

**BY ORDER OF THE COMMANDER  
80TH FLYING TRAINING WING (AETC)**

**AIR FORCE INSTRUCTION 91-202**

**80TH FLYING TRAINING WING  
Supplement**

**17 JUNE 2014**

**Safety**



**THE US AIR FORCE MISHAP PREVENTION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 80 FTW/SE (Lt Col Jay Gibson)                      Certified by: 80 FTW/CC (Col Lance Bunch)  
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**SUMMARY OF CHANGES**

This document removes the requirement to attend ESOHC meetings (a ground safety function), clarifies safety read file requirements, removes the requirement for squadron safety and risk management (RM) policy letters, and removes information that is redundant with the parent regulation and Euro NATO Joint Jet Pilot Training syllabus. There are other minor administrative changes.

**1.5.15. (Added-AETC)** See current Sheppard Air Force Base (SAFB) Agreement Number FB3020-6220-0006 for host/tenant responsibilities between the 82 TRW/SE and 80 FTW/SE.

**1.5.20.1.** Flying squadron commanders will appoint primary and alternate Squadron Assigned Flight Safety Officers (SAFSOs) (except for the 97th Flying Training Squadron) and ground Unit Safety Representatives (USR) (all squadrons). Forward SAFSO appointment letters to 80 FTW/SE, within one week of appointment, for scheduling of required training IAW paragraph 6.2. Forward USR appointment letters, within one week of appointment, to 82 TRW/SEG and 80 FTW/SE. 80 OSS will appoint a primary and alternate Weapons Safety Manager (WSM) from Aircrew Flight Equipment (AFE) to manage the storage of explosives. This letter of appointment must be forwarded to the host safety office (82 TRW/SE) within one

week of appointment, and a copy to 80 FTW/SE (Wing Safety) for scheduling of required training.

**1.5.20.1.1. (Added)(80 FTW)** All flying squadron SAFSOs will maintain a standardized Flight Safety Continuity Book (SCB) either electronically or hard copy IAW paragraph 7.3.5.1.9. of this supplement. The 97 FTS is not required to maintain a SCB. All 97 FTS, 80 OSS, and group/wing staff pilots will receive appropriate safety briefings and information within the flights and flying squadrons to which they are attached.

**2.4.1.** Wing Safety will be provided a reserved parking spot immediately adjacent to the flight operations building (2320) for emergency response and safety investigations.

**3.1.** See N:\80 FTW\SE\9 - INSPECTIONS & ASSESSMENTS\1. SQUADRON FLIGHT SAFETY ASSESSMENTS for inspection checklist to assess SAFSO programs.

**5.4.2. (Added-AETC)** Squadron level or above safety briefings (CC Calls, Wing Safety meetings, etc.) count toward the monthly Supervisor's Safety Briefing requirement. SAFSOs will keep document safety topics covered via AETC Form 703 or equivalent.

**5.4.7. (Added)(80FTW)** 80 FTW/SE will distribute Safety Read Files (SRF) via TIMS. Each SRF will contain implementation instructions, and must be read and signed off by all pilots prior to their next sortie.

**7.2.1. Major Aircraft Mishap Response Plan.** The 80 FTW Checklists to implement SAFB Plan 10-2, *Emergency Management*, along with any supplements and safety/quick-reaction checklists, constitute the wing's aircraft mishap response plan. 80 FTW/IG will coordinate with Wing Safety during revisions of SAFB Plan 10-2 to ensure all appropriate provisions are incorporated.

**7.2.1.1. (Added)(80 FTW)** If a duty desk is notified of an aircraft mishap or emergency by means other than the secondary crash net, duty desk personnel will notify Wing Safety as soon as possible. If a mishap occurs during other than normal duty hours, duty desk personnel will notify appropriate safety personnel (COS and on-call FSO at a minimum) IAW duty desk quick reaction checklists.

