

**PROCEDURE 102 – OPREP-3 NAVY BLUE REPORTS
STANDARD OPERATING PROCEDURE
(OPNAVINST 3100.6G: SPECIAL INCIDENT REPORTING)**

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102.1 Purpose. The purpose of this standard operating procedure (SOP) is to provide guidelines for initiating OPREP-3 NAVY BLUE Reports as part of official recovery actions taken in response to radiological incidents involving Marine Corps equipment or personnel.

102.2 Authorization. Users of Marine Corps radioactive commodities shall make immediate notification to the Commander, MARCORLOGBASES via the Marine Corps Radiological Controls Office (RCO) when reporting radiological incidents/events. The RCO shall initiate the submission of an OPREP-3 NAVY BLUE Report as required by OPNAVINST 3100.6G.

102.21 The Marine Corps RCO can be contacted at DSN 567-5511, or commercial phone, (229) 639-5511. Between 16:30 and 08:00 EST and on weekends, contact the MCLB Albany, Officer of the Day at DSN 567-5201, or commercial phone, (229) 639-5201.

102.3 Events requiring reports. Generally speaking, OPREP-3 NAVY BLUE Reports shall be initiated for any event or incident where only high Navy interest (Fleet Commander or CNO) is indicated. Examples of radiological incidents that require the initiation of an OPREP-3 NAVY BLUE Report are:

- Sealed source leak test wipes in excess of 0.005 μ Ci.
- Personnel skin contamination
- Theft or loss of radioactive material
- Uncontrolled release of radioactive material to the environment
- Any release of radioactive material in areas where the general public might be affected

Note: These examples are intended solely as illustrations of the types of incidents that may require an OPREP-3 NAVY BLUE Report. This should not be viewed as a comprehensive list. Marine Corps units should make immediate notification to the RCO for all accidents or incidents where

radioactive materials are involved, regardless of their perception of the severity of the occurrence.

102.4 Time Limits. OPREP-3 NAVY BLUE Reports shall be transmitted initially by voice and followed up with a hard copy message. When making an OPREP-3 NAVY BLUE Report, the following time requirements for the submission of each type of report shall apply:

102.4.1 Voice: Initiate a voice report within 5 minutes of awareness of the incident or event.

102.4.2 Hard Copy: Initiate a hard copy message within 20 minutes following the voice message.

102.5 Voice Reports:

102.5.1 Voice reports shall be made within 5 minutes of determining an incident or event requires an OPREP-3 NAVY BLUE Report, and shall be directed to the Navy Command Center (NCC) at one of the following telephone numbers:

- Primary DSN 225-0231 (Use 312 prefix if overseas)
- Secondary DSN 223-2006 (Use 312 prefix if overseas)
- Commercial (703) 695-0231 or (703) 693-2006

If not able to reach designated recipient above:

- DSN 227-6340 (Use 312 prefix if overseas)
- Commercial (703) 697-6340
- NMCC Washington
Switch drop (703) 697-1201 Ext. 1048/1049/1050/1051
* Request the call be relayed to the NCC.

102.5.2 The caller shall identify themselves by name and rank and state the purpose of their call as initiating an OPREP-3 NAVY BLUE Report. Provide the following information to the NCC duty officer:

- The type or nature of the incident
- The time and date of the occurrence
- The type (isotope) of radioactive material involved
- The quantity of radioactive material involved
- Personnel injuries or contamination
- A short synopsis of how the incident occurred or was discovered
- Immediate corrective actions taken

102.53 The caller should maintain a record of the time the voice report was made and the name of the Duty Officer who received their report at the NCC.

102.6 Hard Copy Reports.

102.6.1 Make hard copy reports within 20 minutes of being notified of the incident or event. Follow Command procedures for serializing and submitting this report. The report may be submitted as an attachment to an electronic mail message (e-mail) but it must be drafted in the format outlined below.

102.6.2 Content

- Identification of the type of event being reported
- Reference (in a REF set) the initial voice report in the initial record message report of the incident/event
- A brief account of the event being reported. This should be concise and to the point. Who, what, where, when, etc., DO NOT DELAY AN INITIAL REPORT IN ORDER TO GAIN ADDITIONAL INFORMATION.
- If not all information was included in the initial record message report, amplifying information may be submitted in additional OPREP-3 NAVY BLUE Reports. Subsequent reports pertaining to the same event shall use the same serial number but will include an alphabetized (-A, -B, -C, etc.) suffix as appropriate.
- See OPNAVINST 3100.6G, SECTIONS IV, and IX, for guidance on submitting corrections to reports and making reports concerning violent crimes.

