

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE MANUAL 91-224**

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**Safety**

**GROUND SAFETY INVESTIGATIONS AND  
REPORTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This manual provides ground unique guidance to support Air Force Instruction (AFI) 91-204, Safety Investigation and Reports. It applies to all Active Duty United States Air Force (USAF), U.S. Air Force Reserve Command (AFRC) and Air National Guard (ANG) military and civilian personnel. For the purposes of this manual, Direct Reporting Unit (DRU), ANG, AFRC and Field Operating Agency (FOA) are included in all references to Major Commands (MAJCOMs). It directs procedures specific to investigating and reporting USAF ground mishaps and events. It also provides attachments and examples that may be used as a guide in performing an investigation. Safety personnel assigned to a Joint Base will review Support Tenant Agreements, Memorandums of Understanding, Memorandums of Agreement, etc. for additional investigation and reporting procedures. However, Air Force ground safety investigators will use this manual for mishap reporting and investigation procedures when Air Force personnel are involved in a mishap. This manual implements Air Force Policy Directive (AFPD) 91-2, Safety Programs and Department of Defense Instruction (DoDI) 6055.07, Mishap Notification, Investigation, Reporting, and Record Keeping. It applies to commanders, managers, supervisors, safety staffs at all levels, all persons who investigate and report Air Force ground mishaps and those persons who handle such reports. This manual provides supplemental Air Force guidance to AFI 91-204. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). 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 Forms 847 from the field through the appropriate MAJCOM Safety office. Send MAJCOM/FOA/DRU supplements to HQ AFSEC/SEG Org Box; ([AFSCSEG@us.af.mil](mailto:AFSCSEG@us.af.mil)), 9700 G Avenue SE, Kirtland AFB NM 87117-5670, for approval before publication.

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

This publication has been substantially revised and must be completely reviewed. Major changes include new accounting for losses criteria, new Occupational Safety and Health Administration (OSHA) reporting requirements, revised Interim Safety Board (ISB) and Safety Investigation Board (SIB) requirements/responsibilities, required framework for ground safety reports, updated instructions for formal reports, added instructions for non-formal reports and abbreviations were established to be used in all ground safety reports.

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## Chapter 1

### GENERAL INFORMATION

#### 1.1. Overview.

1.1.1. This manual, in conjunction with AFI 91-204 and the Air Force Safety Automated System (AFSAS), directs procedures and provides guidance specific to the investigation and reporting of USAF ground mishaps and events in support of the Air Force Chief of Staff (CSAF) Safety Program. Commanders are responsible for developing and implementing a safety investigation and reporting program within the framework of the Air Force Safety Management System (AFSMS). Safety staffs assist commanders with implementation and integration of risk management into on-duty operations and missions, and off-duty activities.

#### 1.2. Waiver Authority.

1.2.1. 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.

1.2.2. See paragraph 6.5 for formal report waiver procedures.

#### 1.3. Exceptions to Mandatory Reporting.

1.3.1. Exceptions to mandatory reporting requirements are outlined in AFI 91-204, Chapter 1.

#### 1.4. Accounting for Losses.

1.4.1. In addition to the guidance provided in AFI 91-204, the following shall be used.

1.4.2. Record a military or civilian injury/loss to the command the individual is assigned to at the time of a mishap. Use military personnel data records and civilian payroll records to make determinations. Air Reserve Component (ARC) personnel are accounted to their parent unit regardless of status. Note: Ensure mishaps are properly accounted for in AFSAS. The accounting base will not always be the base an asset (personnel or property) is assigned to. (T-1)

1.4.3. Record a mishap occurring to an individual in any permanent change of station (PCS) status to the losing command until the individual signs in at the new duty station. The "transfer effective date" is not criteria for determining the unit of assignment. (T-1)

1.4.4. Record a mishap involving an individual in PCS status with temporary duty pending further orders to the organization originating the initial orders until the individual signs in at the next permanent duty station. (T-1)

1.4.5. Mishaps involving Air Force personnel assigned to non-Air Force organizations, Combatant Commands (CCMDs), other entities outside the Air Force and military members in non-pay status while awaiting an appellate review (appellate leave) or court martial etc., are recorded to the Air Force at Large (AFAL). The Convening Authority (CA) will be the

MAJCOM, DRU, FOA or Wing investigating the mishap. The accounting organization will be AFAL. Note: AFAL mishaps will be rate-producing at the Air Force level only. (T-1)

1.4.5.1. Mishaps involving Air Force personnel assigned to Unified Commands will be investigated and reported in AFSAS. Safety personnel responsible for reporting Unified Command level mishaps must have a secondary AFSAS account in order to input mishaps. AFSEC is the administrator of Unified Command level mishaps. The host installation (or reporting safety office) will be the CA for those mishaps unless the Unified Command has safety professionals assigned and are responsible for conducting ground safety mishap investigations. (T-1).

1.4.5.2. Mishaps involving non-Air Force exchange students assigned to Air Force organizations are recorded to the AFAL, however will not be a rate-producing mishap (ensure the Non-USAF radio button is selected when creating the mishap in AFSAS). (T-1)

1.4.5.3. For mishap reporting purposes, personnel in a non-pay status are returned to active duty when notified (written or verbal) to return to an Air Force installation. (T-1)

1.4.6. When a unit makes an Air Force Government Motor Vehicle (GMV) or Government Vehicle, Other (GVO) available to another unit on a recurring or permanent dispatch, the using organization is the owning command. Note: Vehicles on receipt to, and operated by, non-DoD persons or agencies and activities such as the U.S. Postal Service or the American Red Cross are not GMVs. (T-1)

1.4.7. For all mishaps and incidents, ensure the unit's/member's home station safety office (and deployed safety representative, if applicable) is notified and receives all pertinent information as soon as possible. (T-1)

1.4.8. Notify the nearest OSHA area or regional office within 8 hours of an on-duty mishap when the mishap results in an Air Force civilian employee fatality, to include heart attack victims. For any in-patient hospitalization, amputation, or eye loss involving an Air Force civilian employee that occurs within 24 hours of a work-related incident, report the event within 24 hours of notification. If unable to contact the nearest OSHA area office or regional office within the required 8-hour time frame, contact the OSHA 24-hour toll free hotline (1-800-321-OSHA [6742]). (T-0)

## **1.5. Determining Duty Status.**

1.5.1. Ground mishaps may occur in many different environments and duty status which are used as part of the determination for categorizing ground mishaps. The definitions in AFI 91-204 are for mishap reporting purposes only and are not related to compensation or line-of-duty determination.

## **1.6. Mishaps and Events Requiring Safety Investigations and Reports.**

1.6.1. Class A-D mishaps as directed by AFI 91-204. In cases where the mishap initial cost estimate is within 10 percent of the next higher mishap class for property damage, consider using the higher class and issuing a status message reflecting the class change should the mishap subsequently downgrade. This process will ensure the appropriate level of oversight and SIB composition is properly resourced. AFI 91-204, Chapter 1, provides the guidance for mishap and event classifications used to classify mishaps. (T-1)

1.6.2. Class E Events. Property damage, Occupational Safety and Health Administration (OSHA) recordables but not Air Force reportable (i.e., workplace violence, terrorist acts, minimal stress and strain, etc.), High Accident Potential and near misses are the only events reported and/or recorded for ground safety and input into AFSAS. These events are deemed important to investigate and are used for trend analysis for mishap prevention. (T-1)

### **1.7. Determining Injury Severity and Mishap Costs to Non-DoD Personnel and Property.**

1.7.1. Determine injury severity in accordance with AFI 91-204. (T-1) Air Force operations can contribute to or cause on-duty mishaps when Air Force personnel are not present. This determination is based on whether an Air Force action or inaction is totally or partially responsible for a non-Air Force injury or property damage. The loss of non-Air Force property in an Air Force-owned house fire caused by faulty electrical wiring is an example of an Air Force operation that causes or results in damage to non-Air Force property (resident's personal property). An example of the Air Force causing or contributing to injuries to non-Air Force personnel could occur when an Air Force member allows non-Air Force personnel to visit an industrial work area containing powered equipment and the visitor is injured on an unguarded piece of equipment.

1.7.2. When determining injury severity or disability (i.e., fatality, permanent total disability and permanent partial disability) for non-DoD personnel, the investigator's best judgment may be used if accurate information from civilian medical authorities is not available. Lost time for injured children and unemployed adults is determined by assessing the degree of injury and an estimate of when the individual may have been able to return to normal activities.

## Chapter 2

### RESPONSIBILITIES

#### 2.1. General Information.

2.1.1. As outlined in AFI 91-204, Chapter 2, this chapter establishes investigating and reporting responsibilities for Air Force ground mishaps and events. See AFI 91-204, Chapter 2 for specific requirements regarding toxicology testing. Note: Armed Forces Medical Examiner System (AFMES) returns test results to the originating medical facility or Drug Demand Reduction Officer (DDRO) who provides copies of those results to the SIB or Single Investigating Officer (SIO). Guidelines for the collection and shipment of specimens for toxicological analysis are available at <http://www.afmes.mil/>. Follow up with the medical facility or DDRO to ensure results are received.