**7.2.1.2. (Added)(80 FTW)** If an aircraft-related mishap occurs during airfield operating hours when 80 FTW personnel are not flying, Airfield Operations will notify the base command post through the secondary crash net. The command post will then immediately contact the 80 FTW COS, Chief of Flight Safety, or designated representative.

**7.2.1.3. (Added)(80 FTW)** Wing Safety will provide a weekly "Flight Safety On-Call Schedule" to the command post.

**7.2.1.4. (Added)(80 FTW)** Aircrews will notify Wing Safety of all flight/ground mishaps or emergencies as soon as possible and debrief with the on-call FSO. Aircrews will

debrief off-station emergencies with Wing Safety as soon as possible, but no later than when they return to base.

**7.2.1.5. (Added)(80 FTW)** Wing Safety will be courtesy copied, via e-mail, all OPREP-3 reports generated by each squadron before they are sent to command post, and should be a member of the “80 FTW Homeline Recipients” e-mail distribution list.

**7.2.2. BASH.** Each year, 80 FTW/SE will be the OPR to draft and coordinate the Sheppard Air Force Base Bird/Wildlife Aircraft Strike Hazard (BASH) Plan. After approval, the Plan will be maintained at 82 TRW/XP.

**7.2.2.1. (Added) (80 FTW)** Subject Matter Experts (SMEs) that will provide input to the BASH plan will include (but are not limited to):

- 80 FTW/SE
- 80 OG/OGV (SOF)
- 80 OSS/OSA (Airfield Manager and Airfield Operations)
- USDA Wildlife Biologist
- 82 TRW/SEG
- 82 TRW/PA
- 82 CES/CL
- 82 CES/DS2/CEV
- 82 CES/DS2/CEO
- 82 TRW/PAM
- 82 SFS/S5
- 82 TRW/XP

**7.2.2.2. (Added) (80 FTW)** After 80 FTW/SE drafts the plan, it will be coordinated through the following agencies:

- 80 FTW/SE
- 80 OG/CC
- 80 FTW/CV
- 82 MSG/CC
- 82 TRW/XP Workflow
- 82 CES/CL
- 82 SFS/CC
- 82 TRW/CV
- 82 TRW/JA
- 82 TRW/PA
- 82 TRW/SE
- USDA/WS
- Wichita Falls Municipal Airport Manager

**7.3.1.4.12. (Added)(80 FTW)** The 80 FTW/SE BASH manager will ensure that the wing receives a BASH briefing either in a mass brief or via SRF prior to the beginning of Phase II bird activity each year to highlight the threat to aircrew and is listed in the AP/1 under Sheppard AFB. Phase II migratory period at Sheppard is from October to April.

**7.3.3.** The 80 FTW COS will oversee the MACA program and ensure all Hazardous Air Traffic Reports (HATR) and Controlled Movement Area Violations (CMAV) are reported to the 80 FTW/CC and through the Air Force Safety Automated System (AFSAS). The 80 FTW COS will also appoint a safety-trained Wing FSO to manage the MACA program. The 80 FTW/SE MACA Manager will increase awareness in the 80 FTW about the HATR/CMAV process. The MACA Manager will investigate and report all HATRs/CMAVs via AFSAS and to the 80 FTW COS, who will in turn report them to the 80 FTW/CC.

**7.3.3.1.1. (Added)(80 FTW)** Brief the wing all of the MACA and HATR statistics, trends, and any other applicable information semi-annually. This should occur during both the January Challenge and at the Critical Days of Summer briefings.

**7.3.3.1.2. (Added)(80 FTW)** Ensure that all pilots, student pilots, and Air Traffic Controllers know where to find Air Force Form 651 on the 80 FTW/SE SharePoint page and how to report a HATR or CMAV.

**7.3.3.1.3. (Added)(80 FTW)** Establish regular communications with the Chief Air Traffic Control Operations Officer, Airfield Manager, Airfield Operations Flight Commander, and Airspace manager to obtain feedback for any MACA issues.

