



DEPARTMENT OF THE NAVY
COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 3040.1A

28 MAR 2007

COMDTMIDN INSTRUCTION 3040.1A

Subj: MIDSHIPMEN AND COMMANDANT STAFF SITUATION REPORTING
(SITREP) PROCEDURES

Ref: (a) NAVPERS 15560D (MILPERSMAN)
(b) OPNAVINST 5100.23G
(c) USNAINST 5100.11C

Encl: (1) Bancroft Hall Officer of the Watch (OOW) Death of a
Midshipman Checklist
(2) Midshipmen Situation Report Format (SITREP)
(3) Supervisor's Report of Mishap (Injury)

1. Purpose. To provide the Bancroft Hall Officer of the Watch (OOW) and the Bancroft Hall watch organization with standard personnel casualty reporting procedures.

2. Cancellation. COMDTMIDNINST 3040.1

3. Background. The death of or an injury to a Midshipman or staff member requires prompt notification of the appropriate authorities. The use of a standardized reporting process ensures that important, time-critical information is properly reported to the chain of command. It also provides a standardized mechanism through which the OOW can make updates as a situation changes.

4. Reporting Requirements

a. Death of a Midshipman

(1) Per reference (a), it is the responsibility of the Officer-of-the-Watch (OOW) to immediately inform the chain of command and the Casualty Assistant Calls Officer (CACO) of the death of a member of the command. The OOW shall notify the following individuals (in order) when he or she learns of the death of a Midshipman or member of the Commandant's staff.

1. Deputy Commandant of Midshipmen
2. Dant's CACO (Office of the Commandant of Midshipmen)
3. Naval Academy Duty Officer (NADO)
4. Battalion Officer
5. Company Officer

6. Company Senior Enlisted Leader
7. Duty Chaplain
8. CMC
9. JAG
10. Safety Officer

Note 1: The Commandant of Midshipmen shall be notified by the Deputy Commandant. If the OOW is unable to notify the Deputy Commandant then the OOW will notify the Commandant of Midshipmen.

Note 2: The Commandant's CACO and NADO are responsible for the non-USNA related notifications/procedures. The Commandant's CACO is the Midshipmen Personnel Officer and/or Administrative Officer.

(2) The OOW shall complete enclosure (1) and deliver it to the Commandant's CACO to assist in drafting the initial Personnel Casualty Report (PCR) Naval message.

(3) The OOW shall assist the NADO in drafting the OPREP/SITREP naval message.

NOTE: This same format will be used to report the death or injury of a member of the Commandant's military or civilian staff.

b. Injury/Hospitalization of a Midshipman or Member of the Commandant's Staff:

(1) Per reference (b), military and civilian personnel must report any injuries or occupational illnesses that occur in a duty status. Furthermore, military personnel must report mishaps (sustaining personal injury) which occur while in an off-duty or leave status. The OOW will classify injury reports into one of two categories.

(2) Case 1 Casualty: Any injury that results in the unscheduled hospitalization of a Midshipman or a member of the Commandant's staff.

(3) Case 2 Casualty: Minor injuries that result in treatment and same-day release of a Midshipman or a member of the Commandant's staff.

5. Casualty Tracking, Investigation, and Reporting Responsibilities

a. The OOW will centrally track and report all pertinent information regarding Case 1 Casualties during the period of his or her watch through the SITREP system using the format provided in enclosure (2).

b. Company Officers (for midshipmen) or Department Heads (for staff) are responsible for the initial investigation and reporting of both Case 1 and 2 Casualties to the OOW. Additionally, they are responsible for submitting a Supervisor's Report of Mishap (enclosure 3) to the Commandant's Safety Officer within three working days. The Safety Officer will review the report and forward it to the USNA Safety Department via Yard mail. The report (USNA DME 5100/7) as well as instructions for completing and submitting the report can be found at the following website:

<http://www.usna.edu/SafetyOffice/MishapReportForm1.PDF>.

