
Incident or Mishap Notification

1 message

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Auxiliary Leadership Link

The Digest of US Coast Guard Auxiliary Activity

19 July 2021

MEMORANDUM

Date: July 19, 2021

From: Alex Malewski,

National Commodore

To: All

Subj: NACO GUIDANCE: INCIDENT OR MISHAP NOTIFICATION

- References: a. Coast Guard Safety and Environmental Health Manual, (COMDTINST M5100.47 (series)),
- b. Auxiliary Operations Policy Manual (COMDINST M16798.3 (series))
- c. Auxiliary Manual (COMDTINST M16790.1 (series))

It is critically important that the Auxiliary's Senior Leadership be informed in a timely manner if an incident or mishap as defined in this Guidance occurs. The need for such notification is not necessarily confined to those situations in which an Auxiliarist was operating under orders.

The procedures detailed in this Guidance are intended to facilitate timely and accurate notification to the Auxiliary's Senior leadership of the specified types of incidents or mishaps involving members of the Coast Guard Auxiliary, whether or not they occur while a member is assigned to duty. These procedures *are in addition* to those in place for reporting mishaps to the Order Issuing Authority (OIA) occurring while members are under operational orders.

A. Procedure:

1. As soon as possible after an incident occurs the member(s) involved, if able, or another Auxiliarist with knowledge of the facts, shall notify the District Chief of Staff (DCOS), and if under orders, the OIA.
2. If the incident occurred during flight operations or associated ground support activities, the member involved, if able, or another Auxiliarist with knowledge of the facts, shall notify the District Flight Safety Officer (DFSFO) and the DCOS as soon as possible whether or not the incident occurred while under orders. The OIA shall also be notified if the incident occurred while under orders.
 3. For all other incidents or mishaps described herein, whether or not occurring while the members are assigned to duty, the member involved or another Auxiliarist with knowledge of the facts shall notify the DCOS as soon as possible.
 4. The District Flight Safety Officer, and DCOS shall notify the District Commodore (DCO) of the incident or mishap.
 - a. The DCO shall notify the District Director of Auxiliary (DIRAUX) and maintain continuing communication with the DIRAUX as needed.
 - b. If the DCO deems it warranted, the DCO shall notify the Vice National Commodore (VNACO) and the cognizant Deputy National Commodore (DNACO). The VNACO shall notify the National Commodore (NACO).
 5. If at any point in the notification process it is not possible to contact the next level as directed herein, or if there is any doubt that the incident notification will be forwarded in a timely manner to the next level, the reporting member will continue to attempt to contact the next higher level until confirmation is received that the information has been successfully passed.

B. Incident or Mishap to be Reported to NACO

1. As noted, this procedure applies not only to an incident involving an Auxiliarist assigned to duty, including incidents occurring during travel to and from the location of the authorized Auxiliary activity, but also includes incidents defined below that did not occur while assigned to duty:
 - a. Any occurrence causing personal injury requiring medical care beyond basic first aid, death, and any occupational illness, property damage, personal injury, or loss that will generate a claim against the Coast Guard must be reported.
 - b. Any occurrence reported to Active-Duty Coast Guard is to be reported to the designated Auxiliary officer as described.
 - c. Any unusual occurrence which significantly interferes with, or negatively impacts, the performance or outcome of a mission is to be reported.

