

# WESS Navy Shore/ USMC Ground Mishap Reporting System





# WESS Shore/Ground Mishap Reporting System



## ➤ Bottom Line Up Front

- This application was designed to be user friendly enough so that first time customers would not need this training brief for entry. That being said, this presentation, using screen shots of the application, is extensive to identify all questions/fields possible in any given mishap scenario. Most mishap investigation reports will not be this extensive, nor require this much information be collected.
- Also note that some items requested are optional. When in doubt if an item is optional or required, simply select “validate.” This will identify questions/fields in the report that are mandatory .



# WESS Shore/Ground Mishap Reporting System



- **This application is for all on-duty Shore/Ground incidents (to include shipyard and off-duty recreational incidents)**
  - DoD mishaps that occur on land, involve DoD operations, evolutions, on-duty DoD personnel, and that result in injury or occupational illness, or damage to private or DoD property
  - Injury or illness to non-DoD personnel caused by Shore/Ground DoD operations, evolutions or on-duty DoD personnel
  
- **To access the application, use the following link**
  - <https://wess.safetycenter.navy.mil/>



# WESS Homepage



Web Enabled Safety System (WESS)

## Safety Mishap Analysis & Retrieval Tool (SMART)

Our powerful analytics engine enables you to search and analyze mishap data with all of the features you would expect from a modern data mining solution.

- ✓ Ad-hoc Query
- ✓ Data Export
- ✓ Result Filters
- ✓ Interactive Charts



### Mishap/Hazard Reporting

Enter and edit safety mishaps and hazards. Conduct injury verification of mishap data.



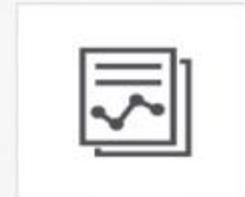
### Dive/Jump

Manage dive logs and jump manifests. Ensure qualifications and training are maintained.



### SMART Mishap Search

Ad-hoc search and analysis of safety mishap data. Export mishap data in multiple formats.



### Jasper Reports

Run formatted print-ready mishap reports. Export report data in multiple formats.

Select "Mishap/Hazard Reporting" to begin



# SPARC User Workspace



SPARC Afloat ▾ Shore/Ground ▾ Motor Vehicle ▾ Aviation ▾

Search/Edit

No active events are associated with your account.

To create a report, make a selection from the action bar above. To access a previously submitted report, select Search/Edit from the action bar above.

The Safety Professional Authoritative Resource Center (SPARC) is used to enter mishap and hazard reports. It will look like this for first time customers



# SPARC User Workspace



SPARC Afloat ▾ Shore/Ground ▾ Motor Vehicle ▾ Aviation ▾

Search/Edit

For On-Duty Shore/Ground mishaps and hazards (to include Off-Duty Recreational and Shipyard mishaps/hazards):

- DoD mishaps that occur on land, involve DoD operations, evolutions, on-duty DoD personnel, and that results in injury or occupational illness, or damage to private or DoD property.
- Injury or illness to non-DoD personnel caused by Shore/Ground DoD operations, evolutions or on-duty DoD personnel.

account.

the action bar above. To access a previously submitted report,

ove.

When the mouse is placed over "Shore/Ground" the requirements for reporting in this section are displayed



# SPARC User Workspace



SPARC Afloat ▾ Shore/Ground ▾ Motor Vehicle ▾ Aviation ▾

Search/Edit

Initial Notification (Class A/B Only)  
Mishap Reporting  
Hazard Reporting

are associated with your account.

To create a report, make a selection from the action bar above. To access a previously submitted report, select Search/Edit from the action bar above.

Select "Shore/Ground"  
then either "Initial  
Notification" or  
"Mishap Reporting"



# Initial Notification for Class A & B Mishaps



SPARC

Afloat ▾

Shore/Ground ▾

Motor Vehicle ▾

Aviation ▾

Search/Edit

Initial Notification (Class A/B Only)

Mishap Reporting

Hazard Reporting

Cargo Air Drop

Parachuting (On-Duty)

Diving

Explosive (On-Duty)

Helo Rope Suspension Technique

Off-Road Vehicles (Off-Duty)

Tactical Vehicle in Operation

PMV/GMV in Operation

All Other Mishap Types

To create a report  
select Search/Edit

t.

on ha

Make appropriate  
selection to proceed

Previously submitted report,



# Initial Notification



## Shore/Ground Initial Notification

Mishap Type(s): (0 selected)

Select...

Select the mishap type to get started

Mishap Date:

mm/dd/yyyy

Mishap Time:

hhmm

Local Serial Number:

local serial #...

Did Mishap Occur on Base?

Yes  No

Country:

Command Submitting Report

N63393 (NAVAL SAFETY CENTER)

These two sections are automatically populated from CAC card. However, they can be manually modified

POC First Name:

First Name

POC Last Name:

Last Name

POC Email:

xxxxx.xxx@xxxx.mil

POC Phone Number:

757-555-1234 X7048

Unit Experiencing Loss: (death/injury, property damage)

N63393 (NAVAL SAFETY CENTER)

Estimated DoD Property Cost:

0

Injured Personnel:



# Initial Notification



Shore/Ground Mishap Event

General Info Report Actions Save Validate Home

General Information

Involved Commands

Select all that apply to this mishap. Note the definition for each to the right. Use scroll bar to see all mishap types

Note the mishap types with asterisks. For these types, user must select "Go Classic" to enter the report until future maintenance is complete.

## Mishap Types

(Select all that apply)

- ASSAULT/VIOLENT ACT (ON DUTY ONLY)
- CARGO AIR DROP \*
- COMBAT ZONE (NOT DIRECT ENEMY ACTION)
- COMMAND SPONSORED/ON DUTY REC EVENT
- DECK SEAMANSHIP
- DIRECTED ENERGY
- DIVING (ON DUTY) \*
- DROWNING

PROPERTY DAMAGE THAT OCCURS AS THE DIRECT RESULT OF AN INTENTIONAL MALICIOUS ACT, OR AN OCCUPATIONALLY-RELATED, ON-DUTY INJURY OR OCCUPATIONAL ILLNESS AS THE DIRECT RESULT OF AN ASSAULT OR VIOLENT ACT. THIS INCLUDES VIOLENCE IN THE WORKPLACE, TERRORIST ACTS, INJURIES TO ON-DUTY EMERGENCY RESPONDERS IN THE ACT OF APPREHENSION, AND INJURED INNOCENT ON-DUTY BY-STANDERS.

