

**BY ORDER OF THE COMMANDER  
354TH FIGHTER WING (PACAF)**

**354TH FIGHTER WING INSTRUCTION  
91-202**



**28 AUGUST 2013**

**Safety**

**EIELSON AFB SAFETY PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes the Eielson AFB Safety Program, implements Air Force Policy Directive 91-2, Safety Programs, and Air Force Instructions 91-202, The US Air Force Mishap Prevention Program, 91-204, Safety Investigations and Reports, 91-207, The US Air Force Traffic Safety Program, and 90-801, Environment, Safety, and Occupational Health (ESOH) Councils, 91-224, Ground Safety Investigations and Reports, 91-203, Air Force Consolidated Occupational Safety Instruction. It establishes mishap prevention program requirements, assigns responsibilities for program elements, and contains program management information. This instruction is applicable to all activities, organizations, associate units, and tenant units; to include Air Force Reserve, Air National Guard, Civil Air Patrol, contractors, personnel on Eielson AFB, and other areas under jurisdiction of the 354th Fighter Wing Commander, with exception to program management of organizations with full-time safety professional staffs such as the 168th Air Refueling Wing and 1 ASOG. In addition, this guidance, when specified, is applicable to DoD civilians and dependents assigned to, or visiting, Eielson AFB. This Instruction requires collecting and maintaining information protected by the Privacy Act of 1974 IAW AFI 33-360 paragraph 1.12.3.

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The OPR for the HHQ publication (parent) determines if implementing activities must create supplements or separate publications for their organization-specific guidance. Supplementary guidance (which includes supplements and separate publications) cannot be less restrictive than the parent publication, but it can be more restrictive. Supplementary guidance must not contradict the parent publication.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. This document incorporates the ideas, principles, and concepts of mishap prevention, safety program management, and risk management into several areas of the instruction.

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## Chapter 1

### GROUND SAFETY

**1.1. General.** The Ground Safety Manager (GSM) manages the wing ground safety program for the wing commander. The main objective of Ground Safety is to assist commanders in preventing mishaps through education and awareness.

**1.2. Unit Safety Program Management.** The 354th Fighter Wing (354 FW) wing safety office is responsible for implementing the Eielson AFB safety program. The host safety office implements mishap prevention programs and processes for all 354 FW units and tenant units on base unless otherwise specified in a Host/Tenant Support Agreement. Safety staffs at all levels will assist with implementation and integration of Risk Management (RM) into all 354 FW operations and missions.

1.2.1. The purpose of a unit safety program is to prevent mishaps entirely or reduce the severity of personal injuries and/or property damage by identifying and eliminating unsafe acts of workers and unsafe conditions in the work area. Each unit commander/functional manager is ultimately responsible for the safety program within his/her unit.

1.2.2. Commanders, functional managers, supervisors, and individuals, with assistance from Wing Safety, identify rules, criteria, procedures, Occupational Safety and Health Administration (OSHA), Air Force Occupational and Environmental Safety, Fire, and Health (AFOSH), explosive safety, or other safety standards that could help to eliminate unsafe acts or conditions that cause mishaps.

1.2.3. Unit commanders will appoint, in writing, primary and alternate Unit Safety Representatives (USR), Unit Motorcycle Monitors (UMM), and Unit Risk Management Advisors (RM Advisor) to manage the unit's safety program elements. Individuals appointed shall have a minimum of 12 months' retainability. Commanders will publish the names of safety program monitors and notify unit personnel when monitors change (unit safety roster). The appointment of safety program monitors below unit level (i.e., flight, section) is optional. Do not send flight/section representative appointment letters to Wing Safety.

1.2.4. Commanders will ensure appointees are available to perform selected positions. New appointees are required if both the primary and the alternate appointee are unavailable for more than 14 calendar days.

**1.3. Mishap Reporting Procedures.** Unit commanders and USRs are responsible for developing and publicizing mishap notification procedures within their unit. Procedures must ensure prompt up-channel notification. See Attachment 2 for an example of mishap reporting procedures.

1.3.1. All mishaps will receive a preliminary "in-house" investigation. Immediate notification of the mishap is critical. Mishap sites contain valuable information necessary for accurate investigation and the formation of corrective actions. The first line supervisor of the individual involved in the mishap will assist with the investigation and document it on PACAF Form 161, *Ground Mishap Report Worksheet*. For Air Force Motor Vehicle mishaps, the unit Vehicle Control Officer/Noncommissioned Officer, with the assistance of the USR, will conduct the investigation. Wing Safety will determine the reporting criteria.