#### 2.2. Convening Authority (CA).

2.2.1. SIB/SIO will work solely for the CA while accomplishing the requirements outlined in AFI 91-204, Chapters 5 and 6 and this manual. (T-2)

2.2.2. Provide funding for the mishap investigation as directed in AFI 91-204, Chapter 5.

2.2.3. Receive an out-brief for all on-duty Class A and select Class B mishaps with the exception of mishaps in which the entire formal report has been waived by AFSEC. This briefing should be in-person; however, other forms (video teleconference, slides-only) may be conducted at the discretion of the CA. Ensure any Privileged information is protected accordingly.

2.2.4. The out-brief should occur within 15 days after the SIB completes the investigation to emphasize the urgency of the safety investigation and begin implementation of recommendations aimed at mitigating hazards to avoid future mishaps.

#### 2.3. MAJCOM/NAF/FOA/DRU/CENTER Director of Safety (SE).

2.3.1. Ensure an adequate number of potential SIB members are appropriately trained and available to fulfill the membership requirements in Chapter 5 of this manual. The AFSEC conducts training through courses such as Safety/Accident Investigation Board President Course (BPC), Mishap Investigation Non-Aviation (MINA), etc. For a complete listing of courses available, see the Training and Force Development AFSEC Public website. (<http://www.afsec.af.mil/organizations/education/index.asp>). Request training allocations through the MAJCOM point of contact.

2.3.2. CA/SE will be postured for a timely identification of SIB members. CA/SE will ensure the SIB is physically in place within 72-hours of mishap notification unless the situation precludes this timing (e.g., travel restrictions, available transportation, etc.).

2.3.3. For Class A and B mishaps, the CA safety staff or designated representative will provide the following support and assistance on behalf of the CA to the SIB or SIO as applicable:

2.3.3.1. Appoint an individual from the CA ground safety (SEG) staff or designated representative to act as a point of contact during the course of the investigation to answer

SIB/SIO questions and provide investigative assistance. Issues that cannot be resolved should be forwarded to the AFSEC/SEG SIB support line at DSN 246-6809, Comm: (505) 846-6809.

2.3.3.2. Ensure an AFSAS account is setup for each SIB/SIO member with the appropriate security roles.

2.3.3.3. Provide formal briefing templates and example briefings.

2.3.3.4. For mishaps involving suspected material or system-related failures or where complex technical issues are expected, ensure adequate technical expertise is assigned to the investigation.

2.3.3.5. Assist the SIB/SIO with determining Office of Primary Responsibility (OPR) and Office of Collateral Responsibility (OCR) for recommendation(s) and other recommendation(s) of significance.

2.3.3.6. Ensure administrative and logistical support is provided to the SIB as requested (e.g., transcribers, copy machines and vehicles).

#### **2.4. Installation Commander.**

2.4.1. Ensure Installation Emergency Management Plan (IEMP) 10-2 includes ISB procedures for Class A and select on-duty Class B mishaps IAW Chapter 3 of this manual. (T-2)

2.4.2. Ensure adequate facilities are identified and ready for use by an ISB/SIB. Host units are responsible for funding administrative, logistical and information system support required for a SIB even if the host installation is not assigned to the investigating MAJCOM. A "host unit" is an Air Force wing or installation supporting an ISB or SIB. Several host units may exist for a given SIB depending on the mishap location, units of involved members, etc. When multiple safety offices exist on an installation, Host Tenant Agreements should be used to define ISB/SIB support expectations and requirements. (T-2)

2.4.3. Establish provisions to provide information system support to the SIB. This support will include:

2.4.3.1. Access to the Air Force Network and local area network (LAN). (T-2)

2.4.3.2. Provide administrative and logistical support to the SIB as requested (e.g., transcriptionists, copy machines, color printers and vehicles). (T-2)

#### **2.5. Host Installation Chief of Safety (CoS).**

2.5.1. The host installation CoS will ensure injury and occupational illness recordkeeping requirements in Chapter 6 of this manual are met. (T-1)

2.5.2. The CoS may have as many as three broad responsibilities in the aftermath of a major mishap:

2.5.2.1. Ensure a timely and effective response to the mishap scene IAW the IEMP 10-2 and Mishap Response Plan (MRP), IAW AFI 91-202, The US Air Force Mishap Prevention Program, Chapter 1. (T-2)

2.5.2.2. Support the activities of the ISB/SIB. (T-2)

2.5.2.3. Notify the Incident Commander (IC) once all investigative activities are completed to allow mishap site cleanup, unless there will be a follow-on Ground Accident Investigation Board (GAIB) IAW AFI 51-507, Ground Accident Investigations. (T-2)

2.5.3. Ensure mishap kit and board support supplies are on hand or readily available. Each MAJCOM determines the minimum contents of investigation kits. A sample Mishap Response/Investigation Kit is located at Attachment 3. (T-2)

2.5.4. Maintain a list of potential ISB/SIB/SIO members who have completed formal training requirements IAW AFI 91-202, Chapter 1. (T-2)

2.5.5. Coordinate with tenant unit safety staff to determine mishap response actions as appropriate. (T-2)

## **2.6. Medical Services.**

2.6.1. Installation medical services personnel identify, investigate, and report occupational illnesses. When an illness is questionable, coordinate with SEG to determine if the case is classified as an illness or injury. (T-1)

2.6.2. Develops and implements procedures to identify and report occupational injuries (military and civilian) to the installation safety office. (T-1)

2.6.3. Provide injury data for assigned military personnel treated on- or off- installation. (T-1)

2.6.4. Report all suspected or confirmed occupational illnesses to Public Health (PH) for initiation of an AF Form 190, Occupational Illness/Injury Report. (T-1)

2.6.5. Provide medical information to the installation safety office per guidance in AFI 91-204, Chapter 1. (T-1)

2.6.6. Provide human factors support to SIB/SIO. (T-1)

## **2.7. Public Health.**

2.7.1. Report all suspected or confirmed occupational illnesses in AFSAS. (T-1)

2.7.2. Once an occupational illness is closed by the healthcare provider, PH will file the AF Form 190 into the patient's medical record. (T-1)

2.7.3. Maintain a record of all occupational illnesses per Chapter 6 of this manual. (T-1)

## **2.8. Civilian Personnel/Human Resource Office.**

2.8.1. AFPC Injury Compensation (AFPC IC) Office. The AFPC IC Office located at Randolph AFB, TX services all injury compensation claims for federal civilian employees (active, separated, retired or deceased). For all new traumatic injury or occupational disease/illness claims received by the AFPC IC Office, OSHA Form 301, Injury and Illness Incident Report, is automatically generated and sent electronically per the Electronic Data Interface (EDI) to the established Safety Alias Email Account for the employee's host installation safety office. The auto-generated OSHA Form 301 is the only notification the AFPC IC office provides each installation's safety office. The host installation safety office is responsible for maintaining a current Safety Alias Email Account to ensure the OSHA Form

301 is retrieved by members of the safety staff. Note: The host installation safety office should also notify and forward the OSHA Form 301 to any tenant organizations which have a full time safety office. (T-1)

2.8.2. The Force Support Squadron, Human Resources Office (HRO) will forward copies of Form LS 1, Request for Examination and/or Treatment; Form LS 201, Notice of Employee's Injury or Death; and Form LS 202, Employer's First Report of Injury or Occupational Illness involving non-appropriated funds employees (NAF) to the installation safety and PH offices within three days of notification. (T-1)

2.8.3. Reports received from AFPC IC and HRO are used to record and investigate potential occupational injuries and illnesses.

2.8.4. Provide medical information to the installation safety and PH offices per guidance in AFI 91-204, Chapter 1. (T-1)

## **2.9. Deployed Safety Operations.**

2.9.1. When a ground mishap occurs during wartime or contingency operations, the CA will ensure the mishap is investigated and reported. (T-1)

2.9.2. While expeditionary SEG will often perform initial investigation and courtesy reporting functions called for in Chapter 4 of this manual, mishap accountability is retained by the asset owner. (T-1)

2.9.3. On-duty Class A and select on-duty Class B mishaps requiring a SIB will be investigated by the owning MAJCOM IAW AFI 91-204, Chapter 4. Close coordination with the theater safety office is crucial to ensuring all required traveling SIB members are properly vetted for theater entry. (T-1)

## **2.10. Acquisition Program Office.**

2.10.1. For system-related Class A and B Ground Mishaps, the Program Office with engineering authority for the system will support the mishap investigation by providing analyses of hazards that contributed to the mishap and recommendations for materiel risk mitigation measures, especially those that minimize human errors. (T-1)

## Chapter 3

### INTERIM SAFETY BOARD (ISB) REQUIREMENTS

#### 3.1. General Information.

3.1.1. The ISB is convened by installation commanders to provide an organized evidence preservation response to mishaps within their area of responsibility before the arrival of the SIB. The ISB members are selected based upon their respective expertise within their normal professional specialty. It is not within the ISB's charter to conduct analysis or "solve" the mishap. The ISB lays the groundwork necessary to ensure a successful investigation process is accomplished by the SIB. For further information on ISB duties and responsibilities review the following paragraphs and AFI 91-204, Chapter 2.

#### 3.2. ISB Interaction with the Disaster Response Force (DRF).

3.2.1. The DRF is the Air Force structure that responds to disasters or accidents, establishing command and control and supporting disaster operations. See AFI 10-2501, Air Force Emergency Management Program Planning and Operations and AFMAN 10-2504, Air Force Incident Management Guidance for Major Accidents and Natural Disasters, for more information on the DRF, members of the DRF, and the roles of the Incident Commander (IC) and Recovery Operations Chief (ROC).