*\*Due to ongoing maintenance these mishap types require reports to be filled out and submitted in the classic WESS portion of the reporting system. As maintenance is completed in the near future, these mishap types will become available in this module.*

Go Classic

Close



# Initial Notification



Shore/Ground Mishap Event

General Info Report Actions Save Validate Home

General Information

Involved Commands

Select all that apply to this mishap. Note the definition for each to the right. Use scroll bar to see all mishap types

### Mishap Types

(Select all that apply)

- ELECTRICAL - SHOCKS/BURNS
- EXPLOSIVES/WEAPONS/ORDNANCE \*
- FIRE - ALL TYPES
- FORMAL TRAINING (WITH A CIN/CID)
- FRIENDLY FIRE
- GUIDED MISSILE \*
- HAZARDOUS MATERIAL/CHEMTOX EXPOSURE
- HEARING LOSS
- HEAVY WEATHER

FOR MATERIAL PROPERTY: A MATERIAL CASUALTY RESULTING DIRECTLY FROM ELECTRICAL SHORTS, ARCING, SPARKING OR A FIREBALL, INCLUDING LIGHTNING, WHEN THE OCCURRENCE IS INSTANTANEOUS. FOR PERSONNEL INJURY, THIS INCLUDES ANY CASUALTY REQUIRING MEDICAL TREATMENT AS A RESULT OF THE PASSAGE OF ELECTRICAL CURRENT THROUGH THE HUMAN BODY OR THE BURNING, SINGEING OR FLASH BURNING OF ANY PART OF THE HUMAN BODY

*\*Due to ongoing maintenance these mishap types require reports to be filled out and submitted in the classic WESS portion of the reporting system. As maintenance is completed in the near future, these mishap types will become available in this module.*

[Go Classic](#) [Close](#)



# Initial Notification



Shore/Ground Mishap Event

General Info - Report Actions - Save - Validate - Home

General Information

Involved Commands

Select all that apply to this mishap. Note the definition for each to the right. Use scroll bar to see all mishap types

### Mishap Types

(Select all that apply)

- HIGH RISK TRAINING
- INDUSTRIAL/OCCUPATIONAL - ANY (ON DUTY)
- LOSS OF CONSCIOUSNESS
- MAN OVERBOARD (WATER ENTRY)
- MATERIAL HANDLING EQUIPMENT OPS
- OFF DUTY ACTIVITY (EXCLUDES PMV MISHAPS)
- PARACHUTING \*
- PATIENT CARE (MEDICAL)
- PT/PFT/PRT/PFA/CFT-NOT CMD

A MISHAP DIRECTLY INVOLVING FORKLIFTS, CRANES, CHAIN FALLS, WINCHES, FORK TRUCKS, OR EQUIPMENT USED TO HANDLE LOADS MECHANICALLY. ALSO LIST INDUSTRIAL OR OTHER MISHAP TYPES, AS APPLICABLE.

*\*Due to ongoing maintenance these mishap types require reports to be filled out and submitted in the classic WESS portion of the reporting system. As maintenance is completed in the near future, these mishap types will become available in this module.*

[Go Classic](#) [Close](#)



# Initial Notification



Shore/Ground Mishap Event

General Info - Report Actions - Save - Validate - Home

General Information

Involved Commands

Select all that apply to this mishap. Note the definition for each to the right. Use scroll bar to see all mishap types

### Mishap Types

(Select all that apply)

- PT/PFT/PRT/PFA/CFT-NOT CMD SPON REC EVT
- SECURITY/FIRE SERVICES
- SLIP/TRIP/FALL
- SMALL ARMS \*
- SMALL BOAT OPERATIONS (NON-RECREATIONAL)
- SUICIDE
- TACTICAL/SPECIAL OPERATIONS
- WEIGHT HANDLING EQUIPMENT

MISHAPS AS A RESULT OF ON-DUTY MILITARY PERSONNEL PARTICIPATING IN COMPULSORY, MANDATORY OR COMMAND DIRECTED PHYSICAL TRAINING. THIS INCLUDES PHYSICAL TRAINING OF ANY TYPE, SPORTS, WEIGHT LIFTING, JOGGING, BICYCLING, WRESTLING, ETC. FOR WHICH THE PERSON IS NOT GIVEN A CHOICE FOR PARTICIPATION. MISHAPS AS A RESULT OF MILITARY PARTICIPATING IN ANY TYPE OF PHYSICAL EXERCISE, TRAINING OR SPORTS DURING WORKING HOURS ON

*\*Due to ongoing maintenance these mishap types require reports to be filled out and submitted in the classic WESS portion of the reporting system. As maintenance is completed in the near future, these mishap types will become available in this module.*

[Go Classic](#) [Close](#)

do not enter PII (Personally Identifiable Information), SSNs, unit names, etc. in the questions who, what,

ed?

for class C/D mishap)



# Initial Notification

Brief Narrative: !

1 or 2 sentence description of the event (no pii)...

You have 120 characters remaining

Mishap Narrative:

please do not enter personal identifiers (names, ssn's, unit names, etc.)...

Injury Severity:

Quantity:

Add

- You have not completed all the required fields
- Initial Notification must have one or more mishap types selected
- On Base must be specified
- Country is selected but no City is specified
- Invalid Class A/B Mishap: Mishap must have either a \$500,000 or greater Estimated DoD Property Cost, 1 Fatality, 1 Permanent Partial Disability, 1 Permanent Total Disability, or 3 Hospitalizations

Click "Submit" when complete

View PDF

Cancel

Submit



# Locating Draft Report



SPARC Afloat ▾ Shore/Ground ▾ Motor Vehicle ▾ Aviation ▾

Afloat (54)

Aviation (174)

Class A (47)

Class B (19)

Class C (7)

Class D (68)

Consolidated (146)

Delete Approval (4)

Draft (166)

Edit Submitted (13)

Endorsements (16)

Hazard (160)

Report Serial	Event Date	Brief Narrative
---------------	------------	-----------------

<a href="#">1408646982634</a>	2012-01-11	NSC, 01-12, TEST
-------------------------------	------------	------------------

<a href="#">1408645541936</a>	2012-01-12	NSC, 02-12, TEST
-------------------------------	------------	------------------

<a href="#">1408640725177</a>	2012-01-01	NSC, 03-12, TEST
-------------------------------	------------	------------------

<a href="#">1408566318573</a>	2012-01-01	NSC, 04-12, TEST
-------------------------------	------------	------------------