The unit level investigator will forward PACAF Forms 161 through the USR and commander to Wing Safety within 5 calendar days of mishap occurrence. Civilian personnel who are injured on the job will notify their supervisor immediately. Supervisors will complete appropriate civilian mishap forms (CA-1, CA-16, LS1), for all civilian on-duty injuries, in addition to the PACAF Form 161.

1.3.1.1. On-duty mishaps are reported to Wing Safety immediately (24 hours a day) after first notifying rescue, medical, and/or law enforcement agencies, if required. On-duty mishaps include on-duty military and civilian injuries, major Air Force motor vehicle accidents (regardless of whether or not the mishap involved injury), and damage to Air Force property. A major Air Force motor vehicle accident includes, but is not limited to, a total loss of vehicle and/or vehicle damage costs over \$15,000.

1.3.1.2. Off-duty mishaps (injuries to military personnel only) are reported to Wing Safety by the close of the first duty day following the mishap. If the mishap results in hospitalization or death, Wing Safety must be notified immediately.

1.3.1.3. After normal duty hours, Wing Safety can be contacted through Command Post (907) 377-1500.

1.3.2. The 354th Medical Group (MDG) will notify Wing Safety of all reportable injuries and illnesses and provide an AF Form 1488, *Daily Log Patients Treated for Injuries*, or equivalent to Wing Safety daily.

1.3.3. The 354th Staff Judge Advocate (JA) will notify Wing Safety of any claims involving injury to persons or damage to private property as a result of an Air Force operation.

1.3.4. The 354th Security Forces Squadron (SFS) will provide copies of AF Form 1315, *Accident Report*, when requested, and make the daily blotter available for review by Wing Safety.

1.3.5. The 354th Civil Engineer Squadron (CES) will provide cost assessments for damage to government property as a result of a mishap to Wing Safety.

1.3.6. The 354th Logistics Readiness Squadron (LRS) will provide cost estimates for all reported damage to Air Force motor vehicles when requested by Wing Safety.

**1.4. Unit Safety Representative Responsibilities.** The USR is responsible for assisting the commander with the unit mishap prevention program. The USR will:

1.4.1. Maintain a Ground Safety Management Book (GSMB) with the following tabs.

1.4.1.1. Tab A: Current unit safety monitor appointment letters with training certificates.

1.4.1.2. Tab B: Unit facility listing (include all facilities assigned to unit).

1.4.1.3. Tab C: Current annual safety inspection report

1.4.1.4. Tab D: Documentation of USR spot inspections (must cover all workcenters at least annually.)

1.4.1.5. Tab E: Unit Mishap Notification Procedures and Unit mishap log. Mishap log must at least identify date of mishap, individual(s) involved in mishap, on- or off-duty status, brief description of mishap, number of days hospitalized or placed on quarters, and date PACAF 161 submitted to Wing Safety.

1.4.1.6. Tab F: Monthly Commander's Review of Safety Programs.

1.4.2. Perform a monthly unit safety program review with the unit commander on the following topics: unit mishaps and timeliness of reporting those mishaps to Wing Safety, open inspection items, open hazards reports, risk management integration, risk assessments, RM training status, motorcycle program status, current status of the high risk activities program (HRA). This review must be documented to reflect all areas covered. See Attachment 3 for an example of monthly safety program review sheet.

1.4.3. In-process unit personnel. See Attachment 6 for an example unit-level safety in-processing checklist.

1.4.4. Assist unit personnel with the High Risk Activities program and Pre-Departure briefings.

1.4.5. Assist workcenter supervisors to maintain safety bulletin boards. At a minimum, the following documents will be posted on the safety bulletin board:

1.4.5.1. AF Form 457, *USAF Hazard Report*, with instructions.

1.4.5.2. AFVA 91-209, *Air Force Occupational Safety and Health Program*.

1.4.5.3. FORM CA-10, *What A Federal Employee Should Do When Injured At Work*.

1.4.5.4. OSHA Form 300A, *Log of Work-Related Injuries and Illnesses Annual Summary*.

1.4.5.5. Mishap Notification Procedures with USR contact info, See Attachment 2.

1.4.5.6. BE Industrial Hygiene Survey, if applicable

1.4.5.7. PACAF Form 161, *Report of Mishap*

## **1.5. ESOH Council Meetings.**

1.5.1. The Environmental Safety and Occupational Health (ESOH) Council serves as a forum for discussion of ESOH concerns, advises the installation commander on ESOH-related matters, and makes recommendations to the commander on resolution of problems. The council is conducted quarterly and chaired by the wing commander, or designated representative.

