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Standard Operating Procedures

Aviation - Mishap Reporting

Safety in Auxiliary air operations requires continuous emphasis on training, accident prevention programs, and the timely and accurate reporting of all Auxiliary Aviation mishaps. This Standard Operating Procedure (SOP) is specifically aimed at the requirement for timely and accurate reporting of such events. Our objective is to reduce the cycle time for moving an Aviation Mishap Report from the individual or unit first reporting an event, to senior Auxiliary leadership. The SOP also adds redundancy of notification to ensure that the cycle is not truncated at any point in the notification process.

Effective immediately, the following SOP will apply to the reporting of all Auxiliary Aviation Mishaps. This SOP is in addition to the requirements contained in the Auxiliary Operations Policy Manual (COMDTINST M16798.3E), Chapter 2, Section D.1.

This SOP requires that an individual or unit with first-hand knowledge of an aviation accident or incident while assigned to duty must report all information that is immediately available. Timeliness and accuracy of the report are key requirements. The modality for initial Aviation Mishap Reporting is a phone call to the Order Issuing Authority (OIA) and District Flight Safety Officer (DFSFO) that includes as much information as is immediately available. This SOP also requires the following notifications:

- The individual or unit with first hand knowledge of an accident or incident will report all information immediately available to the (OIA) and DFSFO. If the DFSFO is unreachable, notification will be made to the District Staff Officer, Aviation (DSO-AV).
- The DFSFO or the DSO-AV, receiving the initial notification, will notify the District Commodore (DCO), and the District Chief of Staff (DCOS).
- In addition, the DFSFO or the DSO-AV receiving the initial notification, will inform one another and report the accident or incident to the Division Chief Aviation (DVC-RA) or the Branch Chief, Aviation Safety (BC-RAS).
- The DCO will provide notification to the Deputy National Commodore Operations (DNACO-O), the Vice National Commodore (VNACO), the National Commodore (NACO), and the Director of Auxiliary (DIRAUX).
- NACO and VNACO will inform one another and notify BSX.
- The DVC-RA and the BC-RAS will inform one another.
- The DVC-RA will simultaneously notify Assistant National Commodore Response and Prevention (ANACO-RP), Director Response (DIR-R), and the Deputy Director Response (DIR-Rd)

- The DIR-R will notify the ANACO-RP and the DNACO-O.

NOTE: If at any point in the notification chain there is any doubt that the Mishap Report will be forwarded, in a timely manner, by the next higher level, the sender will notify multiple levels above them.

Richard A. Washburn /s/
National Commodore
U.S. Coast Guard Auxiliary