	2012-01-01	NSC, 05-12, TEST
--	------------	------------------

	2012-01-01	NSC, 06-12, TEST
--	------------	------------------

	2012-01-01	NSC, 07-12, TEST
--	------------	------------------

	2014-07-18	NSC, 01-14, TEST
--	------------	------------------

	2014-04-04	NSC, 04-14, TEST
--	------------	------------------

<a href="#">1397046244133</a>	2014-04-01	NSC, 03-14, TEST
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<a href="#">1394117287000</a>	2014-03-05	NSC, 05-14, TEST
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<a href="#">138497</a>		NSC, 06-04, TEST
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To locate the draft template created by the previously submitted Initial Notification (class A and B mishaps only), select "Draft" folder

Click the appropriate blue link to access your draft mishap report



# Creating a Mishap Report w/o an Initial Notification



SPARC Afloat Shore/Ground Motor Vehicle Aviation

Select Shore/Ground then "Mishap Report"

- Initial Notification (Class A/B Only)
- Mishap Reporting
- Hazard Reporting

- Cargo Air Drop
- Parachuting (On-Duty)
- Diving
- Explosive (On-Duty)
- Helo Rope Suspension Technique
- Off-Road Vehicles (Off-Duty)
- Tactical Vehicle in Operation
- PMV/GMV in Operation
- All Other Mishap Types

Make appropriate selection to proceed

			Brief Narrative
Class A (47)	140864554193		NSC, 01-12, TEST
Class B (19)	140864072517		
Class C (7)	140856631857		NSC, 04-12, TEST
Class D (68)	140856473128		NSC, 05-12, TEST
Consolidated (146)	1408554242488	2012-01-01	NSC, 06-12, TEST
Delete Approval (4)	1408039921769	2012-01-01	NSC, 07-12, TEST
Draft (166)	1405711904619	2014-07-18	NSC, 01-14, TEST
Edit Submitted (13)	1397157526866	2014-04-04	NSC, 04-14, TEST
Endorsements (16)	1397046244133	2014-04-01	NSC, 03-14, TEST
Hazard (160)	1394117287000	2014-03-05	NSC, 05-14, TEST
	1384972560023	2004-01-01	NSC, 06-04, TEST



# General Information (Gen Info) Page



- General Information
- Involved Commands
- Involved Properties
- Involved Personnel
- Factors
- Recommendations

**General Info**

This is the starting point for entering the mishap.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

This is the start point of a mishap report. If an initial notification was submitted, the information provided will be auto-populated

## General Information

Select Mishap Type(s):

UIC of Command Submitting Report:

Was DoD Property Damaged:

Yes  No

Was Non-DoD Property Damaged

Yes  No

Date of Mishap (yyyy-mm-dd)

Time of Mishap (Local Time)

Local Serial Number (For personal serialization)

Brief Narrative (1 or 2 sentence description of the event that does not contain names or PII)

Was environment a factor?

Mishap Narrative - Please do not enter PII (Personally Identifiable Information), names, SSNs, unit names, etc. This narrative should answer the questions who, what, when, where, why and how?

Classified Supplement Submitted?

Yes  No  Unknown

Area of Responsibility (Option for class C/D mishap)

Was high risk training involved?

Yes  No



# General Information (Gen Info) Page



Shore/Ground Mishap Event

General Info \* Report Actions \* Save Validate Home

- General Information
- Involved Commands
- Involved Properties
- Involved Personnel
- Factors
- Recommendations

**General Info**

This is the starting point for entering the mishap.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and

These links allow the user to navigate between sections. Each section must be completed before the system will allow the report to be released

## General Information

Select Mishap Type(s):

UIC of Command Submitting Report:

Was DoD Property Damaged:

 Yes  No

Was Non-DoD Property Damaged

 Yes  No

Date of Mishap (yyyy-mm-dd)

Time of Mishap (Local Time)

Local Serial Number (For personal serialization)

Brief Narrative (1 or 2 sentence description of the event that does not contain names or PII)

Was environment a factor?

Mishap Narrative - Please do not enter PII (Personally Identifiable Information), names, SSNs, unit names, etc. This narrative should answer the questions who, what, when, where, why and how?

Classified Supplement Submitted?

 Yes  No  Unknown

Area of Responsibility (Option for class C/D mishap)

Was high risk training involved?

 Yes  No



# Gen Info Page Navigation & Information



Shore/Ground Mishap Event

General Info ▾ Report Actions ▾ Save Validate Home

General Information

Involved Commands

Involved Properties

Involved Personnel

Factors

Recommendations

## General Information

Select Mishap Type(s):

Select...

UIC of Command Submitting Report:

Was DoD Property Damaged:

Yes  No

Was Non-DoD Property Damaged

Yes  No

Date of Mishap (yyyy-mm-dd)

Time of Mishap (Local Time)

Local Serial Number (For personal serialization)

Brief Narrative (1 or 2 sentence description of the event that does not contain names or PII)

Was environment a factor?

General Information

POC

Location

Authorized Drafters

when, where, why and how?

Please do not enter PII (Personally Identifiable Information), names, SSNs, unit names, etc. Answer the questions who, what,

To navigate this page the user can make selection here or use the scroll bar

Classified Supplement Submitted?

Yes  No  Unknown

Area of Responsibility (Option for class C/D mishap)

Was high risk training involved?

Yes  No

### General info

This is the starting point for entering the mishap.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.



# Gen Info Page Navigation & Information



Shore/Ground Mishap Event

General Info ▾ Report Actions ▾ Save Validate Home

- General Information
- Involved Commands
- Involved Properties
- Involved Personnel
- Factors
- Recommendations

**General info**

This is the starting point for entering the mishap.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

## General Information

Select Mishap Type(s):

UIC of Command Submitting Report:

Was DoD Property Damaged:

Yes  No

Was Non-DoD Property Damaged

Yes  No

Date of Mishap (yyyy-mm-dd)

Time of Mishap (Local Time)

Local Serial Number (For personal serialization)

Brief Narrative (1 or 2 sentence description of the event that does not contain names or PII)

Was environment a factor?

Mishap Narrative (Personally Identifiable Information, names, etc. This narrative should include who, what, when, where, why and how)

- View PDF
- Release
- Delete

Report Actions allow user to view a PDF version of the report, and to either release or delete the report

Classified Supplement Submitted?

Yes  No  Unknown

Area of Responsibility (Option for class C/D mishap)

Was high risk training involved?

Yes  No



# Gen Info Page Navigation & Information



Shore/Ground Mishap Event

General Info + Report Actions + Save Validate Home

General Information

Involved Commands

Involved Properties

Involved Personnel

Factors

Recommendations

## General Information

Select Mishap Type(s):

Select...