1.5.2. Mandatory ESOH Council membership includes group and unit commanders. Representatives of recognized employee organizations (Unions) and 168th Air Refueling Wing (ARW) are invited to attend.

1.5.3. 354th Fighter Wing ESOH Council secretaries are responsible for ensuring the meeting is on the wing calendar, sending calendar invitees to attendees, collecting and consolidating updated slides, submitting read-ahead slides to 354 FW/CC no later than four duty days prior, and submitting final slides to 354 FW/CCEA no later than one duty day prior to the meeting.

1.5.3.1. Wing Safety is the ESOH Council secretary each October and April to cover Safety and Occupational Health topics.

1.5.3.2. 354 CES/CEAN (Environmental) is the ESOH Council secretary each January and July to cover Environmental topics.

**1.6. Motorcycle Operations.** Motorcycle season will be opened and closed by the wing commander. Motorcycle season is normally open 15 Apr - 15 Oct subject to road/weather conditions.

**1.7. Joggers/runners.**

1.7.1. Non-formation joggers will run single file against the flow of traffic. When no traffic is present, joggers/runners may run two abreast. At the first sign of approaching traffic, joggers/runners are required to return to single file.

1.7.2. Military formations are defined as an organized body of personnel numbering at least 10 individuals maintaining formation integrity. These formations will have one leader and traffic guards positioned two at the front and two at the rear of the formation. Formations will run against the flow of traffic. The leader and traffic guards will wear orange or lime green reflective vests to be immediately recognizable.

1.7.3. Individuals are not authorized to jog, run, skate, skateboard, or walk on roadways during high traffic density and peak traffic periods (DODI 6055.4). For the purpose of this instruction, the following roadways and time periods are considered as peak traffic:

1.7.3.1. Roadways: Central, Flightline, Arctic, Broadway, Kodiak, North, Polaris, Glacier, French Creek, and Moose Lake.

1.7.3.2. Peak traffic times: 0630 to 0830 and 1530 to 1730, Monday through Friday.

1.7.4. Individuals will wear reflective belts or vests while jogging on or off the installation during hours of darkness or during periods of limited visibility. Air Force Physical Training (PT) gear meets this requirement.

## Chapter 2

### WEAPONS SAFETY

**2.1. General.** The Weapons Safety Manager (WSM) manages the wing weapons safety program for the wing commander. The guidelines for the weapons safety program are outlined in AFI 91-202. AFMAN 91-201 and DOD 6055.9-STD weapons safety standards. Weapons Safety is composed of three disciplines: explosive safety, missile safety and nuclear surety. In accordance with AFI 91-202, units at or above squadron level must have a weapons safety program if they have an explosive, missile, or nuclear mission.

**2.2. Additional Duty Weapons Safety Representatives (ADWSR).** If applicable, unit commanders will appoint a primary and alternate ADWSR IAW AFI 91-202 to manage unit explosive safety program. ADWSRs will be appointed in writing and a copy of the letter provided to Wing Safety.

2.2.1. The WSM provides training for the ADWSRs within 30 days of appointment.

**2.3. Weapons Safety meetings.** ADWSRs are required to attend the quarterly Weapons Safety meeting which provides a forum for disseminating information of concern to the weapons community. Discussions items include HHQ inspections, good and bad programs, training, site planning, and licensing requirements. This meeting is chaired by the WSM, outside agencies will be invited as needed.

**2.4. Major Programs.** Weapons Safety provides guidance and oversight on the major squadron safety programs identified below:

2.4.1. Site Plans. Site plans are formulated, coordinated, and submitted through the WSM. Site plans are also coordinated through the wing commander, NAF, MAJCOM, Air Force Safety Center, and the DDESB. New construction or modification shall not begin prior to site plan approval to preclude unnecessary expenditure of resources.

2.4.2. Licensing Explosives Locations. Explosives storage and operating locations outside of the munitions storage area may be licensed for mission essential quantities of explosives. Licensing is a coordinated effort between the user, Weapons Safety, Security Forces Resource Protection, and the Fire Department.

2.4.3. Red Flag/Major Exercise Liaison. Ensure development of weapon safety management for compliance with installation site plans. Wing Weapon Safety is the focal point for TDY units to ensure established Air Force and local criteria are followed.

