

**BY ORDER OF THE COMMANDER
552D AIR CONTROL WING**

**552 AIR CONTROL WING
INSTRUCTION 91-041**

14 JUNE 2016



SAFETY

552 ACW FORM 41 INSTRUCTION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

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OPR: 552 ACW/SE

Certified by: 552 ACW/DS
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This instruction implements Air Force Policy Directive (AFPD) 91-2, Safety Programs. This instruction provides guidance to commanders and crewmembers on filing the 552 ACW Form 41, *552d Air Control Wing (ACW) Aircraft Incident Worksheet*. This instruction cannot be supplemented. Contact supporting records managers as required. This instruction is directive and applies to all units in the 552 ACW and the Air Force Reserve Command (AFRC). It does not apply to the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the 552 Air Control Wing Safety Office (552 ACW/SE). Ensure that all records created as a result of the processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

1. Policy.

1.1. The 552 ACW Form 41 is designed to gather data for trend analysis purposes. Form 41 worksheets identify incidents, mishaps, and aircraft systems problems that impact mission accomplishment or safety of flight. The purpose of the Form 41 is NOT limited to tracking in-flight emergencies. Form 41s should be filled out after any ground or in-flight emergency, air abort for aircraft system malfunction, physiological incident, dropped object, bird strike, or any incident which has a high accident potential.

2. Rules and Responsibilities.

2.1. Aircraft Commanders are required to complete a Form 41 in response to the requirements of this regulation. A completed copy of the Form 41 will be turned into the Squadron Safety Office within 24 hours.

2.2. Squadron Safety Offices will email, scan, or fax completed Form 41s to 552 ACW/SE at 552ACW.SE22@US.AF.MIL (Fax 734-3740, DSN 884-3740). Additionally, the squadron safety office will log the incident and brief the squadron commander.

3. Objective.

3.1. The Form 41 is required for any of the following:

3.2. Any time a takeoff is aborted for a system malfunction. A takeoff exists when the aircraft brakes are released and/or when takeoff power is applied for commencing an authorized flight.

3.2.1. Whenever the mission is aborted for safety of flight reasons.

3.2.2. Whenever an in-flight emergency is declared.

3.2.3. If an aircraft system malfunction or failure drives a deviation in mission profile.

3.2.3.1. Mission radar or computer problems are not reportable unless they lead to smoke, fumes, or a fire in the aircraft.

3.2.4. All physiological incidents to include those caused by military or commercial lasers.

3.2.4.1. Physiological incidents will be reported any time mission profile is altered to accommodate an ill crewmember. Crewmembers will also report to the flight surgeon. Additionally, if a flight surgeon is requested to need an aircraft on arrival, or crewmembers see a flight surgeon after landing, report the details driving the request on a form 41.

3.2.4.2. If any members are seen by Flight Medicine as a result of the event, the squadron safety office will gather and report all crew member information as shown on the Physiological Incident Template located on 552 ACW/SE SharePoint and send to 552 ACW/SE along with the completed Form 41.

3.2.5. Any time a checklist is initiated in response to smoke or fumes. This includes ground or in-flight incidents.

3.2.6. Any incident which has a high accident potential (HAP).

3.2.7. Any time an aircraft experiences a dropped object.

3.2.8. Any time there is a bird strike.

3.3. Data extracted from the Form 41 will be entered into the 552 ACW/SE computer database and the original form will be maintained on file for one year in the originating squadron safety office. Maintain IAW AFRIMS Table 91-05 Rule 06.00.

DAVID M. GAEDECKE, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 91-2, *Safety Programs*, 24 July 2012

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACW—Air Control Wing

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

DSN—Defense Switched Network

HAP—High Accident Potential

IAW—In Accordance With

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule