with corresponding page contained in enclosure (1) hereto.


T. F. ROCHFORD

DISTRIBUTION: "B"