**2.5. Nuclear Certified Equipment (NCE) Damage Reporting.**

2.5.1. 354 MSG/CC and 354 MXG/CC will appoint primary and alternate Master Nuclear Certified List (MNCL) Monitors and provide 354 FW/SEW a copy of their appointment letters. These monitors will maintain an organizational listing of MNCL items used or maintained. Semi-annually, MNCL Monitors will provide 354 FW/SEW with a validated listing of their MNCL items. These monitors will ensure unit personnel deliver a 354 FW NCE Damage Worksheet to 354 FW/SEW to initiate notification of damage, malfunctions, or failures to MNCL items. 354 MSG and 354 MXG personnel will not classify damage to MNCL items as DULL SWORD events.

2.5.1.1. 354 MXG personnel who discover damage to MNCL items will report the incident to the 354 MXS/354 AMXS Production Superintendent (Pro Super) immediately. The Pro Super will notify the Maintenance Operations Center (MOC) immediately and forward the 354 FW NCE Damage Worksheet, see attachment 4, to 354 FW/SEW. MOC will run checklist LCL-354MXG-01-1 Checklist #6 as required.

2.5.1.2. 354 MSG personnel who discover damage to MNCL items will report the incident through the Logistical Information Management System, notify 354 FW/CP, and forward the 354 FW NCE Damage Worksheet to 354 FW/SEW.

2.5.2. 354 FW/SEW will determine if reported discrepancies to MNCL items meet DULL SWORD criteria for reporting within Air Force Safety Automation System (AFSAS). If a DULL SWORD report is required, 354 FW/SEW will initiate AFSAS reporting and notify 354 FW/CP. Time-lines for reporting DULL SWORD mishaps will be IAW AFI 91-204 and AFPAM 91-211.

2.5.3. 354 FW/CP will run Quick Reaction Checklist A10 to notify key personnel when MNCL items are damaged or a when a DULL SWORD report is generated.

## Chapter 3

### FLIGHT SAFETY

**3.1. General.** Guidelines for flight safety are outlined in AFI 91-202. The Flight Safety Officer manages the flight safety program for the wing commander. IAW AFI 91-202, 18 AGRS, 353 CTS and 354 OSS will each have a squadron flight safety program. Although the squadron flight safety program belongs to the squadron commander, the squadron flight safety positions and activities specified in this section represent an extension of the wing flight safety program.

#### **3.2. Wing Flight Safety.**

3.2.1. The Chief of Safety will appoint a Flight Safety Officer (FSO) and Flight Safety NCO (FSNCO). The FSO and FSNCO will monitor flight-related facilities and operations as part of a continuous quality-improvement program IAW AFI 91-202 as supplemented by PACAF.

#### **3.3. Squadron Flight Safety.**

##### 3.3.1. Manning.

3.3.1.1. The 18 AGRS/CC and 353 CTS/CC will each appoint a Squadron Assigned Flight Safety Officer (SAFSO). The 18 AGRS/CC will also appoint an Additional Duty Flight Safety Officer (ADFSO) who will assist the SAFSO in managing the unit internal safety program.

3.3.1.2. The SAFSO/ADFSO should report directly to the squadron commander. In addition to managing the squadron flight safety program, SAFSOs will be responsible for assisting Wing Safety with mishap prevention and investigation duties IAW AFI 91-202\_PACAFSUP1. SAFSOs will support the wing flight safety program through participation in wing taskings, activities, and regular interface with the wing FSO and FSNCO. During periods of wing FSO manning shortages, it may be necessary for the SAFSO to perform Wing Safety FSO duties. SAFSO taskings beyond those specified in this instruction will be coordinated through the chain of command.

3.3.1.3. The following factors should be considered when selecting a SAFSO:

3.3.1.3.1. Individual job experience and knowledge of unit operations.

3.3.1.3.2. Present workload of the individual. SAFSOs should not be assigned other duties that would detract from their abilities to manage the unit mishap prevention program.

3.3.1.3.3. Completion of collateral training including mishap reporting, mishap investigating, and hazard reporting requirements.