6. Reporting Process

a. Case 1 Casualties

(1) The initial report will be made by the injured individual's immediate supervisor to the OOW.

(2) The OOW will notify the Deputy Commandant of the situation. If the OOW was not initially notified by the individual's chain of command then he/she will notify the individual's Company Officer (for Midshipmen) or Department Head (for staff).

(3) The OOW will prepare and distribute a SITREP. The OOW should distribute the SITREP to the following individuals by using the following email account: CMDT-Sitrep@lists.usna.edu. The account includes the following personnel:

Commandant
Deputy Commandant
Superintendent's Executive Assistant
Chief of Staff
Superintendent's Flag Secretary
Senior Watch Officer
Commandant's Executive Assistant

Operations Officer
Commandant's Legal Advisor (JAG)
Administrative Officer
Midshipmen Personnel Officer
Brigade Medical Officer
CMC
Battalion Officer*
Company Officer*
Senior Enlisted Leader*

* These individuals must be added to the distribution list separately.

(4) If the injury occurs during intramurals, the OOW will include the Director of Intramural and Club Sports in the SITREP email distribution.

(5) If the injury occurs during periods of summer professional training or activities on the Yard, the OOW will include the following individuals in the SITREP email distribution as applicable:

(a) Naval Academy Athletic Association Sports Camps:
- Director, Physical Education Department

(b) Naval Academy Summer Programs:
- Officer in Charge, Naval Academy Summer Programs

(c) Yard Patrol Craft, Command Seamanship Navigation and Training Squadron, Naval Tactical Training, or Leatherneck:
- Director, Professional Development

(6) Case 1 Casualty Reports shall be updated whenever new information becomes available. Updates should be made to the original report. All updates should be highlighted in bold face. A final report will be made when the member is returned to full duty.

b. Case 2 Casualties

(1) Case 2 Casualties will not be reported to the OOW, but shall be reported to the Bancroft Hall Safety Officer within three working days using the format provided in enclosure (3).

c. In all cases, personnel processing casualty-related information or making reports will use discretion and be mindful of both the sensitive information and the privacy issues associated with all medical matters.



MARGARET D. KLEIN

Distribution:
C-1 (Electronically)
Brigade Medical Officer
Dir, PRODEV
NASP OIC
PE

OOW Death of a Midshipman or Commandant Staff Checklist

The OOW is responsible for notifying the chain of command whenever they learn of the death of a Midshipman or a member of the Commandant's staff.

<u>Individual</u>	<u>Contact Numbers</u>	<u>Time</u>
Commandant	W: 410-293-7001 C: 443-336-5367 H: 410-280-2772	_____
CACO, LT Bennett	W: 410-293-7134 C: 443-603-2209 H: 757-224-9846	_____
Deputy Commandant	W: 410-293-7006 C: 443-871-2355 H: 410-263-6635	_____
NADO	C: 443-569-2180	_____
Battalion Officer	See Recall List	_____
Company Officer	See Recall List	_____
Company SEL	See Recall List	_____
Duty Chaplain	C: 410-320-9274	_____
Safety Officer, LT Brittingham	See Recall List	_____

SITREP 001-YY

DD Month YYYY

From: Rank, Name, Branch, Officer of the Watch
To: Deputy Commandant of Midshipmen
Subj: SITREP **001-03** ICO MIDN X/C Name, (Alpha)

Who:	MIDN X/C Last Name, First Name (Alpha)
Company:	##
What:	Brief description (ie. Abdominal injury, Head laceration, etc.)
When:	Time, Date (1200 01 JAN 2003)
Where:	Location of incident
Alcohol involved:	Y/N
Family Notified:	Y/N (Brief description if required)
Flag Condition:	If applicable

Narrative:

Provide a summary of what occurred and the action that was taken.

Updates:

001-03A: *Provide your latest update to the SITREP here.*

SITREP CLOSED: Yes No

Very respectfully,

A. B. OFFICER
LT USN