**7.3.3.1.4. (Added)(80 FTW)** Brief HATR/CMAV statistics and incidents at the Airfield Operations Board (AOB) and provide statistics to 80 OSS/OSA.

**7.3.3.2** Attend the quarterly RSU meeting with Tower, RAPCON and RSUTO representatives to evaluate the efficiency of established procedures and ensure local controlling authorities and pilots follow procedures for VFR patterns, arrivals and departures. This includes VFR operation of local aircraft and transient military and civilian traffic. Review any changes to arrival and departure routes (including stereo routes and profile descents) to ensure they are minimizing conflicts with runway traffic, nearby airfields, and local flying areas to the maximum extent possible.

**7.3.3.3.** Ensure MTRs are deconflicted as much as possible by acquainting the flying public with the location, configuration, speeds, and altitudes of Sheppard MTRs and military operating areas through military, civilian and FAA personnel. Distribute the MACA Pamphlet and the MACA Poster to the public via MACA airfield visits, MACA meetings and the Sheppard AFB webpage to provide local airspace information and deconfliction from MTRs.

**7.3.3.5.** The 80 FTW/SE MACA Manager will serve as the 80 FTW liaison to local civilian flying operations.

**7.3.3.5.1. (Added)(80 FTW)** Represent the 80 FTW at Federal Aviation Administration (FAA) sponsored MACA meetings for the local aviation community. Monthly luncheons are held the second Tuesday of every month at Luby's cafeteria at noon.

**7.3.3.5.2. (Added)(80 FTW)** Establish periodic visits with the Fort Worth Flight Standards District Officer.

**7.3.3.5.3. (Added)(80 FTW)** Maintain depiction of 80 FTW flying operations at Airfield Operations to warn transient aircrew about high potential areas for midair conflicts.

**7.3.3.5.4. (Added)(80 FTW)** Create and maintain a list of the pipeline operators that operate at 200-500' above ground level (AGL) in Sheppard AFB airspace. Establish contact at least annually with these operators and provide MACA pamphlets and contact information to them.

**7.3.3.6.** Develop, produce and maintain the "Share the Air" poster (for display at civil airfields in the Sheppard AFB vicinity) and MACA Handbook (IAW AFI 91-202 7.3.3.6.).

**7.3.3.6.1. (Added)(80 FTW)** Coordinate with 80 FTW/RA to get AF Form 833 (Multimedia Work Order) signed to obtain printing services. Audio Visual (82 TRW/PA) will assist with the printing.

**7.3.3.6.2. (Added)(80 FTW)** Ensure updated MACA Handbook and Share the Air posters are posted on the [www.sheppard.af.mil](http://www.sheppard.af.mil) public webpage. Coordinate with 82 TRW/PA to update this page.

**7.3.3.8.** Provide up-to-date MACA information to [seeandavoid.org](http://seeandavoid.org). Contact the website host, Chief of Aviation Safety, ANG, at [admin@seeandavoid.org](mailto:admin@seeandavoid.org) for participation.

**7.3.3.9. (Added)(80 FTW)** Perform a periodic search and identification of airfields, flight schools, parachuting operations, ultra-light operations, and other aeronautical organization in the flying areas that are used by Sheppard's airfield, airspace, and low level operations.

**7.3.3.9.1. (Added)(80 FTW)** Maintain a database of the airfields/locations identified in A19.2.5. The database should include the airport name, address, points of contact, when it was last visited, and when MACA materials were last distributed. The airfields should be divided into "Primary Airfields" that are in the local area and significantly affected by 80 FTW operations, and "Secondary Airfields" that may be in the vicinity of low level routes and Sheppard Military Operations Areas (MOA) but may not be affected on a constant basis.