3.3.1.3.4. Duty as a SAFSO, on occasion, may restrict an individual's scheduling flexibility.

##### 3.3.2. SAFSO/ADFSO Key Duties.

3.3.2.1. Administer the unit flight safety program using AFI 91-202, as supplemented by PACAF and this instruction.

- 3.3.2.2. The SAFSO/ADFSAO will receive local training from the wing FSO within 30 days of appointment. It is highly desirable for SAFSOs to be a graduate of the USAF AMIC Course, but not a requirement. The primary job of the SAFSO is to manage the squadron commander's flight safety program.
- 3.3.2.3. Document all actions pertaining to safety briefs, safety reports and safety matters discussed with squadron members.
- 3.3.2.4. Document spot inspections. Spot inspections will be documented in the Flight Safety Duty Officer Binder spot inspection log daily when flying operations are being conducted.
- 3.3.2.5. Maintain a file of applicable safety subjects discussed/briefed to unit supervisors. This can include current safety "items of interest" identified to the squadron commander, FSO, or maintenance. When outside agencies, such as ATC or the flight surgeon, brief pilots/aircrews at squadron flight safety meetings, document their active participation in the unit safety program.
- 3.3.2.6. Report any unusual occurrences or incidents to Flight Safety. Ensure the appropriate safety form is completed to preserve information, see Attachment 5.
- 3.3.2.7. Be familiar with and brief local area hazards, environmental hazards, and seasonal hazards to local pilots, Red Flag-AK participants, and other visiting units.
- 3.3.2.8. Establish, conduct, and document a safety orientation program for new aircrew that includes ground and flight safety topics.
- 3.3.2.9. Ensure squadron safety reports are submitted to 354 FW Flight Safety.
- 3.3.2.10. Provide nominations for safety awards IAW AFI 36-2833, AFI 91-202 as supplemented by PACAF and this instruction.
- 3.3.2.11. In the event of a Class A or B mishap, assist the squadron commander and Wing Safety in completing required checklists contained in the 354 FW Mishap Response Plan.
- 3.3.2.12. SAFSOs investigate and report mishaps and flight hazards (Class C/D/E, HAPs, HATRs, etc.) as assigned by Wing Safety. The SAFSO will forward reports through Wing Safety for review.
- 3.3.2.13. 18 AGRS SAFSO should create and maintain a strong working relationship with maintenance personnel and become knowledgeable of their operations. The SAFSO will work with maintenance to investigate aircraft malfunctions, identify trends and report findings quarterly to 354 FW/SEF. Trends with mishap prevention value will be reported immediately to 354 FW/SEF and 18 AGRS CC or DO and consolidated for the next Quarterly Flight Safety meeting.
- 3.3.2.14. High interest items, policies, procedures, and general flight safety topics will be discussed in an open forum. The SAFSOs may be asked to contribute to the wing's quarterly flight safety meeting. Commanders should ensure maximum attendance by all aircrew at these meetings. Squadrons are encouraged to have their own flight safety meetings, or at a minimum, incorporate flight safety into commander's calls or other

squadron meetings. Minutes from the quarterly flight safety meeting will be forwarded to the squadron SAFSO for review by aircrew unable to attend quarterly meetings.

## Chapter 4

### SAFETY AWARDS PROGRAM

**4.1. General.** Wing Safety awards are designed to create and maintain an active interest in mishap prevention. It is important to recognize individual and unit efforts that have made contributions to safety, increased safety awareness within the wing, or significantly added to the mishap prevention program. All units are expected to actively participate in the quarterly and annual safety award program.

4.1.1. Award winners will be selected by the Chief of Safety along with the safety staff member(s) for that functional area. The winners will be asked to attend the ESOH Council for award presentation, if available.

**4.2. Safety Well Done Award (Event Driven Award).** This award recognizes an individual whose exceptional achievements and contributions have enhanced mission completion and minimized property damage or personnel injury. Individuals who display skill and ingenuity beyond that usually expected with similar training and experience. Nominee may be selected for superior performance or a one-time act in enhancing mission completion regarding Flight, Ground, or Weapon Safety. Submissions must include no more than a 5-line bullet format on an AF Form 1206. Submissions are due to Wing Safety within 90 days of the event.

### 4.3. Quarterly Awards

4.3.1. Nominees must have made a significant contribution to safety or mishap prevention through sustained performance. Nominations should detail reasons for the nomination and should include specific actions by the individual that qualify them for the award. The significance of achievement is more important than the quantity of material in the nomination. Submissions must include no more than a 20-line narrative on an AF Form 1206. Submissions are due to Wing Safety no later than the 10th day of Jan/Apr/Jul/Oct.

4.3.2. Ground Safety Award: The selected individual must have demonstrated skill, ingenuity, or proficiency that prevented or reduced injury to personnel, loss of life, aircraft damage, or other property damage. Examples: Alleviating critical or recurring safety problems, sustained superior performance, a one-time act in enhancing mission completion or minimizing mishaps, approval of an AF Form 1000, AF Form 847, AF Form 457 or AFTO 22 that enhances safety.