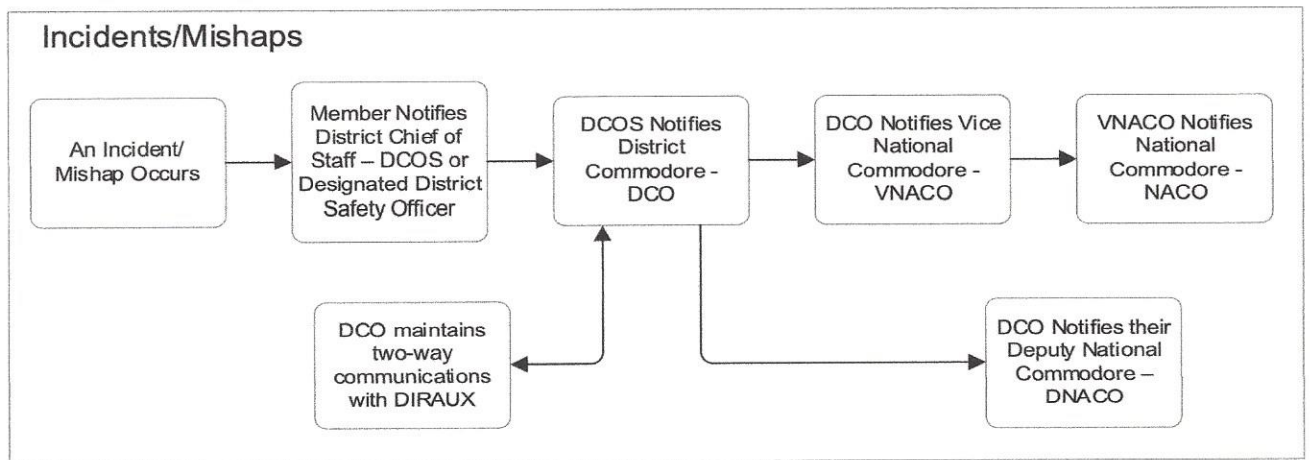
- d. Any occurrence which results in intervention or a response by a federal, state, or local agency must be reported.
- e. Any incident which results in damage in excess of \$300.00 (Three Hundred Dollars) or more to an Auxiliary facility or structure must be reported to NACO through the process described.
- f. Any other incident, whether or not occurring while a member is assigned to duty or executing a Coast Guard mission, which, in the judgment of the member, is likely to result in positive or negative publicity for the Auxiliary, must be reported.

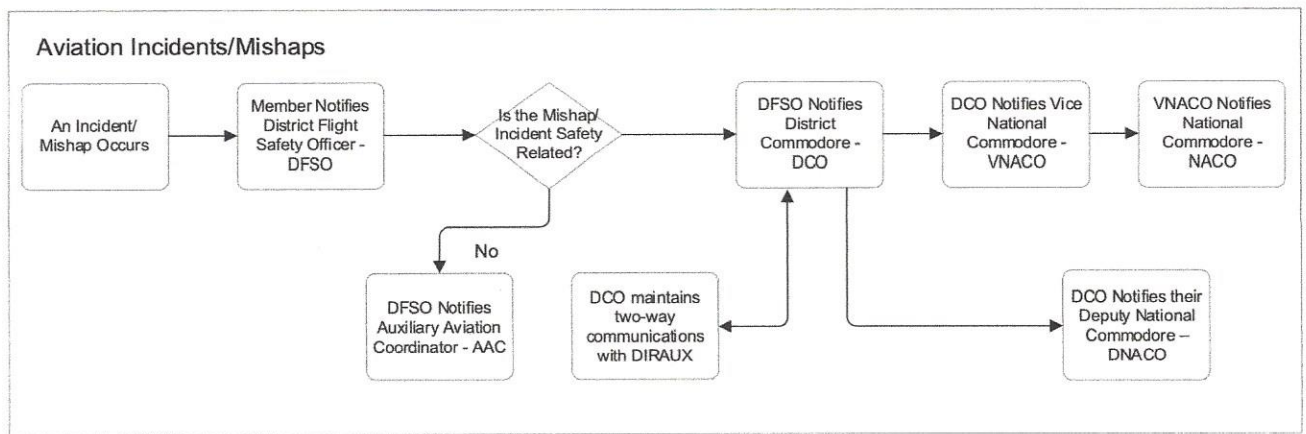
C. Contents of The Report

1. State the names of the members involved and their District affiliation.
2. Report the date, time and location of the incident.
3. State whether any injuries were sustained, the nature of the injuries, if known, and whether the injured person(s) has (have) been hospitalized.
4. State whether any government agency was notified or responded to the incident.
5. Without delaying the report, provide any additional information considered significant.
6. The report should be considered confidential and not shared beyond forwarding as directed. No information should be passed to anyone other than in compliance with this memorandum. Members of the media inquiring with regard to the incident should be referred to the District Director of Auxiliary.

D. Flow Charts

1. The applicable portion of the attached flow chart shall be followed.
 - a. Members are required to cooperate with Coast Guard personnel designated to investigate the incident or mishap.
 - b. Members who do not receive confirmation that the notification has been received shall notify the next level in the Chain of Leadership and Management (COLM). In the case of any government agency related incidents, notification up the chain must be completed.





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