

MOTOR VEHICLE, AIRCRAFT, and SMALL BOAT ACCIDENT REPORTING GUIDANCE

All government motor vehicle accidents, which includes trailers, and officially rented, or leased vehicles, must be promptly reported on [Standard Form 91](#), “Operator’s Report of Motor Vehicle Accident.” If a government or rental vehicle is not in use, such as being parked or is in storage and the vehicle is damaged or destroyed, a SF-91 is still completed.

In addition to the normal distribution of a completed copy of a SF-91, a copy is faxed to the NOAA Safety & Environmental Compliance Office, fax number – 301-713-0426 and the DOC/OGC. The fax number for the DOC/OGC is – 202-482-5858, ATTN: Tim Conner.

NOTE: Completing the SF-91 is just a part of the motor vehicle accident reporting procedure which also includes the “NOAA’s Accident/Incident Reporting Procedure,” which states:

All incidents shall be reported within 24 hours of the incident occurrence through the NOAA web-based Accident/Illness Reporting System. If an incident is considered serious in nature (see the definition on the reporting form) such shall be reported as soon as possible, but no later than 8 working hours of occurrence.

All government vehicle logbooks should have a copy or copies of the SF-91. You should check the vehicle logbook for this form when picking up the keys and logbook. The SF-91 can also be easily found on-line. The SF-91 can be found on-line at the GSA website, or by clicking or copying the link below:

[http://contacts.gsa.gov/webforms.nsf/0/9452CD3A30CB625F85256B7D00729048/\\$file/SF%2091.pdf](http://contacts.gsa.gov/webforms.nsf/0/9452CD3A30CB625F85256B7D00729048/$file/SF%2091.pdf)

Authority for this reporting requirement resides in Chapter 6, Paragraphs 6.1300, 6.1301, 6.1303, and 6.1304, of the “U.S. Department of Commerce – Department Personal Property Management Manual, dated October 2007”:

6.1300 REPORTING MOTOR VEHICLE ACCIDENTS

6.1301 Scope and Applicability

This subpart provides for the availability of certain standard forms for use in reporting any accident involving a Government-held motor vehicle. The provisions of this subpart are mandatory for all Operating Units holding motor vehicles that are located within the United States, its territories, or possessions.

6.1302 Policy

All accidents involving motor vehicles regardless of damage or injury shall be investigated and reported.

6.1303 Accident Reporting Forms and Their Use

The following Department Administrative Orders implement FMR 102-34:

- a. DAO 209-3 prescribes the procedures and forms to be used in recording accidents that occur incident to the operations or activities of the Department, including motor vehicle accidents; and
- b. DAO 209-7 prescribes regulations and procedures governing the defense of suits against employees of the Department arising out of their operation of motor vehicles in the scope of their office or employment with the Federal Government.

The Standard Form (SF) 91, "Operator's Report of Motor Vehicle Accident", shall be carried at all times in motor vehicles used for official Government business. The SF-91, "Operator's Report of Motor Vehicle Accident", should be completed at the time and on the scene of an accident, insofar as possible, regardless of the extent of injury or damage.

61304 Accident Reports and Investigations

DOC owned or commercially leased vehicles:

- a. All applicable investigation forms required by the Department must be completed and reports forwarded by the supervisor within 5 days to the appropriate Operating Unit Manager.
- b. The Operating Unit Manager should review the reports and forward the originals to the DOC General Counsel's office for action, and forward a copy to the Operating Unit Safety Officer.

GSA-Assigned Vehicles:

- a. Accident notifications, investigations, and reports as required by FMR 102-34 and DAO 209-3 must be completed within 5 days. The supervisor will then forward all applicable reports to the appropriate Operating Unit Fleet Manager.
- b. The Operating Unit Fleet Manager should review the reports and forward:
 - 1) The originals of all reports to the DOC General Counsel's Office;
 - 2) Two copies of only those reports required in FMR 102-34 to the chief of the IFMS assigning the vehicle; and
 - 3) One copy to the Operating Unit Safety Officer.

OTHER ACCIDENT REPORTING REQUIREMENTS

AIRCRAFT

Per NAO 209-124 – Aviation Safety Policy

.09 Aircraft Accidents and Incidents are required to be reported to the National Transportation Safety Board (NTSB) as prescribed by 49 CFR 830, "Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records."

- a. All NTSB-reportable accidents and incidents that occur while conducting official NOAA business must be reported by the aircraft operator working under contract or other written agreement with NOAA:
 1. to the NOAA ASPM; and
 2. to the NOAA Contracting Officer overseeing the contract.
- a. NOAA personnel involved in an accident, incident, or near miss involving an aircraft owned or operated by NOAA must report the occurrence in accordance with NOAA Administrative Order (NAO) 209-1, NOAA Safety Policy, and any superseding Department of Commerce (DOC) and/or NOAA guidance.
- b. Accidents and incidents involving aircraft owned or operated by NOAA will be investigated in accordance with the policies and procedures set forth by the NOAA Incident Investigation Program.

SMALL BOATS

Per “The NOAA Small Boat Standards and Procedures Manual, dated April 9, 2010.”

29 SECTION 10. ACCIDENT REPORTING AND INVESTIGATION

.01. Major Incidents

Small Boat Program activities shall follow all existing policy regarding the reporting of accidents.

The affected Program Director (or designee) shall notify the Line Office Small Boat Officer and Safety and Environmental Compliance Office (SECO) Representative of a small boat accident or incident when it involves any of the following:

- a. Unintentional grounding for greater than 24 hours;
- b. Explosions;
- c. Sinking;
- d. Fire;

- e. Collisions involving breach of hull integrity;
- f. Any incident, which results in damage in excess of \$10,000 to the small boat, its systems, or its equipment;
- g. Incapacitating injury requiring professional medical attention or hospitalization, or loss of life of any person;
- h. Unintentional and extensive flooding (self-bailing boats excluded);
- i. Discharge of oil or any substance-violating local, State, or Federal Regulations;
- j. Failure of gear and equipment and any other damage that may affect or impair a small boat's seaworthiness; or
- k. Damage/harm to a protected or endangered natural resource or species.

When the cause of the accident is not evident, the Program Director shall initiate an investigation. Findings and recommendations resulting from the investigation shall be made available to the Program Director, Line Office Small Boat Officer, AA, NOAA Small Boat Program Manager, OMAO Small Boat Engineer(s), and the Director, OMAO.

Findings and lessons learned from an accident or accident investigation shall be distributed by the NOAA Small Boat Program Manager to the NOAA small boat-user community. The identity of the small boat, personnel, and program or facility associated with the accident will remain anonymous.

.02. Minor Incidents and Close Calls

SBSB requests minor incidents of equipment damage or other non-reportable accidents and close calls be reported for the purposes of lessons learned and safety metrics. This is a common procedure at other organizations to enhance safety, reduce mishaps, and identify problems with equipment, procedures and training. Minor incidents and close calls may be reported using the reporting forms available on the SBP web site (www.sbp.noaa.gov). NOAA Small Boat Standards and Procedures Manual.

.03 Investigation Assistance

The NOAA Small Boat Program and SECO will collaborate to ensure investigators are familiar with both the NOAA safety policy and small-boat policy and operations.