4.3.3. Flight Safety Award: The selected individual must have demonstrated skill, ingenuity, or proficiency that prevented or reduced injury to personnel, loss of life, aircraft damage, or other property damage. Examples: Alleviating critical or recurring safety problems, sustained superior performance or a one-time act in enhancing mission completion or minimizing mishaps, approval of an AF Form 1000, AF Form 847, AF Form 457 or AFTO 22 that enhances safety.

4.3.4. Weapon Safety Award: The selected individual must have demonstrated skill, ingenuity, or proficiency that prevented or reduced injury to personnel, loss of life, aircraft damage, or other property damage. Examples: Alleviating critical or recurring safety problems, sustained superior performance or a one-time act in enhancing mission completion

or minimizing mishaps, approval of an AF Form 1000, AF Form 847, AF Form 457 or AFTO 22 that enhances safety.

4.3.5. Unit/Team Safety Award. This award recognizes a unit or team (individuals are not eligible in this category) for superior performance in preventing mishaps. Nomination must identify significant contributions to mishap prevention. Contributors in any area and all categories will be considered: flight/ground/missile/weapons safety, maintenance, custodial, medical, operations, information systems, etc.

**4.4. Prescribed and Adopted Forms:** AF Form 847, *Recommendation for Change of Publication*; 354FW91, *Nuclear Certified Equipment Damage Worksheet*; EAFBVA 91-1, *Eielson AFB Mishap Reporting Procedures*; AF Form 1000, *Idea Application*; AF Form 1206, *Nomination for Award*; AF Form 1488, *Daily Log of Patients Treated for Injuries*; AF Form 1315, *Accident Report*; AF Form 457, *USAF Hazard Report*; DD Form 1408 *Armed Forces Traffic Ticket*; AFTO 22; PACAF Form 161, *Notification of Mishap*; AF Form 483, *Certificate of Competency*. AF Form 4391, *High Risk Activities Worksheet*.

MARK D. KELLY, Brigadier General, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

**ADFSO**—Additional Duty Flight Safety Officer

**ADWSR**—Additional Duty Weapons Safety Representatives

**AFOSH**—Air Force Occupational and Environmental Safety, Fire, and Health

**AFSAS**—Air Force Safety Automated System

**AMIC**—Aircraft Mishap Investigation Course

**DDESB**—Department of Defense Explosives Safety Board

**ESOH**—Environmental Safety and Occupational Health

**FSNCO**—Flight Safety NCO

**FSO**—Flight Safety Officer

**GSMB**—Ground Safety Management Book

**GSM**—Ground Safety Manager

**HAP**—High Accident Potential

**HATR**—Hazardous Air Traffic Report

**HRA**—High Risk Activities

**MNCL**—Master Nuclear Certified List

**NCE**—Nuclear Certified Equipment

**OPR**—Office of Primary Responsibility

**OSHA**—Occupational Safety and Health Administration

**PT**—Physical Training

**RDS**—Records Disposition Schedule

**RM**—Risk Management

**SAFSO**—Squadron Assigned Flight Safety Officer

**UMM**—Unit Motorcycle Monitors

**USR**—Unit Safety Representatives

**WSM**—Weapons Safety Manager

**Attachment 2****EIELSON AIR FORCE BASE MISHAP REPORTING PROCEDURES****Figure A2.1. Eielson Air Force Base Mishap Reporting Procedures**

**THE KEY TO MISHAP REPORTING** is ensuring that timely notification is accomplished. Do not permit reporting to be delayed at any step.

You have just found out that an injury or property damage has occurred, how do you report it?

**STEPS:**

1. If a person is involved in a mishap with injury seek medical attention.

Did the mishap involve loss of life or limb? If yes, contact Wing Safety immediately

2. Notify the supervisor of all injury and/or property damage mishaps.

3. Supervisor: Notify your Unit Safety Representative (USR).

Complete the PACAF Form 161

Forward the PAFAC Form 161 to your USR

4. Unit Safety Representative: NOTIFY YOUR UNIT COMMANDER.

Forward the PACAF Form 161 for the unit commander signature and release

The PACAF Form 161 is due to Wing Safety within 5 calendar days of the mishap.

5. NOTIFY WING SAFETY AT 377-4260

Unit Commanders must ensure all injuries and/or property damages are reported in accordance with 354 FWI 91-202. During duty hours, contact Wing Safety Office at 377-4260. After duty hours/emergencies, contact Wing Safety via the Command Post at 377-1500.