UIC of Command Submitting Report:

Was DoD Property Damaged:

Yes  No

Was Non-DoD Property Damaged:

Yes  No

Date of Mishap (yyyy-mm-dd)

Time of Mishap (Local Time)

Local Serial Number (For personal serialization)

Brief Narrative (1 or 2 sentence description of the event that does not contain names or PII)

Was environment a factor?

Mishap Narrative - Please provide a detailed description of the event (including identifiable information), not exceeding 1000 characters. This narrative should answer the questions: what, when, where, why and how.

Classified Supplement Submission

Yes  No  Unknown

Area of Responsibility (Option for class C/D mishap)

Was high risk training involved?

Yes  No

Save allows user to save work done on report. When user returns to the system the saved mishap report will be located in the Drafts folder. Once released, the report is no longer available in the folder

### General Info

This is the starting point for entering the mishap.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.



# Gen Info Page Navigation & Information



Shore/Ground Mishap Event

General Info \* Report Actions \* Save Validate Home

General Information

Involved Commands

Involved Properties

Involved Personnel

Factors

Recommendations

### General info

This is the starting point for entering the mishap.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

## General Information

Select Mishap Type(s):

Select...

UIC of Command Submitting Report:

Was DoD Property Damaged:

Yes  No

Was Non-DoD Property Damaged

Yes  No

Date of Mishap (yyyy-mm-dd)

Time of Mishap (Local Time)

Local Serial Number (For personal serialization)

Brief Narrative (1 or 2 sentence description of the event that does not contain names or PII)

Was environment a factor?

Mishap Narrative - Please do not include identifiable information (names, addresses, phone numbers, etc.). This narrative should answer the questions: when, where, why and how?

Classified Supplement Submitted?

Yes  No  Unknown

Area of Responsibility (Option for class C/D mishap)

Was high risk training involved?

Yes  No

Validate allows user to check report for missing information. The system also completes an automatic validation check when user selects Release.



# Gen Info Page Navigation & Information



Shore/Ground Mishap Event

General Info + Report Actions + Save Validate Home

General Information

Involved Commands

Involved Properties

Involved Personnel

Factors

Recommendations

### General Info

This is the starting point for entering the mishap.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

## General Information

Select Mishap Type(s):

Select...

UIC of Command Submitting Report:

Was DoD Property Damaged:

Yes  No

Was Non-DoD Property Damaged:

Yes  No

Date of Mishap (yyyy-mm-dd)

Time of Mishap (Local Time)

Local Serial Number (For personal serialization)

Brief Narrative (1 or 2 sentence description of the event that does not contain names or PII)

Was environment a factor?

Mishap Narrative - Please do not include PII (Personally Identifiable Information), name of command, or location. This narrative should answer the question: what happened, when, where, why and how?

Classified Supplement Submitted?

Yes  No  Unknown

Area of Responsibility (Option for class C/D mishap)

Was high risk training involved?

Yes  No

Home returns user to the SPARC home page





# Gen Info Page Mishap Types



Shore/Ground Mishap Event

General Info ▾ Report Actions ▾ Save Validate Home

## General Information

[Involved Commands](#)

[Involved Properties](#)

[Involved Personnel](#)

[Factors](#)

[Recommendations](#)

### General Info

This is the starting point for entering the mishap.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

## General Information

Select Mishap Type(s):

Select...

UIC of Command Submitting Report

reporting unit code...

Was DoD Property Damaged:

Yes  No

Was Non-DoD Property Damaged

Yes  No

Date of Mishap (yyyy-mm-dd)

date of mishap...

Time of Mishap

local time of mishap...

Local Serial Number (For personal serialization)

local serial #...

Brief Narrative (1 or 2 sentence description of the event that does not contain names or PII)

a short, brief, and concise description of the incident (unclassified and not privileged) in 140 characters or less.

Select the mishap type to get started. Note that if an Initial Notification was submitted this information would be prepopulated

Mishap Narrative - Please do not enter personal identifiers (names, SSNs, unit names, etc)

a complete description of the reportable event including who, what, when, and where.

Classified Supplement Submitted?

Yes  No  Unknown

Area of Responsibility (Option for class C/D mishap)

Was high risk training involved?

Yes  No



# Gen Info Page Mishap Types



General Information

[Involved Commands](#)

[Involved Properties](#)

[Involved Personnel](#)

[Factors](#)

[Recommendations](#)

General Info

This is the starting point for entering the mishap.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

Scroll down for all "General Information" questions

## General Information

Select Mishap Type(s):

Select...

- ALLISION
- ASSAULT/VIOLENT ACT (ON DUTY ONLY)
- CARGO AIR DROP
- COLLISION WITH CRAFT (AFLOAT ONLY)
- COMMAND SPONSORED/ON DUTY REC EVENT
- COMBAT ZONE (NOT DIRECT ENEMY ACTION)
- DECK SEAMANSHIP
- DIRECTED ENERGY
- DIVING (ON DUTY)
- DROWNING
- ELECTRICAL - SHOCKS/BURNS
- EXPLOSIVES/WEAPONS/ORDNANCE
- FIRE - ALL TYPES
- FLOODING (AFLOAT ONLY)
- FORMAL TRAINING (WITH A CIN/CID)
- FRIENDLY FIRE
- GROUNDING
- GUIDED MISSILE
- HAZARDOUS MATERIAL/CHEMTOX EXPOSURE
- HEARING LOSS
- HEAVY WEATHER
- HIGH RISK TRAINING
- INDUSTRIAL/OCCUPATIONAL - ANY (ON DUTY)
- LOSS OF CONSCIOUSNESS
- MAN OVERBOARD (WATER ENTRY)
- OFF DUTY ACTIVITY (EXCLUDES PMV MISHAPS)
- MATERIAL HANDLING EQUIPMENT OPS

Mishap Narrative - Please do not enter personal identifiers (names, SSNs, unit names, etc)

a complete description of the reportable event including who, what, when, and where.

Classified Supplement Submitted?

Yes  No  Unknown

Area of Responsibility (Option for class C/D mishap)

NORTHCOM

Was high risk training involved?

