



**DEPARTMENT OF THE NAVY**  
CARRIER AIRBORNE EARLY WARNING SQUADRON 120  
1027 BELLINGER BLVD.  
NAVAL STATION NORFOLK, VIRGINIA 23511-2216

3750  
00  
2 Aug 18

MEMORANDUM

From: Commanding Officer, Carrier Airborne Early Warning Squadron 120  
To: All Hands

Subj: POST MISHAP/INCIDENT COMMUNICATION POLICY STATEMENT

Ref: (a) OPNAVINST 1770.1 (Series)  
(b) OPNAVINST F3100.6 (Series)  
(c) OPNAVINST 3750.6 (Series)  
(d) MILPERSMAN 1770 (Series)

1. VAW-120 is committed to ensuring the most efficient, effective and accurate response is conducted following any mishap or major incident. The primary goals following any mishap or incident are the long-term recovery of those directly affected and the prevention of future mishaps and incidents. To facilitate those goals, VAW-120 will fully comply with the required processes and instructions. It is essential that all personnel understand the procedures outlined in the Command's Pre-Mishap Plan, Incident Reporting Quick Reference Handbook (located at the duty desk), and the basic process for Casualty Assistance Calls Officer (CACO) response.
2. VAW-120 will be as transparent as the Department of Defense, Chief of Naval Operations and other higher headquarters directives allow. To enable required notification and investigations to be completed correctly, neither VAW-120 nor VAW-120 personnel will release any information in advance of prescribed timelines or to any person/organization unauthorized to receive information.
3. VAW-120 personnel may have access to information regarding a mishap or incident due to involvement in or proximity to the incident, response or the related investigations. Regardless of the method by which VAW-120 personnel are made aware of any event or investigation specifics, VAW-120 personnel will not transmit, or enable transmission of, information about the event or investigation to any person or organization without a legally determined need or right to know. This includes sharing information via any form of social media, text message, email, phone calls, or in-person communications.
4. References (a) through (d) establish mishap and incident response policy, to include prescribed timelines. The Naval Aviation Enterprise is committed to the execution of this policy. This policy statement is issued in support of a total force commitment to improvement in mishap response.

*S. A. Wastak*  
S. A. WASTAK