**7.3.3.9.2. (Added)(80 FTW)** Periodically visit airfields/locations identified in A19.2.5. Primary airfields should be visited twice a year. Secondary airfields should be visited every two years. Distribute Sheppard AFB "Share the Air" MACA handbooks and posters to all civil airfield managers, fixed base operators, military base operations, airports and other flying operations that use the surrounding airspace. Evaluate operations to minimize collision potential. Encourage communications with the 80 FTW by providing 80 FTW/SE contact information. The Civil Air Patrol (CAP) may be used to

help distribute MACA materials to airfields. Ensure a current letter of agreement is on file with the CAP and funds are allocated through the 80 FTW/RA annually for this program.

**7.3.3.10. (Added)(80 FTW)** Inspect the MACA/HATR program semi-annually IAW the 80 FTW/IG self-inspection program guidance. Ensure the program is in compliance with AFI 91-202 and AFM 91-223.

**7.3.3.11. (Added)(80 FTW)** Track all HATRs and CMAVs in the MACA Event Log located on the 80 FTW/SE SharePoint page and the master file at N:\80FTW\SE\MACA-HATR\Event Logs. If a HATR/CMAV has a corresponding recommendation, ensure the Chief of Flight Safety is tracking this with the OPR and an estimated closeout date.

**7.3.4.** See AFI 36-2833 80 FTW Sup1 and 80 FTWI 36-2801 for information on the 80 FTW Safety Well-Done Award and quarterly safety award program.

**7.3.5.1.8.** Safety Bulletin Boards (SBBs).

**7.3.5.1.8.1. (Added)(80 FTW)** Each flying squadron will maintain a bulletin board for flying safety and every squadron will maintain one for ground safety information (these boards may be combined or may be maintained separately). SAFSOs and USRs are responsible for their unit's bulletin board(s) and the content.

**7.3.5.1.8.2. (Added)(80 FTW)** Each flying SBB will contain:

**7.3.5.1.8.2.1. (Added)(80 FTW)** Names and contact information of primary and alternate SAFSOs and USRs.

**7.3.5.1.8.2.2. (Added)(80 FTW)** Blank AF Form 651 (HATR) or information on how to obtain electronic form.

**7.3.5.1.8.2.3. (Added)(80 FTW)** Blank AF Form 457 (USAF Hazard Reports) or information on how to obtain electronic form.

**7.3.5.1.8.2.4. (Added)(80 FTW)** Blank AETC Form 435 (AETC Mishap Data Worksheet) or information on how to obtain electronic form.

**7.3.5.1.8.2.5. (Added)(80 FTW)** Last three Safety Read Files applicable to that squadron's MDS.

**7.3.5.1.8.2.6. (Added)(80 FTW)** Fully completed SAFB form VA 91-1.

**7.3.5.1.9. (Added)(80FTW)** SAFSOs will maintain a Safety Continuity Book that will contain, as a minimum, the following:

**7.3.5.1.9.1. (Added)(80FTW)** Letter of appointment with date of training

**7.3.5.1.9.2. (Added)(80FTW)** On-call FSO duty procedures and checklists

**7.3.5.1.9.3. (Added)(80FTW)** Safety briefing documentation

**7.3.5.1.9.4. (Added)(80FTW)** Meeting minutes/notes and attendance documentation

**7.3.5.1.9.5. (Added)(80FTW)** Privileged Information Background Paper

**7.3.5.1.9.6. (Added)(80FTW)** Self-assessment checklist and log

**7.3.5.1.9.7. (Added)(80FTW)** Most recent official inspection results

**7.3.5.1.9.8. (Added)(80FTW)** Documentation of accomplished RM practices

**7.5.1.** SAFSOs will document on an AETC Form 703 (or equivalent) the quarterly flying safety meeting topic.

**7.6.1.** SAFSOs will conduct semiannual flying safety self-assessments IAW the wing self-inspection cycle. The annual wing assessment or any HHQ SAV/UEI may count as one of the semiannual assessments if conducted during the appropriate time period.