3.2.2. Initial Response. The IC is the individual responsible for all incident activities, including the development of strategies, tactics, and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

3.2.3. The safety member of the DRF may also be a member of the ISB. Regardless of additional roles, such as ISB membership, the safety member of the DRF should act in the interest of the ensuing safety investigation, but not at the expense of their disaster response duties.

3.2.3.1. DRF Safety members must understand the priorities of the IC immediately following a mishap are to rescue the injured, to prevent or minimize fire damage to the wreckage, to remove wreckage obstructing essential air or ground traffic or rescue and firefighting services, and to make the site safe. Access to the site for safety investigation purposes will be subordinate to those priorities. (T-1)

3.2.3.2. Once site access is approved and coordinated with the IC, the DRF safety member should always keep two goals in mind, both directly relating to preserving evidence: site preservation and identification of witnesses for the ISB.

3.2.3.3. The safety member of the DRF must ensure the mishap site is preserved and documented by working with the IC to keep the mishap site as undisturbed as possible. (T-1)

3.2.3.3.1. Unnecessary vehicle and personnel movements must be curtailed, since they can obliterate vital ground scar evidence. Single routes into and out of the area, enforced with cordons, should be established as quickly as possible. (T-1)

- 3.2.3.3.2. Evidence must be left undisturbed if they pose neither a threat to survivors nor a hazard to the DRF; otherwise, it may not be possible to characterize damage as pre- or post-impact. (T-1)
  - 3.2.3.3.3. If the site is constantly changing or subject to significant changes in conjunction with survivor recovery actions, photograph or video every change as it happens.
  - 3.2.3.3.4. Be cognizant of changing weather conditions which can alter or obliterate evidence, such as ground scars. Document conditions and place protective coverings as needed. (T-3)
  - 3.2.3.3.5. When it is necessary to disturb the site to reduce site hazards, document the conditions prior to their disturbance whenever possible. (T-3)
  - 3.2.3.3.6. Consult with a bioenvironmental engineer to ensure proper personal protective equipment (PPE) is worn to protect against blood-borne pathogens, composite materials and other potentially hazardous materials at the mishap site. (T-3)
- 3.2.4. Recovery Phase. The recovery phase begins when first responders have completed emergency response and lifesaving actions. Once the emergency is over and recovery starts, control of the site is transferred from the IC to the ROC, who is a subject matter expert in the hazards or activities within the incident site. The ROC will likely be the person in charge of the mishap site when the ISB/SIB begins their evidence collection and investigation. The ISB BP will not assume the role of IC or ROC. (T-1)

### **3.3. Preserving and Gathering Evidence.**

- 3.3.1. The ISB is not responsible for determining mishap cause. The sole purpose of the ISB is to gather, preserve and protect evidence. The ISB investigation is normally limited to determining what evidence exists. The ISB only analyzes evidence when it will perish prior to arrival of the permanent SIB and with SIB's CA or SIB's permission. The ISB is responsible for:
- 3.3.2. Notifying the owning installation of the need to collect maintenance and personnel records. (T-1)
  - 3.3.3. Impounding all equipment which may be related to the mishap event. The items of interest to be impounded are typically found in the installation's MRP. See AFI 21-101, Aircraft and Equipment Maintenance Management, and AFI 91-204, Chapter 5, for further guidance. (T-1)
  - 3.3.4. Collecting perishable fluids and photographing the mishap site. (T-1)
  - 3.3.5. Preserving integrity of the evidence; ensure only ISB members have access to the evidence pending turn over to the SIB. (T-1)
  - 3.3.6. Identifying possible witnesses and gathering preliminary statements as appropriate. (T-1)

### **3.4. ISB Membership.**

3.4.1. ISBs consist of multiple members to perform mishap investigations. Contractor representatives will not be primary members of the ISB. They provide technical expertise to the SIB.

3.4.2. ISB Board President (BP). The ISB BP should be an O-6 or a GS-15 and a graduate of the AFSEC BPC. This individual will ensure all ISB members are briefed on restrictions in AFI 91-204, Chapter 3. (T-1)

3.4.3. ISB Investigating Officer (IO). The IO is responsible for the daily management of ISB activities, investigation and preparation of preliminary/status messages. (T-1)

3.4.3.1. Must be a fully qualified ground safety professional GS-9 (018 or 803) or higher, or 7-skill level (1S0X1) or higher. (T-1)

3.4.3.2. Should be a graduate of the MINA, Aircraft Mishap Investigation Course (AMIC) or other formal civilian investigation training.

3.4.4. The CA may appoint other technical experts for the ISB as needed to meet the needs of a specific mishap investigation, such as:

3.4.4.1. ISB Maintenance Member (MM). It is preferred to select a maintenance officer or Senior Non-commissioned officer who has graduated from either the MINA, AMIC courses or other formal civilian investigation training. The MM's chief function is to assemble as much information as possible regarding the history of the mishap, this includes but is not limited to, automated maintenance records, training records of maintainers, impound equipment, etc.

3.4.4.2. ISB Medical Officer (MO) when medical/human factors are involved.

3.4.4.3. ISB Vehicle Maintenance Officer/NCO when a motor vehicle is involved.

3.4.4.4. ISB Security Forces Law Enforcement Officer when a motor vehicle is involved.

3.4.4.5. ISB Fire Protection and Prevention Representative GS-9 (0081) or higher, or 7-skill level (3E7X1 or higher) when a mishap is fire-related.

3.4.4.6. Program Office representative for system-related Class A and B mishaps. The Program Office will provide an analysis of hazards that contributed to the mishap and recommendations for materiel risk mitigation measures, especially those that minimize human errors. (T-1)

3.4.4.7. ISB Recorder. This individual, normally a junior officer or NCO familiar with administrative duties, is responsible for ensuring the administrative and logistical needs of the ISB are met. Extensive experience in information technology and computers is extremely valuable for this individual. A recorder facilitates a timely and orderly process of evidence collection and transfer. The ISB recorder may be retained as the SIB recorder with CA and local unit agreement. (T-1)

### **3.5. The ISB will ensure the following actions are accomplished.**

3.5.1. The ISB will not allow any piece of evidence to be reviewed, copied, tampered with, removed or modified (e.g., vehicle, equipment or training records, personnel files, maintenance logs, etc.). All mishap participants will be kept separated to preclude collective reconstruction of mishap events. Interviews or witness statement collection will be conducted

on an individual basis. The integrity of each piece of evidence is crucial to the success of the investigation and the Air Force's mishap prevention program. (T-1)

3.5.2. Record the name, office symbol, address, e-mail address and phone number of each person who provides records or evidence (e.g., photos, videos, training records, etc.). Document source information for any photographs or videos provided including the date of the photograph or video. (T-1)

3.5.3. Promise of Confidentiality. Only AF/SE or AFSEC/CD is authorized to grant promise of confidentiality. (T-1)

### **3.6. Written and Verbal Witness Statements.**

3.6.1. The intent of an ISB witness statement is to capture witness recollection as soon as possible after the mishap. Promises of confidentiality are not authorized for afloat, motor vehicle, off-duty military and all ground mishaps (see the exception for complex systems, military-unique items, or military-unique operations or exercises in AFI 91-204, Chapter 3.). When this appears to be the case, contact AFSEC/SEG or AFSEC/JA who will forward your request to AF/SE or AFSEC/CD for approval to grant confidentiality to those witnesses. (T-1)

3.6.2. Collect witness contact information (name, address, phone number and e-mail) for all individuals who provide a statement or are potential witnesses. All potential witnesses must be identified, logged and given an opportunity to provide at least a written statement as quickly as possible after the mishap. (T-1)

3.6.3. If witnesses provide statements (written or verbal), it must be documented by using the Non-Privileged Witness Statement(s) (AFI 91-204, Figures A3.3 or A3.4). Read, record and transcribe the statement in AFI 91-204, Figure A3.2 for recorded interviews of witnesses. (T-1)

3.6.4. When witness statements are solicited, it is vital the ISB member does not influence the witness' recollection. The member conducting the interview must not lead the witness but rather allow the witness to simply recount the details surrounding the mishap as he or she observed or experienced the events. (T-1)

### **3.7. Evidence and Wreckage.**

3.7.1. Ensure all equipment associated with the mishap is impounded IAW AFI 21-101, if a DoD aircraft is involved, and AFI 91-204 and turned over to the SIB. The ISB should create an inventory list and transfer it to the SIB. Coordinate with the Maintenance Group Commander or designated impoundment authority to ensure vehicle and equipment impoundment is properly accomplished. Immediately notify other bases with equipment or items related to the mishap for impoundment, if required. (T-1)

3.7.2. Coordinate with Incident Commander (IC) to ensure access to the mishap site is closely controlled. Only those with a legitimate need to be at the mishap site will be included on the Entry Access List (EAL). Additionally, on military property, and when possible on civil property, photography at the site will be closely controlled to ensure no inadvertent release of potentially sensitive photographs, photographs of human remains, etc. Non-ISB/SIB members who are granted temporary access to the mishap site will be escorted by an

ISB/SIB member who will ensure evidence is not contaminated and will collect all copies of the photos taken. The ISB BP will coordinate these requirements directly with the IC. (T-1)

3.7.3. Photographic and Video Evidence. Digital and video images can be effectively used as evidence. Keep a list and description of photos taken. This listing should include, as a minimum, the location of the part(s) being photographed and what was photographed. Ensure all images are properly protected from release to the public. To ensure no potentially privileged or inappropriate photographs (staged/diagrammed photos, human remains, etc.) are inadvertently disclosed to the public, all mishap-related photographs/videos taken by individuals who have authorized access to the mishap site must be approved by the BP via the CA prior to being considered for public release by the public affairs office. IC, ROC and investigators should ensure no unauthorized photographs/videos are taken within the mishap site. The host installation will provide digital photography support. Personal cameras and cell phone photography is forbidden unless used for official photos with BP authorization. For release authority of electronic images refer to guidance in AFI 91-204, Chapter 5. (T-2)

3.7.4. If wreckage or evidence must be moved due to operational necessity or other circumstances prior to the SIB's arrival, the ISB will document the scene as thoroughly as possible using mapping, still photographs and video as necessary. Ensure photo or video documentation of both the wreckage, as discovered, and the removal process is accomplished. (T-2)

### **3.8. Medical Evidence Preservation.**

3.8.1. Ensure toxicology testing is immediately accomplished following a mishap, if required or deemed necessary. (T-1)

3.8.2. Ensure to obtain initial statements and information such as the 72-hour and medical histories. Great care must be taken to ensure a positive chain of custody for all human remains. If any chain of custody issues arise, contact the CA immediately. (T-1)

3.8.3. Ensure evidence not associated with human remains is left undisturbed at the mishap site until the evidence is turned over to the SIB or when directed by the SIB President. (T-1)

3.8.4. Ensure medical, mental health, family advocacy, pharmacy and dental records are collected and shipped to the SIB (as needed) for all involved personnel. (T-1)

### **3.9. ISB President Hand-off Briefing.**

3.9.1. ISB President will conduct a hand-off briefing to the SIB. This briefing will provide a full accounting of all evidence, both on and off-station, or in transit. All members of both ISB and SIB will be present during the briefing unless approved by the SIB BP. Briefing should also include ISB actions accomplished to date, site hazards, etc., as well as a local area safety brief. This should be accomplished prior to the joint ISB/SIB site visit if one is conducted. (T-1)

3.9.2. The hand-off briefing should contain, as a minimum, the following information as applicable:

3.9.2.1. Location/condition of the accident scene, including collateral property damage.

3.9.2.2. Actions taken by first responders that affected the scene or wreckage.

- 3.9.2.3. Location/condition of participants/survivors, including any bystanders killed/injured.
  - 3.9.2.4. Status of toxicological testing, autopsies, etc.
  - 3.9.2.5. Next-of-kin notification status.
  - 3.9.2.6. Location/condition/status of wreckage, including all classified equipment.
  - 3.9.2.7. Presence of munitions, composites or other hazardous materials at scene (including potential for blood borne pathogens based on presence of human remains).
  - 3.9.2.8. Civil authorities involved in managing scene/casualties.
  - 3.9.2.9. Status of records impoundment actions (refer to individual ISB member guidelines below).
  - 3.9.2.10. Status of witness statement collection.
  - 3.9.2.11. Technical reports issued to date.
  - 3.9.2.12. Technical assistance immediately available/offered/en route.
  - 3.9.2.13. Media interest/statements made to date.
  - 3.9.2.14. Logistical arrangements in place (work center, communications, transportation, billeting, personal equipment, etc.).
- 3.9.3. Coordinate with the IC/ROC to update the mishap site EAL with the members of the SIB. This will expedite a joint site visit by the ISB and the SIB. Following the hand-off, all ISB members' names will be removed from the EAL. (T-1)
- 3.9.4. Once the hand-off is complete, the ISB will discontinue any involvement in the investigation or discussion of the mishap except when the SIB seeks further clarification. (T-1)

## Chapter 4

### DETERMINING INVESTIGATIVE RESPONSIBILITY

#### 4.1. General Information.

4.1.1. As outlined in AFI 91-204 and in addition to the requirements outlined in this manual, the installation nearest the mishap will complete the following actions for ground mishaps. (T-1)

4.1.2. Convening authorities, host and tenant organizations, in conjunction with safety staffs, determine investigative responsibility for tenant ground mishaps. In instances where the host is not the asset-owning commander, the investigating safety office will provide a courtesy report from the safety investigation to the asset-owning organization's safety staff, which will in turn provide it to their commander. (T-1). Ensure commander has privilege training before providing courtesy report IAW AFI 91-204, Chapter 3. (T-1)

4.1.2.1. Tenant units with an assigned safety staff will investigate and report that unit's (tenant) internal mishaps. Note: HAF, MAJCOM, AFOTEC and NAF safety offices are not configured as a traditional safety office IAW AFMS 106A and are, therefore, treated as a tenant unit without an assigned safety staff. (T-1)

4.1.2.2. ARC tenants ensure host/tenant support agreements account for host support to the tenant when requested for mishap investigations at units without a full-time safety position.

4.1.2.3. Fire investigators/personnel will investigate all fire losses to real property, wild land fires and personal property (excluding military aircraft flight-related operations) to determine point of origin and cause of the fire in conjunction with the safety investigation but before initiating a legal investigation. Point of origin and fire source determination shall be provided to the SIB/IO. (T-1)

#### 4.2. Safety Investigations Involving Air Force and Other Services.

4.2.1. If a mishap involves materiel, facilities or personnel from the USAF and another Service or the Coast Guard, the investigation will be convened under a single service's procedures but conducted jointly and with joint membership in accordance with the current Inter-Service Memorandum of Understanding and DoDI 6055.07. (T-0)

4.2.2. Each Service reserves the right to conduct independent, concurrent safety investigations; however, the joint investigation takes precedence with regards to access to evidence and witnesses. The involved DoD components shall determine which DoD Component has primary responsibility for investigating and reporting each multiple DoD Component mishap. (T-0)

4.2.3. The CA for the investigation will be the DoD Component experiencing the greater loss, although other factors such as operational roles and degree of involvement will also be considered. The convening DoD Component's safety investigation directives shall be used in investigating and reporting the mishap. (T-0)

4.2.4. Due to the unique deployed environment, the closest installation may not be the best suited mishap support installation to comply with AFI 91-204, Chapter 2 requirements. In

these cases, AFFOR/SE will determine the best suited installation. For Class A and B mishaps, AFFOR/SE will coordinate with the CA for release of involved assets. (T-1)

4.2.4.1. Determinations regarding recovery operations and mishap site visits will be made by the battle space owner, and the Air Expeditionary Wing Installation Control Center (AEW/ICC). During this phase, images of the site made by intelligence, surveillance and reconnaissance assets should be captured and preserved. (T-1)

#### **4.3. DoD Component Ownership.**

4.3.1. The DoD Component that is determined to have ownership of the mishap will account for all fatalities, injuries and property damage in that DoD Component's statistics. (T-0)

## Chapter 5

### SAFETY INVESTIGATIONS

#### 5.1. General Information.

5.1.1. Follow guidance in AFI 91-204, Chapter 5 as well as this manual when conducting investigations to determine reportability and the cause of ground mishaps. When a mishap is on-duty Class A or B or off-duty Class A, immediate telephonic notification will be made to the owning MAJCOM, DRU or FOA safety staff who will in-turn notify AFSEC/SEG. Regardless of mishap class, contact AFSEC/SEG through MAJCOM, if it is suspected the mishap involves classified information. (T-1)

5.1.2. A SIB or tailored SIB is required for on-duty Class A and select on-duty Class B mishaps. The SIB is the primary vehicle for conducting a safety investigation for the purposes of mishap prevention. SIBs may be tailored as appropriate by the CA. The CA may request a waiver to these requirements by contacting AFSEC/SEG. (T-1)

5.1.3. The SIB BP will ensure the SIB receives a hand-off briefing from the ISB to include an updated site hazard briefing from either the ISB or IC prior to the initial site visit. The hand-off between boards marks the end of the ISB's involvement in the investigation. Upon completion of the hand-off briefing, the SIB IO will remove ISB members from the mishap investigation in AFSAS. (T-1)

#### 5.2. Investigation Timeline.

5.2.1. The reporting time will begin upon notification to the safety office. The safety investigation should be completed within 30 days of the mishap (See AFI 91-204, Table 6.1 for reporting time lines and exceptions). Table 5.1 is a typical SIB timeline. If the investigation cannot be completed within this 30 day period, the SIB, tailored SIB or SIO will submit a request for an extension in AFSAS to the CA for coordination and, if endorsed, to AFSEC/SEG for approval. (T-1)

5.2.2. If the investigating command is different than the command that suffered the loss, the CA or their delegated agent, will coordinate prior to releasing messages in AFSAS. (T-1)

**Table 5.1. Typical SIB Timeline.**

Day 1	Mishap, ISB Actions, Preliminary Message Release
+3	SIB Arrival
+10	10 Day Status Message
+30	Finish SIB (Formal Report, Message, Tabs in AFSAS, etc.)
+40-50	Brief Convening Authority

5.2.3. Investigation should be separated into three (3) 10 day periods.

5.2.3.1. Days 1 – 10. The ISB/SIB preserves and gathers evidence, factual data related to the mishap, identifies witnesses, conducts interviews, and accepts custody of the

wreckage and/or evidence as applicable. Upon arrival, the SIB BP ensures the SIB receives a hand-off briefing from the ISB. (T-1)

5.2.3.2. Days 11 – 20. Analyze evidence, factors and witness statements to determine the root cause of the mishap. Continue initial and follow up interviews and review of records (e.g., Maintenance Records, Medical Records, HFACS, etc.) as necessary. Begin to deliberate and gather information together. (T-1)

5.2.3.3. Days 21 – 30. Prepares the report which includes the development of a mishap synopsis, narrative and investigation and analysis outlining the areas of investigation, factors accepted with rationale and potentially relevant factors considered and rejected with rationale. Investigators may use illustrations to clarify the mishap sequence and events as necessary. Findings are the SIB's conclusions after analyzing and deliberating on the facts; they represent the major events in the mishap. Causes are those findings that, singularly or in combination with other causes, resulted in damage or injury. (T-1)

5.2.4. Once the SIB completes the investigation and finalizes the formal report and the final message, the SIB will provide briefings at the discretion of the CA. Refer to AFI 91-204, Para 6.5 for additional guidance. (T-1)

5.2.5. The CA for any category or classification of ground mishap/event may send out an immediate message to facilitate one-time inspections, groundings, time compliance technical orders (TCTOs), etc., if these are needed before the investigation and report are finalized.