Yes  No

Source of fire

INCENDIARISM

Fire classification

FIRE CAUSED BY ENERGIZING



# Gen Info Page Continued



Shore/Ground Mishap Event

General Info ▾

Report Actions ▾

Save

Validate

Home

General Information

Involved Commands

Involved Properties

Involved Personnel

Factors

Recommendations

- OFF-DUTY ACTIVITY (EXCLUDES PMV MISHAPS)
- MATERIAL HANDLING EQUIPMENT OPS
- PARACHUTING
- PATIENT CARE (MEDICAL)
- PT/PFT/PRT/PFA/CFT-NOT CMD SPON REC EVT
- SECURITY/FIRE SERVICES
- SHIP CONTROL/NAVIGATION
- SLIP/TRIP/FALL
- SMALL ARMS
- SMALL BOAT OPERATIONS (NON-RECREATIONAL)
- SUICIDE
- TACTICAL/SPECIAL OPERATIONS
- Weight Handling Equipment

## General Info

This is the starting point for entering the mishap.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

Scroll down for all "General Information" questions

UIC of Command Submitting Report:

N63393 (NAVAL SAFETY CENTER)

Enter the UIC or command name

Was DoD Property Damaged:

Yes  No

DoD Property Cost

49000

Was Non-DoD Property Damaged

Yes  No

Non-DoD Property Cost

4000

Date of Mishap (yyyy-mm-dd)

2014-01-15



# Gen Info Page Continued



Shore/Ground Mishap Event

General Info ▾

Report Actions ▾

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## General Info

This is the starting point for entering the mishap.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

Scroll down for all "Point of Contact" and "Location" questions

Date of Mishap (yyyy-mm-dd)

2014-01-15

Time of Mishap

1030

Local Serial Number (For personal serialization)

NSC-Class D-16 Jan 14-II

Brief Narrative (1 or 2 sentence description of the event that does not contain names or PII)

Testing Class D II

Was environment a factor?

Yes  No  Unknown

Was alcohol a factor?

Yes  No

Were drugs a factor?

Yes  No

## Point of Contact



# Gen Info Page

## Point of Contact/Location



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### Point of Contact

First Name

First Name

Last Name

Last Name

POC UIC/MCC/RCC

N63393

Military Rank/Civilian Grade

civ

Phone Number

757-444-3520 X7048

Email

nrfk\_safe\_WESShelp@navy.mil

This section is automatically populated from CAC card

### General Info

This is the starting point for entering the mishap.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

Scroll down for all "Authorized Drafters" and "Environment" questions

### Location Information

Did the mishap occur on a government installation?

Yes  No

Name of installation

NAVSTA Norfolk Base, VA

Body of Water

CHESAPEAKE BAY

Did the mishap occur in a combat zone?

Yes  No

Country

UNITED STATES

State

VIRGINIA

City

Norfolk



# Gen Info Page Authorized Drafters



Shore/Ground Mishap Event

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Did the mishap occur in a combat zone?

Yes  No

## Authorized Drafters

search drafters by name

geiger, steve civilian x bridget, lee 0-9 x

battewamhrs, glenda civ x

Enter personnel needed for drafting or reviewing of report

### General info

This is the starting point for entering the mishap.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

Scroll down for "Environment" questions

## Environment Information

Was visibility restricted in any way?

Yes  No

Distance visibility was restricted

20

Distance unit of measure

FEET

Please select type(s) of visibility restrictions

DUST

Sea State

5 FRESH BREEZE - MODER

Sea Direction

W (247.5 - 292.5)

Wind Direction

W (247.5 - 292.5)

Wind Speed



# Gen Info Page Environment



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To continue select "Involved Command" from list above

Distance unit of measure

FEET

Please select type(s) of visibility restrictions

- DUST
- FOG
- MIST
- OTHER (SPECIFY IN NARRATIVE)
- RAIN
- SANDSTORM
- SLEET
- SMOKE
- SNOW
- UNIDENTIFIED OBJECT

Illumination:

- Adequate  Inadequate  Unknown

Did noise level conditions cause distraction, poor communication, etc?

- Yes  No

Did lightning contribute to the mishap?

- Yes  No

Flag conditions

Black

Wind Direction

W (247.5 - 292.5)

Wind Speed

15

Air temperature

50

Water temperature

40



# Involved Commands Page



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Add Command

There are no involved commands added to the event.

Click Here to add a new Involved Command or click the Involved Commands drop down and select "Add Command"

**Please enter all commands involved in the mishap. Mishaps may require more than one Involved Command entry.**

Example 1: A shipyard worker injured aboard a naval vessel. In this case there would be 2 different involved commands, the shipyard for which the employee is assigned and the naval vessel on which the mishap occurred.

Example 2: Small boat mishap involving the same command with 2 different small boats should be entered as 2 involved commands. Essentially, an involved command must be entered for every small boat even if they are from the same UIC.

## Involved Commands

Please complete all Involved Command fields and proceed to the next page. If the mishap involves a property, proceed to the Involved Properties section - otherwise proceed to the Involved Personnel section.

To add a new Involved Command click the "Involved Commands" drop down and select "Add Command".

**Please enter all commands involved in the mishaps. Mishaps may require more than one Involved Command.**



# Involved Commands Page



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## Involved Command 1

UIC Contributing To/Experiencing Loss from the Mishap:

Operational Contingency (US Naval Only, Optional for class C/D Mishaps):

Is Involved Command a Naval Vessel or a Small Craft?

Yes  No

Enter the UIC or  
command name

### Involved Commands

Please complete all Involved Command fields and proceed to the next page. If the mishap involves a property, proceed to the Involved Properties section - otherwise proceed to the Involved Personnel section.

To add a new Involved Command click the "Involved Commands" drop down and select "Add Command".

Please enter all commands involved in the mishaps. Mishaps may require more than one Involved Command.



# Involved Commands Page



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## Involved Command 1

UIC Contributing To/Experiencing Loss from the Mishap:

N63393 (NAVAL SAFETY CENTI

Operational Contingency (US Naval Only, Optional for class C/D Mishaps):

Other Small Operational Cont ▾

Is Involved Command a Naval Vessel or a Small Craft?

Yes  No

Add as many commands as necessary

## Involved Command 2

UIC Contributing To/Experiencing Loss from the Mishap:

N62688 (NAVAL STATION NORI

Operational Contingency (US Naval Only, Optional for class C/D Mishaps):

N/A ▾

Is Involved Command a Naval Vessel or a Small Craft?

Yes  No

## Involved Command 3

UIC Contributing To/Experiencing Loss from the Mishap:

N31931 (NAVAL SECURITY GRI

Operational Contingency (US Naval Only, Optional for class C/D Mishaps):

Other Large Operational Cont ▾

To continue select "Involved Properties" from list above

"Involved Commands" drop down and select "Add Command".

Please enter all commands involved in the mishaps. Mishaps may require more than one Involved Command.



# Involved Properties Page



Shore/Ground Mishap Event

Involved Property ▾

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Add Property

There are no involved properties added to the event.

