

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AIR FORCE INSTRUCTION 91-204**

**AIR EDUCATION AND TRAINING  
COMMAND  
Supplement**

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*Safety*

**SAFETY INVESTIGATIONS AND REPORTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 91-204 is supplemented as follows:** This supplement does not apply to Air National Guard or Air Force Reserve Command units. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. HQ AETC/SE must approve each unit supplement prior to publication. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Safety criteria in this publication helps commanders make informed decisions on the proper mix of combat readiness and safety. These criteria specify minimum acceptable standards for safety. Departure from safety standards must only result from operational necessity, and all risks associated with the departure must be completely understood and accepted by the appropriate approval authority. According to AFI 90-802, *Risk Management*, the following RM principles apply: (1) Accept no unnecessary risk, (2)

Make risk decisions at the appropriate level, (3) Integrate RM into operations, activities and planning at all levels, (4) Apply the process cyclically and continuously. Refer to AFPAM 90-803, *Risk Management (RM) Guidelines and Tools*, for methods on eliminating or reducing risk.

### ***SUMMARY OF CHANGES***

**This document is substantially revised and must be completely reviewed.** This publication is revised and procedures must be completely reviewed, this supplement realigns paragraph numbers to match the revised parent Air Force instruction.

**1.3.3.** Each wing or unit will develop written mishap notification procedures as a wing or unit instruction or supplement, and publish according to guidance contained in AFI 33-360, Publications and Forms Management, and its AETC supplement. Units will establish procedures to ensure prompt notification of all subordinate unit mishaps.

2.7.3. The Convening Authority (CA) may delegate an interim safety board (ISB) appointment authority to another commander, such as a host or tenant unit, as long as this procedure is included in the unit's mishap response plan or memorandum of agreement.

2.7.5.9. **(Added)** Unit safety offices will immediately notify HQ AETC/SE and NAF/SE of any potential Class A or Class B mishap. If in doubt about reporting an event, units will contact the NAF or HQ AETC Safety for guidance. After duty hours, contact the NAF and HQ AETC Safety on-call representative through the AETC Command Post (DSN 487-1859; Commercial (210) 652-1859).

2.10.2. Include all information on the SIB roster template provided by AETC/SEF. AETC safety offices will send updated SIB rosters to AETC/SEF in January and July.

2.10.3. **(Added)** Establish procedures for the ground safety staff to receive copies or access to:

2.10.3.1. **(Added)** Claims for damage or injury related to mishaps which are submitted to legal office for compensation or reimbursement.

2.10.3.2. **(Added)** SF 91, Motor Vehicle Accident Report.

2.10.3.3. **(Added)** AF IMT 1823, Vehicle and Equipment Work Order, resulting from government motor vehicle mishaps.

2.10.4. **(Added)** Coordinate with base civil engineering to receive notification and cost estimates of damaged or destroyed real property.

2.10.5. **(Added)** Coordinate with aircraft maintenance organizations to receive notification and cost estimates of damaged or destroyed aerospace equipment.

4.2.2. The commander, numbered Air Force (NAF/CC), is delegated convening authority for Class B flight, Class B-guided missile and explosives mishaps, and Class B on-duty ground mishaps. The Wing CC is the convening authority for Class A and Class B off-duty ground mishaps. The wing commander is also the convening authority for all other flight and ground mishaps. Direct reporting units (DRU) are considered NAFs for the purpose of this paragraph. A higher headquarters commander may retain convening authority for any mishap.

5.7.4. Fully trained wing ground, weapons, or flight safety representatives or other graduates of the Flight Safety Officer Course (WCIP 05C), Aviation Safety Program Management (WCIP 09B), Aircraft Mishap Investigation Course (WCIP 05A), Mishap Investigation Non-Aviation (MINA WCIP 059), or Safety/Accident Investigation Board President Course (AFSC 810) must conduct interviews of personnel involved in mishaps. NOTE: Other SIB members may be present.

5.12.16.8. Units will coordinate with the appropriate HQ AETC/SE division (Flight, Ground, Weapons) on OPRs and OCRs for all proposed recommendations prior to the release of the final message in AFSAS.

6.2.1.3. **(Added)** All Class A-E messages will be coordinated through AETC Safety for final release in AFSAS.

6.2.1.4. **(Added)** For all Ground discipline mishaps, units will write AFSAS mishap investigation reports in accordance with the AETC Mishap Reporting Guide. Additionally, Ground discipline mishaps will be reviewed by the unit GSM, Superintendent, or NCOIC prior to releasing to AETC for final approval.

6.5. **Briefing Investigation Results.** For all Class A Ground mishaps (and others as requested), the squadron commander (or equivalent) of the individual involved in the mishap, accompanied by the wing commander, will brief the AETC Commander via a video teleconference. HQ AETC/SEG will provide briefing templates and guidelines to the wing safety staff or POC immediately after notifying the unit that a briefing is required.

DEAN W. LEE, Colonel, USAF  
Director of Safety

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Adopted Forms***

(Added) SF 91, Motor Vehicle Accident Report.

(Added) AF Form 1823, Vehicle and Equipment Work Order.

(Added) AFTO Form 22, Technical Manual (TM) Change Recommendation and Reply