### 5.3. General Guidelines, SIB Composition and Qualifications.

5.3.1. For all on-duty Class A and select on-duty Class B ground mishaps the CA normally convenes a full SIB. The CA may convene a tailored SIB by designating a specific SIB composition. (T-1)

5.3.2. The SIB member or SIO duties prescribed by this instruction take precedence over all other duties while the SIB is convened. SIB members will be relieved of all non-SIB duties while supporting the investigation. Table 5.2 establishes the minimum requirements. (T-1)

5.3.3. Board Presidents may request additional board members from the CA. If the CA concurs with the request, the CA will source these members. The CA will identify additional members as necessary to thoroughly investigate and document a mishap. The CA may request a waiver to the minimum SIB composition requirements by contacting AFSEC/SEG to request an AF/SE waiver. Note: A CA may choose to convene a SIB for other than on-duty Class A or B mishaps. If so, the CA, in consult with their safety staff, determines the report format within AFSAS and the out-brief venue. (T-1)

**Table 5.2. Investigation Membership - Minimum Requirements.**

1	On-duty Class A & select on-duty Class B	Board President (Note 1) Investigating Officer AFSEC Representative (Note 2) Other Primary Members as required (Note 3) Recorder
2	Off-duty Class A & B	Single Investigating Officer

		Other Primary Members as required ( <b>Note:</b> 3)
3	Class C, D or E (Event)	Single Investigating Officer
<p><b>Notes:</b></p> <p>1. The BP must always be equal to or higher in rank than the highest ranking individual involved in the mishap. (T-1)</p> <p>2. AFSEC/SEG has the option to provide a representative to the SIB for on-duty Class A mishaps, unusual high interest off-duty Class A and select on-duty Class B mishaps, as determined by AFSEC/SEG. AFSEC will fund the representative. (T-1)</p> <p>3. Specialized technical experts such as Human Factors, System Safety, Structural Engineer, etc., should augment the board, as needed, to provide technical insights as dictated by the mishap circumstances.</p>		

5.3.4. Primary SIB Members. “Primary” SIB members determine findings, causes, recommendations, and are authorized to submit a minority report if they do not agree with the BP in the outcome of the investigation. Minority reports must include reasons for disagreeing and will include suggested findings, causes and recommendations if different from those included in the report. Note: Personnel deployed to combat billets in support of combat operations should not be tasked to perform Class A or B SIB duties. SIB responsibilities lie with the CA. Deployed safety personnel will perform ISB duties for Class A and B mishaps requiring formal boards until the arrival of the MAJCOM-convened SIB. (T-1)

5.3.4.1. For on-duty Class A mishaps, the BP:

5.3.4.1.1. Will be a Colonel or GS-15. (T-1)

5.3.4.1.2. Be from outside the mishap wing. (T-1)

5.3.4.1.3. Serves as release authority for information from the SIB within the safety community and is responsible for transfer of custody of non-privileged information and evidence to any follow-on legal investigation. (T-1)

5.3.4.1.4. Requests technical assistance, if required, through MAJCOM channels. (T-1)

5.3.4.1.5. Serves as decision authority for all findings, causes and recommendations. (T-1)

5.3.4.1.6. Interfaces with and releases factual information to legal investigators. (T-1)

5.3.4.1.7. The BP will be a graduate of the Safety/Accident Investigation BPC, MINA, AMIC, Aerospace Propulsion Craftsman course(s) or other formal civilian investigation training. (T-1)

5.3.4.2. For on-duty Class A mishaps, the IO:

5.3.4.2.1. Responsible for the daily management of SIB activities, investigation and preparation of message and formal reports. (T-1)

5.3.4.2.2. Be from outside the mishap wing. (T-1)

5.3.4.2.3. Will be a fully qualified ground or systems safety member GS-11(0018 or 0803) or higher, or 7-skill level (1S0X1) or higher. (T-1)

5.3.4.2.4. Will be a graduate of the MINA, AMIC course(s) or other formal civilian investigation training. (T-1)

5.3.5. The CA may appoint other technical experts as needed to meet the needs of a specific mishap investigation, such as:

5.3.5.1. A MO when medical/human factors are involved. (T-1)

5.3.5.2. A Bioenvironmental Engineer when environmental health factors are involved. (T-1)

5.3.5.3. A Vehicle Maintenance Officer/NCO when a motor vehicle is involved. (T-1)

5.3.5.4. An Air Force Operational, Test and Evaluation Center (AFOTEC) representative when AFOTEC-managed operational, test and evaluation (OT&E) procedures or equipment are involved. (T-1)

5.3.5.5. A representative from other test organizations that may take part in investigations when they have test responsibilities. (T-1)

5.3.5.6. A Security Forces Law Enforcement Officer when a motor vehicle is involved. (T-1)

5.3.5.7. A Fire Protection Representative GS-9 (081) or higher, or 7-skill level (3E7X1 or higher) when a mishap is fire-related. (T-1)

5.3.5.8. Human Factor (HF) members, including Aerospace and Operational Physiologists (AOP) officers, Psychologists, Pilot Physicians, AOP Technicians (4MOX1), HF Engineers and Aerospace Medicine Specialists. (T-1)

5.3.5.8.1. MAJCOM SGP or SE and/or AFSEC/SEH may act in an advisory capacity to assist the SIB in determining the most appropriate type of consultant. ARC units will request MAJCOM support, as required, to assist with HF-related mishaps. (T-1)

5.3.5.9. A Program Office representative for system-related Class A and B mishaps. The Program Office will provide an analysis of hazards that contributed to the mishap and recommendations for materiel risk mitigation measures, especially those that minimize human errors. (T-1)

5.3.6. Secondary SIB Members. "Secondary" SIB members assist with and/or observe the investigation, but are not authorized to submit a minority report.

5.3.6.1. SIB Recorder: Should be a junior officer, NCO or civilian familiar with administrative procedures.

5.3.6.2. Add other experts as appropriate for mishap areas not included in this list. The BP or SIO will ensure a memorandum of acknowledgment for the protection of all data, including privileged data is prepared and endorsed by all contractor personnel provided access to privileged information. (See Memorandum example in AFI 91-204, Figure A3.9, Memorandum For Contractor Representatives Serving As Technical Experts To Safety Investigations.) **Note:** When using expert consultants to assist the SIB or SIO in the mishap investigation when possible, do not contract with representatives of

contractors or companies who design, manufacture or maintain equipment involved in the mishap. (T-1)

5.3.7. For all other mishaps:

5.3.7.1. A ground or system safety member GS-09 (0018 or 0803) or higher, or 7-skill level (1S0X1) or higher, may serve as the SIO for all ground mishaps other than on-duty Class A mishaps. Member will be a graduate of the MINA, AMIC course(s) or other formal civilian investigation training. Note: A task certified 5-skill level (1S0X1) may be selected to investigate Class C and D mishaps and Class E events. (T-1)

5.3.7.2. A SIO normally investigates Class C and D ground mishaps and Class E events. (T-1)

**5.4. Deficiency Reporting Procedures.**

5.4.1. If a SIO or SIB suspects that a component may be deficient, submit a deficiency report (DR) IAW T.O. 00-35D-54, USAF Deficiency Reporting and Investigating System. Do not attempt field disassembly of the exhibit. (T-1)

5.4.2. Category I DRs are normally submitted for Class A mishaps and Category II DRs are normally submitted for Class B and C mishaps. See T.O. 00-35D-54 for more information. Consider initiating a Category I DR for Class B or C mishaps and Class E events items, if a potential exists for the item to cause a future Class A mishap. If required, verbally request priority teardown of suspect components by coordinating with the Program Office, with engineering control of the component.