102.6.3 Format

102.6.3.1 OPREP-3 NAVY BLUE Reports are composed in a GENADMIN format by the drafter of the message (see below example), using the Defense Messaging System (DMS) software. This software is loaded to your personal computer (PC) by Base Communications personnel. DMS allows authorized releasers to release the final draft of the message direct from their PC to all addressees of the message. However, at this time (December 2002) the authorized releaser is sending the message to the Base Communications Center via E-Mail, for release. If you do not have the software loaded to your PC, you may draft the message in Microsoft Word and the releaser can copy and paste into the DMS software.

Example of GENADMIN Format using DMS:

EXER or OPER Official Exercise or Operation name, included as required

MSGID Message identifier, mandatory on all reports
MSGID/GENADMIN/COMMARCORLOGBASES ALB/L140//

SUBJ Subject identifier, included as required
SUBJ/OPREP 3 NAVY BLUE REPORT//

REF References, included as required
REF/A/TEL/RCO/-//

POC Point of contact information, mandatory on all reports
POC/-NAME-/GSXX/RADIOLOGICAL CONTROLS OF/-/TEL:DSN
567-5511/EMAIL: XXX@MATCOM.USMC.MIL//

AKNLDG

GENTEXT Remarks, mandatory on all reports
REMARKS/1. INCIDENT. //

DECL

End each message with one of the following statements:

AMPLIFYING INFORMATION TO FOLLOW// or,

LAST OPREP-3 NAVY BLUE REPORT THIS INCIDENT//

102.6.4 Submit draft hard copy to the authorized releaser in the section for transmission.
Note: This must be accomplished within 20 minutes of gaining knowledge of the
incident or event requiring this report. Paragraph 102.6.5 provides an example of a draft
OPREP-3 NAVY BLUE Report for a radiological incident.

102.6.4 Sample radiological OPREP-3 NAVY BLUE Report.

OTTUZYUW RUCKALA0606 3120606-UUUU—RHMCSUU RUCKALA.

ZNR UUUUU

O 070606Z NOV 00 ZYB

FM COMMARCORLOGBASES ALBANY GA//L140/L01//

TO CMC WASHINGTON DC/N1/N3/N5//

INFO COMNAVSEASYS COM WASHINGTON DC//SEA-O4N//

NAVSEA DET RASO YORKTOWN VA/00//

BT

UNCLAS//N05090//

MSGID/GENADMIN/COMMARCORLOGBASES ALB/L140//

SUBJ/OPREP-3 NAVY BLUE REPORT-M38440-002//

REF/A/TEL/RCO/-//

AMPN/REF A IS TELEPHONE CALL BETWEEN MR. LARRY DAVIS, LOGISTICS
RADIATION SAFETY OFFICER, MARCORLOGBASES ALBANY GA, AND NAVY
COMMAND CENTER ON 7 NOV 00.//

POC/L. DAVIS/GS14/MARCORLOGBASES ALB/-/TEL:DSN 567-5511/TEL:COMM
(912) 639-5511//

RMKS/1. INCIDENT. RADIOACTIVE MATERIAL LEAK IN A CHEMICAL AGENT
MONITOR (CAM) DRIFT TUBE MODULE.

2. DETAILS

A. TIME. PRE-SHIPMENT LEAK TEST, TAKEN BY MCLB ALBANY RSO ON 4 NOV 00, ANALYZED AT MCLB ALBANY, GA ON 6 NOV 00.

B. INCIDENT LOCATION. MCLB ALBANY GA.

C. NARRATIVE.

(1) THE DRIFT TUBE MODULE LEAK TEST SAMPLE, TAKEN BY MCLB ALBANY RADIATION SAFETY OFFICER (RSO), REVEALED THE PRESENCE OF 0.0063 MICROCURIES OF REMOVABLE RADIOACTIVE CONTAMINATION. A SECOND READING OF THE SAME SAMPLE CONFIRMED THE RESULTS.

(2) THE DRIFT TUBE MODULE SERIAL NO. IS 52947.

(3) THE MCLB ALBANY RSO HAS RESPONDED AND TAKEN CONTROL OF THE INCIDENT. THE DRIFT TUBE MODULE IS CONTAINED AND AREA SURVEYS ARE BEING PERFORMED.

3. REMARKS.

A. COMMANDER MARCORLOGBASES ESTIMATE. RADIOLOGICAL CONTAMINATION SHOULD ONLY AFFECT LOCAL STORAGE AREA. DRIFT TUBE MODULE WRAPPED IN PLASTIC TO CONTROL SPREAD OF CONTAMINATION, MCLB ALBANY RSO WILL OVERSEE SURVEY OF THE STORAGE AREA.

B. THE MARCORLOGBASES RADIOLOGICAL CONTROLS OFFICE IS DIRECTING THE INVESTIGATION.

C. AMPLIFYING INFORMATION TO FOLLOW.//

BT

#0606

NNNN

102.7 Signatures and Annual Review.

I have read and understand the requirements associated with Procedure 102.

Name (printed)

Signature

Date