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**Attachment 3**

**SUGGESTED TOPICS FOR COMMANDER'S MONTHLY SAFETY REVIEW**

**Figure A3.1. Suggested topics for Commander's Monthly Safety Review**

Suggested topics for Commander's Monthly Safety Review					
UNIT		DATE			
Injuries/Property Damage Report					
PACAF Forms 161 (due to SEG within 5 calendar days of mishap)					
(Classification A, B, C, D, Property Damage \$\$, GMV mishap \$\$, Lost Work Days LWDS)					
Date of Mishap	Name	Description/Injury	# days hos/qtrs	on/off Duty Status	Date Submit to SEG
Hazard Abatement					
Risk Assessment Code 1, 2, 3 (Briefed at the ESOHC) Must sign AF Form 3 every 180 days					
RAC	Hazard	Date Identified	AF Form 3 Date	Current Status	
Open Inspection (Hazard Abatement) / Assessment (Program Management ) Items					
SEG Spot Inspections, SEG Annual Inspections, Special Inspections, Unit Spot Inspections					
Identified	Workcenter	Hazard	Corrective Action		
Special Safety Programs:					
Confined Space (inventory due 1 Mar annually; MEPs expiration dates)					
Lockout/Tagout (self-inspection and annual certification dates)					

Fixed Ladder Inspections (due every three years)

Forklift Refresher Training (due every three years)

High Risk Activities program

Motorcycle Program Management

Number of motorcycle riders assigned \_\_\_\_\_ Military/\_\_\_\_\_ Civilian (optional)

Number of motorcycle riders trained \_\_\_\_\_ Military/\_\_\_\_\_ Civilian (optional)

Number of motorcycle riders input into MUSTT \_\_\_\_\_ Military/\_\_\_\_\_ Civilian (optional)

Motorcycle Program Health: RED / YELLOW / GREEN

Get Well Plan:

Estimated Compliance Date:

Snow machine Program Management

Number of snow machine riders assigned \_\_\_\_\_ Military/\_\_\_\_\_ Civilian (optional)

Number of snow machine riders trained \_\_\_\_\_ Military/\_\_\_\_\_ Civilian (optional)

Snow machine Program Health: RED / YELLOW / GREEN

Get Well Plan:

Estimated Compliance Date:

ATV Program Management

Number of ATV riders assigned \_\_\_\_\_ Military/\_\_\_\_\_ Civilian

Number of ATV riders trained \_\_\_\_\_ Military/\_\_\_\_\_ Civilian

ATV Program Health: RED / YELLOW / GREEN

Get Well Plan:

Estimated Compliance Date:

\_\_\_\_\_  
USR Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commander Signature

\_\_\_\_\_  
Date

Attachment 4

NUCLEAR CERTIFIED EQUIPMENT DAMAGE WORKSHEET

Figure A4.1. Nuclear Certified Equipment Damage Worksheet

Nuclear Certified Equipment Damage Worksheet			354FW		
Date Discovered:		Time Discovered:		Location:	
Discovered By:		Duty Title:		Organization:	
Item Nomenclature:		Item NSN:		Duty Phone:	
Item P/N:		Work Unit Code:		Reg# Ser#/ID#:	
Manufacturer:			Reference:		
Narrative (Describe the operation being performed at the time of the discovery or the circumstance leading to the mishap. Include enough information to provide a clear picture of the extent of the damage, actions taken and/or recommended actions)					
<b>PERSONNEL NOTIFIED</b>					
Weapons Safety Office:		Date/Time:		Phone #:377-1821/4318	
<b>PERSONNEL NOTIFIED</b>					
Unit NCE Monitor:		Date/Time		Phone #:	
Unit Supervision:		Date/Time:		Phone #:	
MOC:		Date/Time		Phone#:	
Photographs Taken?					
<b>If item was turned in for repair / assessment, complete the following blocks.</b>					
Date:		Time:		Duty Phone:	
Name:		Supply DOC #		Squadron:	
				Job Control #:	
** If using this form in the manual format, as a minimum make 2 copies: NCE Monitor -1, Wing Safety -1, A third copy will need to be attached to items being sent to a repair / assessment agency.					
<b>354 FW Weapons Safety Office Use Only</b>					
***** Wing Safety will notify Command Post once a report is verified for DULL SWORD reporting to ensure appropriate base personnel are notified.*****					
DULL SWORD Verified Date/Time _____			AFSAS Report Generated Date/Time: _____		
Date:		Time:		Command Post Personnel Contacted:	
<b>PERSONNEL NOTIFIED</b>					

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RELEASABILITY: There are no releasability restrictions on this publication.