5.4.3. If assistance is required to determine where to send a DR exhibit, contact AFSEC/SEG. In most cases, teardown and analysis will be conducted by a DoD facility. Do not directly contact contractors or vendors for teardown and analysis without first coordinating with the Program Office or AFSEC/SEG. (T-1)

5.4.4. Handle and ship exhibits according to T.O. 00-35D-54. Use T.O. 2J-1-18, Engine Shipping Instructions, which explains how to mark engines for teardown. Ensure the mishap event number is referenced in block 11 of the DD Form 2332, Product Quality Deficiency Report Exhibit. Enter the Deficiency Report Control Number into the mishap narrative in AFSAS. Include exhibit disposition instructions in all DRs (e.g., return exhibit to originator, convening MAJCOM, etc.). Do not dispose of exhibits sent from Class A mishaps or mishaps involving potential litigation until authorized by the Air Force Legal Operations Agency, Claims and Tort Litigation Division (JACC) pursuant to AFI 51-507. Store these exhibits at either the facility that performed the analysis, or return the exhibit to the SIB or the host installation commander, as appropriate. Take follow-up actions to ensure exhibits were received and teardowns are progressing in a timely manner. (T-1)

5.4.5. Place a copy of all teardown reports, including all supporting documents (e.g., metallurgical analyses, photographs, test reports, etc.), provided in response to DRs in the formal report. (T-1)

5.4.6. The CA safety office takes follow-up action if the final safety report was sent before receipts of all DR responses are received. If final exhibit disposition instructions were not included in the original DR, the CA safety office will provide them to the Program Office. (T-1)

### 5.5. Ground Mishap Investigative Process.

5.5.1. Once appointed, the SIB will relieve the ISB or IC as soon as possible, take control of the investigation and accept custody of all impounded evidence, lists of potential witnesses, etc. (T-1)

5.5.2. The SIB or SIO will provide timely, factual information to the CA for incremental release to the public through the Public Affairs office or designated official. (T-1)

5.5.3. For investigations that involve fire, ensure fire personnel are engaged, either as a SIB member or as a technical advisor to the SIO, to determine the point of origin and cause of the fire. (T-1)

5.5.4. The SIB or SIO must maintain a working relationship with the IO of a Commander Directed Investigation (CDI), Ground Accident Investigation Board (GAIB), Office of Special Investigations, Security Forces, etc., to facilitate a thorough safety investigation. (T-1)

5.5.4.1. On some rare occasions a GAIB and SIB will be working concurrently (high visibility mishaps, mishaps with fatalities, etc.). In those situations IAW AFI 91-204, Chapter 1, SIBs take priority over any corresponding GAIB investigations and the SIB has "exclusive first rights" to witnesses and all physical evidence. If possible, the BP or SIO should formally meet with the legal advisor on the GAIB at the beginning of the investigation to establish a working relationship. Review AFI 51-507 prior to meeting with legal investigators for release information procedures. (T-1)

5.5.4.2. Review privileged information criteria but do not discuss privileged information with the legal investigator(s). (T-1)

5.5.4.3. Determine a debris recovery strategy, if required. (T-1)

5.5.4.4. Review the process for planning, coordinating, approving and executing tests that may alter or destroy evidence. (T-1)

5.5.4.5. Review the processes for control of information in order to:

5.5.4.5.1. Protect information from unauthorized release. For requests to release information prior to the release of the GAIB report, consult the CA's Staff Judge Advocate's office in accordance with AFI 51-507, Chapter 7. (T-1)

5.5.4.5.2. Maintain separation of factual and privileged information. (T-1)

5.5.5. Control information access to those with approved access and a valid need to know. (T-1)

5.5.6. Only release impounded information and evidence when no longer needed for investigation purposes and the requirements of AFI 51-507 have been complied with. (T-1)

5.5.7. The process ends with the completion of a final message report and, for on-duty Class A and B mishaps, a formal report (unless AFSEC grants a waiver). Once accepted by the CA, AFSEC reviews the report, issues a Memorandum of Final Evaluation (MOFE) for on-duty Class A and select on-duty Class B reports and tracks open recommendations until closure. (T-1)

## Chapter 6

### REPORTS AND BRIEFINGS

#### 6.1. General Information.

6.1.1. Reports include messages (preliminary, 10-day, status and final), formal and non-formal. Prepare and submit reports IAW AFI 91-204, Chapter 6, this manual and Air Force Safety Automated System (AFSAS). For continuity purposes, Table 6.1 establishes abbreviations to be used in all ground safety reports. (T-1)

**Table 6.1. Standardized Abbreviations for Ground Safety Reports.**

Air Force at Large	AFAL
Bystander	BY
Equipment	EQ
Fitness Assessment	FA
Fitness Center	FC
Government Motor Vehicle	GMV
Government Vehicle, Other	GVO
Greater Than First Aid	GTFA
Highway	HWY
Hospital	H, e.g., 4 days in the hospital = H-4
Lost Time Case	LTC
Lost Work Day(s)	LWD(S)
Maintenance	MX
No Lost Time	NLT
Object	OBJ
Observer	OBS
Operator	OP
Participant	PAR
Passenger	PAX
Pedestrian	PED
Permanent Total Disability	PTD
Permanent Partial Disability	PPD
Physical Training	PT
Prescription	RX
Private Motor Vehicle, 2 Wheel	PMV-2
Private Motor Vehicle, 4 Wheel	PMV-4
Private Motor Vehicle, Bicycle	PMV-B
Private Motor Vehicle, Pedestrian	PMV-P
Property Damage	PDMG
Quarters	Q, e.g., 7 days quarters = Q-7
Restricted Duty	RD
To Be Determined	TBD
Vehicle	V

Weather	WX
Witness	WIT
Worker	W

## 6.2. Preparing Messages.

6.2.1. Unless otherwise noted, AFSAS is the primary means for documenting and distributing all messages. In the event AFSAS is not available, mishap reporting may be delayed until it is accessible. If at all possible, safety reports should be written as unclassified. However, if classified information is relevant to the mishap, contact the CA for assistance in properly marking documents. The classified appendices must use the same formatting as the unclassified tab. Ensure the non-classified tabs reference the classified appendices. Report classified mishap information via Secret Internet Protocol Router Network (SIPRnet). (T-1)

6.2.2. Upon completion of the investigation, the SIB or SIO forwards the final message of all on/off duty Class A and on-duty Class B mishaps to the CA for approval and release. For all other mishaps, the CA may delegate release authority. (T-1)

6.2.3. Messages are sometimes required to be distributed outside safety channels, both within and external to the Air Force. When this is the case see AFI 91-204 paragraph 3.7.2 and 3.7.3, respectively.

## 6.3. AFSAS Mishap Number.

6.3.1. The AFSAS mishap number is a randomly generated six digit number assigned to a mishap report upon initiation in the AFSAS database. The AFSAS mishap number is vital to tracking safety reports. The AFSAS number should be referenced on all correspondence relating to a specific mishap (endorsements, classification changes, etc.).

## 6.4. Framework of Reports.

6.4.1. The framework of a report contains six areas, the first three make up the narrative: (Refer to Attachment 4 for additional guidance). (T-3)

6.4.1.1. Brief Synopsis. The brief synopsis is a condensed statement giving a general overview of the mishap to include the outcome of the mishap. This is where the individuals involved in the mishap will start to be identified as well as potential objects.

6.4.1.2. Sequence of Events. The Sequence of Events is a factual description of the mishap sequence. It must be detailed enough for the reader to grasp significant events in the sequence. It is not necessary to describe every detail. Significant events may occur months or years prior to the mishap. Findings will come from the sequence of events; ensure enough information is provided to support them. (T-3)

6.4.1.3. Investigation and Analysis (I&A). The I&A is broken into the following parts: Causal Factors, Contributing Factors, Non-factors, Non-factors worthy of discussion and an optional Conclusion. The I&A must clearly explain in detail: Areas investigated, factors considered and accepted with rationale as to why they are considered and factors considered and rejected with rationale. There should also be some explanation of the logic behind recommendations offered. Factors are defined as any unusual, out-of-the

ordinary or deficient action or condition discovered during the investigation that, in the opinion of the investigator(s), contributed to the outcome or is indicative of a pattern of less than adequate decisions or conditions which recurs throughout the investigation. See Table 6.2 for a list of factors investigators should consider when investigating a mishap; the list is not all inclusive. Causal and contributing factors will have a DoD HFACS nano-code assigned, IAW AFI 91-204; (e.g., OP1's BAC was .27%, [PC302 - Substance Effects] or W1 purposefully ignored a caution in a TO, [AV003 - Extreme Violation - Lack of Discipline]. This provides a direct tie-in to the findings, causes and recommendations. See AFI 91-204, Figure A6.3, DOD HFACS, for a complete listing. (T-3)

6.4.1.4. Findings. Findings are a summary of evidence from the investigation. Findings list essential elements in the mishap. There is no minimum or maximum number of findings. Findings are conclusions of the investigator based upon the weight of evidence, professional knowledge and good judgment. Each is a single statement of one significant event or condition leading to the mishap. Findings are arranged in chronological order; however, there can be time gaps for non-relevant periods. The objective is to identify correctable events in sequence. The chain of events leading to a mishap may start much earlier with design deficiencies or improperly written directives. The findings tell the story of a mishap through the point where all damage or injuries have been accounted for. Each finding is a single event or condition and should not contain more information than is necessary to briefly explain that event occurrence. Each finding must have a logical connection to the preceding finding. If there is a break in that logic chain the investigator has not correctly described the mishap sequence. Apply the "Finding Test" for validation IAW AFI 91-204, paragraph 5.10.13. (T-3)