Click Here to add a new Involved Property or click the Involved Property drop down and select "Add Property"

## Involved Properties

Please complete all Involved Properties fields and proceed to the next page. If the mishap involves a person, proceed to the involved Personnel section - otherwise - proceed to the Factors section.

To add a new Involved Property click the "Involved Property" drop down and select "Add Property".



# Involved Properties Page



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**Involved Properties**

Please complete all Involved Properties fields and proceed to the next page. If the mishap involves a person, proceed to the involved Personnel section - otherwise proceed to the Factors section.

To add a new Involved Property click the "Involved Property" drop down and select "Add Property".

To continue select "Involved Personnel" from list above

## Property 1

Involved Command:

Command 1 ▾

Property Damaged?

Yes  No

Government Property?

Yes  No

Nomenclature/Name

Make:

Equipment ID Code (EIC):

NSN (National Stock Number):

Description

Material Custodian Unit Code: (UIC/RUC/MCC of the unit owning the property/equipment damaged in the mishap)

Material Use Unit Code: (UIC/RUC/MCC of the unit using or operating the property/equipment damaged in the mishap)

material use unit code...

Area

Department/Shop

Add as many pieces of property as necessary

Enter the UIC or command name

Enter the EIC or property name to see list of EICs



# Involved Personnel Page



Shore/Ground Mishap Event

Involved Personnel ▾

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Add Person

There are no involved persons added to the event.

Click Here to add a new Involved Person or click the Involved Personnel drop down and select "Add Person"

## Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".



# Involved Personnel Page



Shore/Ground Mishap Event

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### Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

Scroll down for all "Personnel" questions

## Person 1

Gender:

Male  Female

First Name:

Last Name:

Middle Initial:

SSN:

Date of Birth (yyyy-mm-dd):

Involved Command:

Duty Status (Tier-1)

Area

Branch of Service:

Injury Classification:

Loss of Consciousness?

Yes  No

Experience (Years):

Experience (Months):



# Involved Personnel Page



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### Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

Scroll down for all "Personnel" questions

## Person 1

Gender:

Male  Female

First Name:

We

Last Name:

Safe

Middle Initial:

B

SSN:

123-45-6789

Date of Birth (yyyy-mm-dd):

1990-01-01

Involved Command:

Command 3

Did Person Use Alcohol?

Yes  No

BAC:

0.10

Add as many persons as necessary

Branch of Service:

NAVY

Service Status:

ACTIVE

Military Category:

Officer

Rank:

LTJG

UIC/RUC/MCC

N31931 (NAVAL SECURITY GR)

Injury Classification:

- FATAL
- PERMANENT TOTAL DISABILITY
- PERMANENT PARTIAL DISABILITY
- ONE OR MORE LOST WORK DAYS
- LIGHT/LIMITED DUTY OR RESTRICTED WORK (NO LOST WORK DAYS)
- OTHER REPORTABLE AND MEDICAL TREATMENT/NO LOST TIME
- FIRST AID TREATMENT ONLY/FIRST AID CASE
- NO INJURY OR ILLNESS

Hours Worked in Last 24 Hours:

10



# Involved Personnel Page



Shore/Ground Mishap Event

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**Involved Personnel**

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

Scroll down for all "Personnel" and "Formal Training Courses" questions

Did Person Use Drugs?

Yes  No

What type of drug did the person use?

METHADONE ▾ +

- ALCOHOL ✕
- METHADONE ✕

Duty Status (Tier-1)

ON DUTY ▾

Duty Status (Tier-2)

Regular ▾

Area

SHORE ▾

GOVERNMENT ▾

OPERATIONAL/INDUSTRIAL ▾

POLICE STATION ▾

What was the person doing at the time of mishap?

Training ▾

Training, Formal Classroom ▾

Shop/Building:

Experience (Years):

3

Experience (Months):

4

First Line Supervisor Rank:

LT

First Line Supervisor First Name:

Imma

First Line Supervisor Last Name:

Safetyo

First Line Supervisor Badge Number:

123456

Second Line Supervisor Rank:

Second Line Supervisor First Name:

Second Line Supervisor Last Name:

Click '+' after selecting drug type to add to list



# Involved Personnel Page & Formal Training Courses



Shore/Ground Mishap Event

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### Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

POLICE STATION

What was the person doing at the time of mishap?

- Aviation Activities
- Clerical/Administrative Activities
- Cleaning/Sanitizing
- Construction Activities
- Industrial Activities
- Medical/Dental Activities
- Miscellaneous Activities
- Professional/Technical Industry Activities
- Sporting Activities
- Service Industry Activities/Service Providing Activities
- Training
- Weapons/Explosives/Ordnance
- Unknown/Other

Make appropriate selection

Second Line Supervisor Rank:

Second Line Supervisor First Name:

Second Line Supervisor Last Name:

Second Line Supervisor Badge Number:

### Person 1 Formal Training Courses

Course Identification Number (Search by either the course ID or the course name)

Date Completed

dog

Add

A-830-0019 (MILITARY WORKING DOG HANDLER)

A-830-0009 (MILITARY WORKING DOG SUPERVISOR)

Enter the CIN or Training name to see list of CINs

Click 'Add' after selecting course name to add to list

Scroll down for "Certs, Quals, Licenses" and "Personal Protective Equipment" questions

### Person 1 Certifications, Qualifications, Licenses

Provide all Licenses, Qualifications, and Certifications that are relevant to the mishap.



# Involved Personnel Page Certs/Quals & Protective Equip



Shore/Ground Mishap Event

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### Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

Scroll down for all "Injury" questions

## Person 1 Certifications, Qualifications, Licenses

Provide all Licenses, Qualifications, and Certifications that are relevant to the mishap

License/Qual./Cert.	Date Completed	Date Expired	Restricted	Revoked/Lapsed?	Revoked/Lapsed Narrative	
JQR, WATCHSTAN ▾	08/13/2014		No ▾	Yes ▾	Revoked due to conduct	Add
PQS, SPECIAL EVOLUTION	2014-01-23	2015-01-23	No	Yes	Qualification lapsed last month.	X

Click 'Add' after making selections to add to lists

## Person 1 Personal Protective Equipment

If PPE was not required, or was required and worn properly, functioned properly, and was not a factor in the mishap, you may skip this entry page.

PPE	Used?	Used Properly?	Functioned Properly?	Narrative	
GLOVES/MITTENS ▾	Yes ▾	No ▾	N/A ▾	Gloves were left in pants pocket. ▾	Add
GLOVES/MITTENS-PADDED FULL FINGERED ▾					
HELMETS-KEVLAR	Yes	Yes	No	Helmet strap separated due to wear	X



# Involved Personnel Page Injuries



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### Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

Scroll down for all "Injury" questions

## Person 1 Injury

Is PHA current?