Attachment 5

354TH FIGHTER WING FLIGHT SAFETY INCIDENT WORKSHEET

Figure A5.1. 354th Fighter Wing Flight Safety Incident Worksheet



### 354th Fighter Wing Flight Safety Incident Worksheet

When filled in this form is For Official Use Only (FOUO)  
Return completed worksheet to 354 FW/SEF NLT 2 hours after landing (DSN 317-377-1155 / FAX -1822)



**General Information:**

Date _____	Airspace _____
Incident time (local & Zulu) _____	Lat/Long _____
Type aircraft _____	Miles from Eielson _____
Call Sign _____	Formation position _____ of _____
Tail # (include year) _____	Takeoff time (local & Zulu) _____
Wing assigned _____	Takeoff base _____
Squadron assigned _____	Land time (local & Zulu) _____
Aircraft configuration _____	Land base _____
Aircraft system involved _____	Flight duration _____

**Weather:**

Factor to Incident?  Yes  No

Ceiling \_\_\_\_\_

Visibility \_\_\_\_\_ Winds \_\_\_\_\_

Icing \_\_\_\_\_ Temp. \_\_\_\_\_

Precipitation \_\_\_\_\_ RCR \_\_\_\_\_

**Aircrew Point of Contact:**

Name/rank \_\_\_\_\_

Position (IP, nav, etc) \_\_\_\_\_

Squadron \_\_\_\_\_

Duty phone \_\_\_\_\_

**Aircraft Specific Information:**

Altitude (MSL & AGL) _____	Throttle position _____ FTIT/EGT _____
Airspeed _____ AOA _____	Prop malfunction _____
Bank/Pitch _____ G-Load _____	Phase of flight _____
Fuel weight _____	Was an engine shutdown? <input type="checkbox"/> Yes <input type="checkbox"/> No
Barrier type (attempted, engaged) _____	Was a restart attempted? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Narrative of Incident:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Continue on reverse, if necessary

**354 FW/SEF Use:**

Reportable IAW 91-204? <input type="checkbox"/> Yes <input type="checkbox"/> No	Mishap/Event Class A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
<b>Failed Parts:</b>	E _____ (Specify Subcategory)
Subsystem Component _____	<input type="checkbox"/> Flight Control Related
WUC _____	<input type="checkbox"/> Miscellaneous
How Malf. Code _____	<input type="checkbox"/> Physiological
Manufacturer _____	<input type="checkbox"/> Propulsion
Nat'l Stock No. _____	<input type="checkbox"/> BASH
Part No. _____	<input type="checkbox"/> HAP
Engine model _____	Engine S/N _____
Engine position #1 #2 Other _____	

**PRINCIPLE PURPOSE:** Investigation of Flight Mishaps are conducted for mishap prevention purposes within 354 FW and the USAF.  
**ROUTINE USES:** To provide statistical and historical information for mishap prevention.

## Attachment 6

## SUGGESTED TOPICS FOR UNIT LEVEL SAFETY IN-PROCESSING CHECKLIST

Figure A6.1. Suggested Topics for Unit Level Safety In-Processing Checklist

Suggested topics for Unit Level Safety In-processing Checklist

- 1) Unit Mishap Reporting Procedures
- 2) Reporting to Wing Safety:
  - 377-BIRD (2473) —Birds/Wildlife on or near the flightline
  - 377-SAFE (7233) —Hazard Reporting
- 3) RM Training
  - \_\_\_\_\_ RM Fundamentals—ALL Individuals (certificate date or accomplish within 60 days of assignment)
  - \_\_\_\_\_ Essentials for Leaders—ALL Supervisors (certificate date or accomplish within 6 months of assignment)
- 4) High Risk Activities
  - \_\_\_\_\_ ALL Individuals
- 5) Job Safety Training and documentation—training is required to be accomplished within 30 days of assignment to a new workcenter
- 6) Supervisor Safety Training
  - \_\_\_\_\_ ALL Supervisors required to attend
- 7) Motorcycle/ATV/Snowmachine
  - Training is required for all active duty personnel riding on or off base
  - \_\_\_\_\_ MSF Training Date (Contact UMM to add to M/C Roster)
  - \_\_\_\_\_ ATV Training Date
  - \_\_\_\_\_ Snowmachine Training Date
- 8) Traffic Safety Training
  - \_\_\_\_\_ Course IIIA--ALL (enlisted and officer) first-duty station personnel
  - \_\_\_\_\_ Course IIIB—1 year after Course IIIA
- 9) Special Purpose Vehicle Training
- 10) Special Purpose Licensing