6.4.1.5. Causes. The cause of a mishap is the focus for prevention and leads directly to recommendations. A cause is a finding that singularly or in combination with other causes resulted in the damage or injury that occurred. All causes must be findings, but not all findings are causes. Findings which sustain the mishap sequence that are logical, normal, or expected results of previous causes, are not causal. For example, failure to wear a seatbelt is causal but subsequent impact with the windshield in a crash is a result, not another cause. Apply the "Reasonable Person" concept to all possible causes. If a person could be reasonably expected to react as they did in a situation, given what information they had at the time, that person's actions are not causal. If a person is trained in a certain way and they react to that training even if it is incorrect, the cause is the training not the individual's error. Causal findings should identify the causal agent (who), the action taken (what), and (why) the reason for the deficiency. Why the action (or lack of action) occurred should be fully explained in the narrative and may be included in the causal finding. For example "Due to organizational training issues, W1 failed to properly secure OBJ1 to V1." There is no minimum or maximum number of causal findings. (T-3)

6.4.1.6. Recommendations. The purpose of investigation is to find causes and develop corrective actions for those causes. Therefore, recommendations are the critical part of the report. For this reason, all causes should have recommendations. This may sometimes be difficult but the investigator must make every effort to seek out reasonable corrective actions. Recommendations may also apply to non-causal findings. This is

particularly appropriate where a finding is the result of a previous cause but some action could be taken to mitigate the effects. When developing recommendations consider who and at what level the action agency should be. Always structure a recommendation to permit positive closing action. Statements such as “Brief all personnel on this mishap” are not appropriate. Recommendations are feasible and effective solutions to eliminate identified hazards, or if the hazard cannot be eliminated, to mitigate the hazard’s potential consequences. If no recommendations are made in an on-duty Class A or B investigation, investigators will explain their rationale in the report narrative. Ensure the investigation supports the recommendations. Do not make recommendations for the sole purpose of having recommendations. (T-1)

#### 6.4.2. Some conventions to follow:

6.4.2.1. The One-Liner includes three parts: What happened? What was damaged/broken/injured? What was the outcome? Note: Do not include privileged information. (T-1)

6.4.2.2. Do not identify involved personnel by name. Use terms like Participant 1 (PAR1), Operator 2 (OP2) or Worker 1 (W1). The specific prohibition in AFI 91-204 is for “involved personnel”. This is anyone who had an active role in the mishap, was injured or whose action or inaction started or sustained the mishap sequence. (T-1)

6.4.2.3. Persons and Objects will be spelled out the first time identified; e.g. Worker 1 (W1, AFSAS Person 1), 2014 Suzuki Hayabusa 1340cc, Vehicle 1 (V1, AFSAS Object 1) or utility pole, Object 2 (OBJ2, AFSAS Object 2). (T-3)

6.4.2.3.1. It is acceptable to identify Persons in “plain language” after they have been identified (e.g. Person 1 as W1 throughout the report). The person may be written as W1 or Worker 1. Reference Table 6.1 Standardized Abbreviations for Ground Safety Reports.

6.4.2.3.2. It is acceptable to identify Objects in “plain language” after they have been identified (e.g. Object 1 as OBJ1 throughout the report). The object may be written as OBJ2 or utility pole Reference Table 6.1, Standardized Abbreviations for Ground Safety Reports

6.4.3. Do not include information identifying the specific location of the mishap (e.g., Interstate 90 at exit 37 or at the intersection of Scott Drive and West Winters Street) as this has no value to the reader. Instead include a clear and concise description of the location to include anything unique so the reader can apply the lessons learned to their locations for mishap prevention purposes. (T-1)

6.4.4. Other Findings of Significance (OFS) and Other Recommendations of Significance (ORS): Significant events or issues discovered during the investigation that have safety implications but do not relate directly to the mishap sequence are OFS. These are placed after the findings, causes and recommendations as a separate category in the message or Tab T in the formal report. The recommendations for other findings follow the same rules as for the mishap sequence. (T-3)

**Table 6.2. Factors to Consider for Mishap Investigations (not all inclusive).**

72-Hour History	Personal Protective Equipment (PPE)
Compliance	Proficiency
Distraction	Programs
Emotional state	Risk Management (Principals, processes and tools as discussed in AFI 90-802)
Environmental/Weather Conditions	Road conditions
Ergonomics	Safety Culture
Equipment Conditions	Speed
Fatigue	Supervision
Hazards (Hazardous Energy Control, Confined Spaces, Electrical, etc.)	Toxicology
Leadership	Training/Documentation
Nutrition	Vehicle condition
Perception	Walking/Working Surfaces (Fall Protection)

## 6.5. Formal Reports.

6.5.1. Follow guidance in AFI 91-204, Chapter 6, AFSAS (including AFSAS User Guide) and this chapter to prepare and distribute ground formal reports. For exceptions to formal reports contact AFSEC/SEG through the MAJCOM. (T-1)

6.5.1.1. Formal Report and Tab Waivers.

6.5.1.2. On-duty Class A and B mishaps require a formal report unless waived by AF/SE. (T-1)

6.5.1.3. AF/SE will normally only consider waivers for mishaps involving known materiel deficiencies for which corrective actions have been established. (T-1)

6.5.1.4. Waivers will not normally be granted for mishaps involving personnel factors (such as human performance failures or inadequate supervision). (T-1)

6.5.1.5. Waivers for formal reporting are processed through AFSAS. Waiver requests validated by MAJCOM/DRU/FOA Director of Safety or designated authority will be forwarded to AFSEC/SEG or designated representative for approval/disapproval of the request. (T-1)

6.5.1.6. AF/SE evaluates each waiver request on a case-by-case basis, considering all completed message reports, supporting material and other factors. When requesting a waiver, the request must be accompanied by a STATUS Message entered into AFSAS that includes all available information with sufficient detail in the PRELIMINARY/STATUS MESSAGE block clearly showing the mishap sequence of events, causal findings and proposed recommendations. (T-1)

6.5.1.7. AFSAS. SIBs must continue preparation of a formal report until receipt of AFSEC/SEG approved waiver. (T-1)

6.5.2. Assembling the Formal Report.

6.5.2.1. Formal report composition and format are detailed in Attachment 2 of this manual and AFSAS.

6.5.2.2. Safety investigators will use Tabs as necessary based on the category, complexity and other factors involved in the mishap. (T-1)

6.5.2.3. Formal reports for on-duty Class A and B mishaps will include as a minimum, but are not limited to, the following Tabs. Note: Additional information may be inserted as necessary based on the investigation. (T-1)

6.5.2.3.1. TAB A. Safety Investigator Information.

6.5.2.3.2. TAB G. Personnel Records.

6.5.2.3.3. TAB O. Any Additional Substantiating Data and Reports.

6.5.2.3.4. TAB Q. GAIB Transfer Documents.

6.5.2.3.5. TAB R. Releasable Witness Testimony.

6.5.2.3.6. TAB S. Releasable Photographs, Videos, Diagrams and Animations.

6.5.2.3.7. TAB T. Investigation, Analysis and Conclusions.

6.5.2.3.8. TAB Y. Summary of Injuries and Sensitive Medical Information.

6.5.2.3.9. TAB Z. SIB Proceedings and BP Comments.

## **6.6. Non-Formal Reports.**

6.6.1. Off-duty Class A and B mishaps, On- and off duty Class C mishaps, Class D mishaps and Class E events require a non-formal report unless waived by AFSEC/SEG. Note: Documenting findings and recommendations in the following Classes and Categories are optional: Class C Combat Support and Training, On- and off duty Class C Sports, Recreation and Individual Fitness, mishaps where the investigator has reached the determination of "accepted risk", Class D mishaps and Class E events. Ground Safety Managers (GSM) will determine the requirements of the narrative in AFSAS, depending on the nature of the mishap or potential recommendations derived from the mishap. The SIO should have the option of writing a short paragraph versus the brief synopsis, sequence of events and I&A. Note: If deemed appropriate by the GSM, Class C, Off-duty, Off base mishap reports may be abbreviated via AFSAS. (T-1)

6.6.2. Tabs may be completed for non-formal reports. See Attachment 2.2 for Tab format.

6.6.3. The CA and MAJCOM safety staff may make non-substantive changes to Class C, D and E reports in order to improve quality.