Yes  No

Was this a heat stress or cold injury?

Yes  No

What was the injured person's body temperature?

100

What was the WBGT (Wet Bulb Globe Temperature) Heat Index?

110

Final Heat/Cold Injury Diagnosis:

HEAT EXHAUSTION ▾

Were Sharps involved? (e.g. needle sticks, scalpel, etc.)

Yes  No

Type of item involved:

BLADE ▾

Brand name of the item involved:

JOHNSON AND JOHNSON ▾

Was this person treated in an emergency room?

Yes  No

Was this person permanently transferred out of the command due to this

OSHA Classification code?

INJURY ▾

Type of facility that provided medical treatment:

NAVAL OR MILITARY BRAN ▾

Event or exposure - How was the injury produced?

EXPOSURE TO HARMFUL S ▾

EXPOSURE TO TRAUMATIC ▾

BLS Source of Injury Codes?

PERSONS, PLANTS, ANIMA ▾

ANIMALS AND ANIMAL PRO ▾

How were you notified of the mishap?

LOCAL MISHAP REPORT ▾



# Involved Personnel Page Injuries



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### Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

Scroll down for "Offsite Medical Treatment" and "Injured Body Parts" questions

Was this person permanently transferred out of the command due to this injury?

Yes  No

What command was this person transferred to?

Were chemical substances or toxic exposures involved?

Yes  No

Was this person admitted to a hospital?

Yes  No

One or more lost work days beyond the day of injury?

Yes  No

Light/Limited duty, restricted work, or partial work days?

Yes  No

One or more days of job transfer beyond the day of injury?

Yes  No

### Offsite Medical Treatment Information

Name of the physician that provided treatment:

City:

Facility Name:

State:



# Involved Personnel Page Injuries



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## Offsite Medical Treatment Information

Name of the physician that provided treatment:

Dr. Julius Hibbert

City:

Norfolk

Facility Name:

Springfield Branch Medical Clinic

State:

VA

Street Address:

123 Medical Way

Zip Code:

12345

Click 'Add' after making selections to add to list

### Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

Scroll down for "Involved Chemicals," "Lost Work Time" and "Job Transfer Time" questions

## Person 1 Injured Body Parts

Primary Injured Body Part	BLS Nature of Injury Code	What Body Part was Injured	
<input type="radio"/> Yes <input type="radio"/> No	TRAUMATIC INJURIES AND DISORDERS	UPPER EXTREMITIES	Add
	TRAUMATIC INJURIES TO MUSCLES, TENDONS, LIGAMENTS, ETC., N.E.C.	MULTIPLE UPPER EXTREMITIES LOCATION:	
	INJURIES TO MUSCLES, TENDONS, LIGAMENTS, ETC., N.E.C.	HAND(S) AND FINGER(S)	
Yes	INJURIES TO MUSCLES, TENDONS, LIGAMENTS, JOINTS, ETC., N.E.C.	HAND(S) AND ARM(S)	X



# Involved Personnel Page Injuries



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## Person 1 Identify Involved Chemicals

MSDS Name	MSDS Number	
<input type="text" value="Bath Salts"/>	<input type="text" value="247902"/>	<input type="button" value="Add"/>
Clorox Bleach	234846	<input type="button" value="X"/>

Click 'Add' after making selections to add to lists

## Person 1 Lost Work Time

Please provide start date/time for when the lost work time began and end date/time for when the employee returned to work (or LWT status changed).

Start date	Start time	End date	End time	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
2015-02-12	0730	2015-02-23	1600	<input type="button" value="X"/>

Scroll down for "Job Transfer" and "Light Limited/Restricted Duty" times

## Person 1 Job Transfer Time



# Involved Personnel Page Injuries



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### Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

Scroll down for "Hospitalization" time

## Person 1 Job Transfer Time

Please provide start date/time for when the job transfer began and end date/time for the last day/time when the job transfer period ended.

Start date	Start time	End date	End time	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

Click 'Add' after making selections to add to lists

## Person 1 Light Limited/Restricted Duty

Report limited duty (as prescribed by a Medical Evaluation Board) or light duty beyond the day of injury (including 1 or more partial days worked, i.e. less than 1 full lost work day)

Please provide start date/time for when the light/limited duty or partial workdays began, end/date time for when the light/limited duty ended, and the light or limited duty status that resulted from the injury/illness.

Start date	Start time	End date	End time	Status	
<input type="text"/>	Add				

## Person 1 Hospitalization



# Involved Personnel Page Injuries



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## Involved Personnel

Please complete all Involved Personnel fields and proceed to the Factors section.

To add a new Involved Person click the "Involved Personnel" drop down and select "Add Person".

To continue select "Factors" from list above

## Person 1 Light Limited/Restricted Duty

Report limited duty (as prescribed by a Medical Evaluation Board) or light duty beyond the day of injury (including 1 or more partial days worked, i.e. less than 1 full lost work day)

Please provide start date/time for when the light/limited duty or partial workdays began, end/date time for when the light/limited duty ended, and the light or limited duty status that resulted from the injury/illness.

Start date	Start time	End date	End time	Status	
<input type="text"/>	Add				

Click 'Add' after making selection to add to list

## Person 1 Hospitalization

Please provide start date/time for when the employee was admitted to the hospital and the end date/time for when the employee was released from the hospital.

Start date	Start time	End date	End time	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add



# Factors Page



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Add Factor

There are no factors added to the event.

Click Here to add a new Factor or [click the Factors drop down and select "Add Factor"](#)

## Factors

This page is to identify the causal factors of a mishap. Identifying the factors that lead up to a mishap is crucial in mishap prevention. A mishap must have at least **one** factor.

Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors" drop down and select "Add Factor".



# Factors Page



Shore/Ground Mishap Event

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**Factors**

This page is to identify the causal factors of a mishap. Identifying the factors that lead up to a mishap is crucial in mishap prevention. A mishap must have at least **one** factor.

Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors" drop down and select "Add Factor".

## Factor 1

Factor Type:

Human  Material

Factor:

DELAYED A NECESSARY A

RAC:

03

Statement: (Brief statement re-stating factor - i.e. personnel did not follow SOP)

Statement

Analysis: (Provide a complete explanation of the chosen factor)

Analysis

Add as many factors as necessary



Please select the person(s) this factor applies to:

Person 1

Click 'Add' after making selections to add to list



### Preconditions

These are factors in a mishap if active and/or latent preconditions such as: conditions of the operators, environmental or personnel factors affect practices, conditions or actions of individuals and result in human error or an unsafe situation.

