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**Public Affairs**



**RELEASE OF INFORMATION ON ACCIDENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes procedures to ensure maximum compliance with intent and purpose of AFDPO 35-1, *Public Affairs Management*. Due to the peculiarities in unit support and tenancy at Portland International Airport (ANG) and to ensure accurate and responsible release of information about accidents, either on or off base, the following information is provided as guidance and is applicable to all members assigned to the 939th Air Refueling Wing located at Portland IAP, Oregon.

**SUMMARY OF REVISIONS**

This revision changes unit designation from 939<sup>th</sup> Rescue Wing to 939<sup>th</sup> Air Refueling Wing. A bar (|) designates revision from previous edition.

**1. On-Base Accidents.** The public affairs office for the Portland Air National Guard (PANG) Installation is responsible for releasing information to news media on all military accidents occurring at Portland IAP. In the event an Air Force Reserve (AFRC) aircraft is involved, the 939 ARW will coordinate all news releases with the PANG Installation.

**2. Off-Base Accidents:**

2.1. In the event of an off-base accident involving AFRC aircraft or personnel, individuals having knowledge of details will immediately provide information to the 939 ARW Command Post (CP) who will in turn follow appropriate quick reaction checklist for notification of wing agencies and higher headquarters.

2.2. When other than AFRC aircraft or personnel are involved, details and information will be furnished to the host public affairs office by the 939 ARW/PA.

**3. Responsibilities:**

3.1. The 939 ARW/PA office will be responsible

3.1.1. Working with and coordinating all news release actions regarding accidents involving AFRC aircraft or personnel occurring on Portland, ANG Base with the host public affairs office.

3.1.2. Establishing a working relationship with local news media for dissemination and release of information on any off-base accident that involves AFRC equipment or personnel.

3.1.3. Maintaining an up-to-date Crash Kit in accordance with AFI 35-103, *Public Affairs Policies And Procedures*. It will be readily available and located within the 939 ARW/PA office.

3.1.4. Providing semiannual accident/incident briefing to unit operations, legal, medical, and disaster preparedness personnel.

3.2. The 939 ARW/CP will be responsible for alerting the 939 ARW/PA office of any accident involving 939 ARW aircraft. If an accident occurs on other than normal duty hours, notification will be made to the 939 ARW/Public Affairs staff. The 939 ARW/PA will, in turn, notify the host public affairs office.

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