**7.6.5.1. (Added)(80 FTW)** Maintenance contractor impoundment procedures. The aircraft maintenance contractor will ensure no maintenance is performed on aircraft impounded by 80 FTW/SE or aircraft that have been involved in a reportable mishap.

**7.6.5.2. (Added)(80 FTW)** The aircraft maintenance contractor will ensure that maintenance-initiated AETC Forms 645-4, Trend Data Reports, are accomplished with Wing Safety assistance and copies appropriately routed.

**7.6.5.3. (Added)(80 FTW)** All aircraft parts found causal in a reportable event will be processed for a Product Quality Deficiency Report (PQDR). The minimum PQDR required will be a statistical type for trending purposes only. All causal parts from emergencies and reportable events will be held for inspection by the assigned investigating officer prior to disposition.

**7.7.** The Chief of Airfield Management (80 OSS/OSAA) will ensure that any unusual occurrences/items found during the daily airfield inspections are reported to and received by the Wing Safety office.

**7.7.2.** 80 FTW/SE should develop a RM assessment for all major airfield construction projects to assist in highlighting the increased risk the project poses to flying operations.

**7.8.3. (Added)(80 FTW)** All student pilots will receive a safety briefing on a weekly basis. Once a month, this brief will be done by a supervisor. Documentation will be kept by each flight commander until the class leaves the flight.

**7.9. (Added)(80 FTW)** An 80 FTW FSO will be on duty during local daily flying operations. After the normal duty period, contact the on-call FSO through the command post for emergency response/crash notification. SAFSOs and/or alternates will cover a minimum of one duty period per week. Wing FSOs will cover the balance of the duty periods and weekends. The on-call FSO responds, as appropriate, to all aircraft-related emergencies at Sheppard AFB, debriefs the involved aircrew, logs the response in the On-Call Safety Database, and updates the leadership at the end of every duty day with an e-mail summary of safety responses.

**8.3.10.** Personnel will report all ground mishaps, on or off duty, to their immediate supervisor and USRs as soon as possible. The supervisor will complete an AETC Form 435 (Mishap Data Worksheet) and forward it to the USR. The USR, in coordination with the squadron commander, will forward the AETC Form 435 to the 82 TRW Wing Safety office and provide a courtesy copy to the 80 FTW Wing Safety Office as soon as possible, but no later than 5 duty days after the incident. High severity mishaps will be reported to the command post immediately. Completed AETC Forms 435 will be retained on file either electronically or hard copy by the USR for a period of one year (minimum) for the purpose of trend analysis and future ground mishap prevention.

**8.4.** USRs conduct their ground safety program IAW 82 TRW/SE USR Guide.

**8.5.** The COS will appoint a ground safety program liaison to implement the 80 FTW/CC's ground safety program in conjunction with 82 TRW/SE ground safety program.

**8.5.7.** The 80 FTW/CC will appoint a primary and alternate motorcycle safety representative to manage the administrative duties and Motorcycle Unit Safety Tracking Tool (MUSTT) management for the entire wing. However, each squadron commander is ultimately responsible to track unit riders, their motorcycles, training, ensure riders receive a commander's initial briefing within 30 days, and required periodic briefings IAW AFI 91-207.

**8.5.11. (Added-AETC)** USRs will maintain a safety continuity book IAW the host installation safety office (82 TRW/SEG) USR Guide. All non-flying work centers below USR level will maintain documentation of AF Form 4391 *High-Risk Activities*, and AF Form 55, *Employee Safety and Health Record* for all personnel.

**9.1.2.** The host safety office (82 TRW/SE) provides program guidance, training, and assessment for all weapons safety programs.

LANCE R. BUNCH, Colonel, USAF  
Commander

**Attachment 1**

***Adopted Forms:***

AETC Form 435, **AETC Mishap Data Worksheet**

SAFB VA 91-1, **Mishap Notification**