Code	Description	
PP2 - Self-Imposed Stress		Add
PP202 - Alcohol		
PP106	Critical information not communicated	X
PC307	Fatigue (sleep deprivation)	X

### Supervisory

Is a factor in a mishap if the methods, decisions or policies of the supervisory chain of command directly affect practices, conditions, or actions of individual and result in human error or an unsafe situation.

Code	Description
------	-------------

Scroll down for all "Factors" questions



# Factors Page



Shore/Ground Mishap Event

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## Factors

This page is to identify the causal factors of a mishap. Identifying the factors that lead up to a mishap is crucial in mishap prevention. A mishap must have at least **one** factor.

Please complete all Factor fields and proceed to the Recommendations section if necessary. If no recommendation is necessary, please Validate and Release the report.

To add a new Factor click the "Factors"

To continue select "Recommendations" from list above

## Supervisory

Is a factor in a mishap if the methods, decisions or policies of the supervisory chain of command directly affect practices, conditions, or actions of individual and result in human error or an unsafe situation.

Code	Description	
SI0 - Inadequate Supervision		Add
SI003 - Failed to provide proper training		Add
SF002	Failed to correct unsafe practices	X

Click 'Add' after making selections to add to list

## Organizational

Are factors in a mishap if the communications, actions, omissions, or policies of upper-level management directly or indirectly affect supervisory practices, conditions, or actions of the operator(s) and result in system failure, human error, or an unsafe situation.

Code	Description	
OC0 - Organizational Climate		Add
OC001 - Organizational culture (attitude/actions) allows		Add
OP004	Organizational (formal) training is inadequate or unavailable	X



# Recommendations Page



Shore/Ground Mishap Event

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Add Recommendation

There are no recommendations added to the event.

Click Here to add a new Recommendation or [click the Recommendations drop down and select "Add Recommendation"](#)

## Recommendations

Please complete all Recommendation fields and validate and release the report.

To add a new Recommendation click the "Recommendations" drop down and select "Add Recommendation".



# Recommendations Page



General Information

Involved Commands

Involved Properties

Involved Personnel

Factors

Recommendations

### Recommendations

Please complete all Recommendation fields and validate and release the report.

To add a new Recommendation click the "Recommendations" drop down and select "Add Recommendation".

## Recommendation 1

Statement:

Enter a brief description of the recommendation

Remarks:

Enter a detailed description and explanation of the recommendation (how, what, when, and why)

Status:

OPEN

Please select the factor(s) this recommendation applies to:

Factor 1

Add as many recommendations as necessary





# Validate Your Work



General Information

Involved Commands

Involved Properties

Involved Personnel

Factors

Recommendations

### Recommendations

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To add a new Recommendation click the "Recommendations" drop down and select "Add Recommendation".

## Recommendation 1

Statement:

Enter a brief description of the recommendation

Remarks:

Enter a detailed description and explanation of the recommendation (how, what, when, and why)

Status:

OPEN

Please select the factor(s) this recommendation applies to:

Factor 1

Validate your work



# Validation Errors



General Information	14
Involved Commands	1
Involved Properties	0
Involved Personnel	10
Factors	3
Recommendations	✓

**Recommendations**

Please complete all Recommendation fields and validate and release the report.

To add a new Recommendation click the "Recommendations" drop down and select "Add Recommendation"

This shows the location & number of validation errors

### Recommendation 1

Statement:

Enter a brief description of the recommendation

Status: OPEN

Please select the factor(s) this recommendation applies to:

Factor 1

Remarks:

Enter a detailed description and explanation of the recommendation (how, what, when, and why)



# Validation Errors



- General Information 14
- Involved Commands 1
- Involved Properties 9
- Involved Personnel 10
- Factors 3
- Recommendations ✓

## General Information

- Was environment a factor in the mishap is required
- Damaged Non-DoD property is indicated: damaged property has not been provided
- Damaged DoD property is indicated: damaged property has not been provided
- Mishap Narrative explaining the event is required
- UIC of Command Submitting Report is required
- Brief Narrative is required
- Local Serial Number is required
- Time of Mishap is required
- Date of Mishap is required
- Total DOD Property Damage Cost is required
- Fire Classification is required
- Source of Fire is required

These are the errors in the "General Information" section. Scroll down, if needed, to see other errors in "Location" and "Authorized Drafter" sections

**General info**

This is the starting point for entering the mishap.

Please complete all relevant General Information fields (including Point of Contact, Location, Authorized Drafters, and Environment if applicable) and proceed to the Involved Commands section.

Select Mishap Type(s):

- ASSAULT/MOLENT ACT (ON DUTY ONLY)
- COMBAT ZONE (NOT DIRECT ENEMY ACTION)
- COMMAND SPONSORED/ON DUTY REC EVENT
- DECK SEAMANSHIP
- DIRECTED ENERGY
- DROWNING
- ELECTRICAL - SHOCKS/BURNS
- FIRE - ALL TYPES
- FORMAL TRAINING (WITH A CIN/CID)
- FRIENDLY FIRE
- HAZARDOUS MATERIAL/CHEMTOX EXPOSURE
- HEARING LOSS
- HEAVY WEATHER
- HIGH RISK TRAINING

Mishap Narrative - Please do not enter PII (Personally Identifiable Information), names, SSNs, unit names, etc. This narrative should answer the questions who, what, when, where, why and how?

Classified Supplement Submitted?

Yes  No  Helpless



# Viewing PDF & Releasing Report



Shore/Ground Mishap Event

Recommendations ▾

Report Actions ▾

Save

Validate

Home

General Information

Involved Commands

Involved Properties

Involved Personnel

Factors

Recommendations

## Recommendation 1

Statement:

Enter a brief description of the

Once errors are corrected in all sections, the report may be released

Select the factor(s) this

Remarks:

Enter a detailed description and explanation of the recommendation (how, what, when, and why)

Factor 1

View PDF

Release

Delete

Click here to view a PDF version prior to release, if desired

### Recommendations

Please complete all Recommendation fields and validate and release the report.

To add a new Recommendation click the "Recommendations" drop down and select "Add Recommendation".



# Questions?



**For questions or additional information,  
please contact the WESS Help Desk**

## WESS Help Desk

Monday - Friday 0800 to 1630 EST

757.444.3520 ext. 7048 (DSN 564)

Email [WESS Help Desk](#)