## **6.7. General Guidance Related to Recording Occupational Injuries and Illnesses.**

6.7.1. Executive Order 12196, Occupational Safety and Health Program for Federal Employees, requires federal agencies to report occupational mishaps to the Secretary of Labor. Title 29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters and Title 29 CFR 1904, Recording and Reporting Occupational Injuries and Illness, sets requirements and provides standard forms for documenting occupational illnesses and injuries. (T-0)

6.7.2. Mishap Reporting. AF Form 978, Supervisor's Mishap Report, will be used to document a Ground mishap to the Unit Commander and Wing Safety. The installation GSM will ensure the form is reviewed to determine reportability or non-reportability with appropriate documentation. Exception: Tenant units with full-time safety staffs will review mishap data for their personnel. (T-1)

6.7.2.1. An AF Form 978 will be completed by the injured personnel's supervisor and returned to the appropriate safety office within five (5) workdays following notification. (T-1)

6.7.2.2. Federal civilian employees will report on-duty injuries to their supervisor, who will ensure the appropriate safety office is notified. In conjunction with their supervisor, they will complete the CA-1, Notice for Compensation of Occupational Injury. Civilians may complete the form CA-16, Authorization for Treatment should they wish to seek treatment at a civilian location. Federal civilian employees can locate the CA-1 and CA-16 at <http://webapps.dol.gov/library/forms/FormsByNum.asp>. (T-0)

6.7.3. The appropriate ground safety staff will investigate, record and report all Class A, B and C mishaps and work-related Class D mishaps. The host ground safety staff is the official Air Force office of record for maintaining occupational illness and injury data and maintains consolidated records of injuries and illnesses. AFSAS will be used to report and/or record mishaps involving injury and illnesses to on- and off-duty Air Force military and on-duty civilian personnel to generate separate OSHA Form 300, Log of Work-Related Injuries and Illnesses. The installation commander is responsible for reviewing and digitally signing the annual (CY) OSHA Form 300 for the OSHA establishment delineated in AFSAS NLT 30 April each year. This task may be delegated to vice commander or executive director. (T-0)

6.7.4. Safety will record Class A - D occupational injuries and Public Health will record occupational illnesses within seven (7) calendar days of receiving information that a recordable injury or illness has occurred using AFSAS. (T-1)

6.7.4.1. Illnesses require an investigation and final determination by a provider before they are confirmed occupational illnesses. Once confirmed, the case should be closed and recorded within seven (7) calendar days in AFSAS. (T-0)

6.7.4.2. The Medical Treatment Facility will provide injury data to Safety on a routine basis as information is discovered. (T-1)

6.7.5. Host ground safety office will maintain consolidated occupational illness and injury logs to satisfy OSHA requirement for single-point access to occupational illness and injury cases. (T-0)

6.7.6. Tenant units will provide the host safety office a summary of civilian and military occupational injuries/illnesses data by the third workday each month (if not otherwise accessible, e.g., AFSAS). (T-1)

## **6.8. Annual Summary of Work-Related Injuries and Illnesses (OSHA Form 300A).**

6.8.1. Not later than 1 February, using information recorded on the OSHA Form 300, the OSHA Form 300A, reflecting civilian occupational injury and illness cases of all host units and tenant units, must be posted in a conspicuous place and remain in place until 30 April. (T-0)

## Chapter 7

### FOLLOW-UP ACTIONS

#### 7.1. Guidelines.

7.1.1. Perform follow-up actions per AFI 91-204, Chapter 7 and this manual. (T-1)

#### 7.2. Review Process.

7.2.1. When on-duty Class A and B mishap recommendations require action by agencies external to the CA, these agencies must review and comment on the report within 30 days of the message report release date. Action agency comments should provide the information needed to monitor corrective actions, such as a project number or engineering change proposal (ECP) number. When recommendations concern proposed equipment modifications, the AF Program Executive Office (AFPEO), AFMC action agencies or System Program Office (SPO) must state whether or not proposed modifications require a new development effort significantly beyond the scope of current responsibility. (T-1)

#### 7.3. Memorandum of Final Evaluation (MOFE).

7.3.1. Designated individuals and organizations will review on-duty Class A and select Class B final messages/formal reports and input their comments, if applicable, into AFSAS within 45 calendar days after each final or final supplemental message release by the CA. (T-1) Individuals and organizations who were not able to input their comments within the 45 calendar day period must request a waiver in AFSAS, via the applicable mishap History Log, to have their comments considered. (T-1) When submitting a request waiver in AFSAS select AFSEC/SEG as a recipient. Requested waivers must explain the reason for the delay and comments/justification for adding, modifying or deleting appropriate findings and recommendations. (T-1)

7.3.2. AFSEC/SEG prepares a MOFE for on-duty Class A and select Class B final message and formal reports. (T-1)

7.3.3. AF/SE has delegated AFSEC/SEG the releasing authority for ground memorandum of final evaluations (MOFEs). (T-1)

#### 7.4. Managing Recommendations Validated Through the MOFE.

7.4.1. Responses for closing actions from open recommendations on mishap reports must be submitted to AFSEC/SEG as prescribed in AFI 91-204, Table 7.1. Ensure corrective actions taken on recommendations are accurate and contain specific details clearly stating what was accomplished to close the recommendation(s). (T-1)

7.4.2. The following are examples of acceptable recommendation(s) that have definitive closing action:

7.4.2.1. Repair existing lighting (replace ballast/bulbs) on ramp and add additional security and maintenance lighting on the ramp areas.

7.4.2.2. Develop wear limit criteria to prevent the rounding over of the leading edge of the crew entry door stairs/ladder.

7.4.2.3. Implement procedures to decertify operators and retrain on driving practices specific to Southwest Asia.

7.4.2.4. Establish, implement and enforce policy and procedures for maintenance of facilities in caretaker status.

7.4.3. The following are examples of acceptable closing actions:

7.4.3.1. Recommended Warnings to 1-ton tire changing procedures were published in the 8 Sep 13 revision of TO XX-XX.

7.4.3.2. Recommended modifications to an MHU hydraulic system were completed on 2 January 2013.

7.4.3.3. Recommended studies and operational evaluations on underground storage tanks were completed on 6 December 2013. System validations were completed on 3 Jan 14.

7.4.3.4. The B-1 Material Handling Stand System Program Office (SPO) determined the recommended hardware changes were not feasible due to cost and operational constraints. Recommend closure of this recommendation.

KURT F. NEUBAUER  
Major General, USAF  
Chief of Safety

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

AFI 10-2501, Air Force Emergency Management Program Planning and Operations, 24 January 2007

AFI 21-101, Aircraft and Equipment Maintenance Management, 26 July 2010

AFI 33-360, Publications and Forms Management, 25 September 2013

AFI 51-507, Ground Accident Investigations, 28 May 2010

AFI 90-802, Risk Management, 11 February 2013

AFI 91-202, The US Air Force Mishap Prevention Program, 5 August 2011

AFI 91-204, Safety Investigations and Reports, 12 February 2014

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

AFMAN 91-223, Aviation Safety Investigations and Reports, 16 May 2013

AFPD 91-2, Safety Programs, 24 July 2012

TO 00-35D-54, USAF Deficiency Reporting, Investigation, and Resolution, 1 November 2011

TO 2J-1-18, Engine Shipping Instructions, 1 September 2010

Executive Order 12196, Occupational Safety and Health Program for Federal Employees

29 CFR 1904 et seq., Recording and Reporting Occupational Injuries and Illnesses

29 CFR 1960 et seq., Basic Program Elements for Federal Employee Occupational Safety and Health Program and Related Matters

***Prescribed Forms***

No forms are prescribed by this publication

***Adopted Forms***

AF Form 190, Occupational Illness/Injury Report

AF Form 847, Recommendation for Change of Publication

AF Form 978, Supervisor's Mishap Report

DD Form 2332, Product Quality Deficiency Report Exhibit

Form LS 1, Request for Examination and/or Treatment

Form LS 201, Notice of Employee's Injury or Death

Form LS 202, Employer's First Report of Injury or Occupational Illness

OSHA Form 300, Log of Work-Related Injuries and Illnesses

OSHA Form 300A, Summary of Work-Related Injuries and Illnesses

OSHA Form 301, Injury and Illness Incident Report

*Abbreviations and Acronyms*

**AF**—Air Force

**AFB**—Air Force Base

**AFFOR**—Air Force Forces

**AF/SE**—Air Force Chief of Safety

**AF/SEI**—Issues Division, Office of the Air Force Chief of Safety

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command

**AFMES**—Armed Forces Medical Examiner System

**AFOTEC**—Air Force Operational Test and Evaluation Center

**AFPC IC**—Air Force Personnel Center Injury Compensation

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFSAS**—Air Force Safety Automated System

**AFSC**—Air Force Specialty Code

**AFSEC**—Air Force Safety Center

**AFSEC/JA**—Judge Advocate, Air Force Safety Center

**AFSEC/SEG**—Ground Safety Division, Air Force Safety Center

**AFTO**—Air Force Technical Order

**AGE**—Aerospace Ground Equipment

**AHLTA**—Armed Forces Health Longitudinal Technology Application

**ALC**—Air Logistics Center

**AMIC**—Aircraft Mishap Investigation Course

**ANG**—Air National Guard

**AOR**—Area of Responsibility

**ARC**—Air Reserve Component

**BP**—Board President

**BPC**—Board President Course

**CA**—Convening Authority

**CC**—Commander

**CY**—Calendar Year

**CDI**—Commander Directed Investigation  
**CFR**—Code of Federal Regulation  
**CCMDS**—Combatant Commands  
**COS**—Chief of Safety  
**DDRO**—Drug Demand Reduction Officer  
**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**DOS**—Director of Operations, Safety  
**DR**—Deficiency Report  
**DRU**—Direct Reporting Unit  
**DSN**—Defense Switching Network  
**EAL**—Entry Access List  
**FOA**—Field Operating Agency  
**GAIB**—Ground Accident Investigation Board  
**GMV**—Government Motor Vehicle  
**GVO**—Government Vehicle, Other  
**HAP**—High Accident Potential  
**HF**—Human Factors  
**HFACS**—Human Factors Analysis and Classification System  
**HIPAA**—Health Insurance Portability & Accountability Act  
**HRO**—Human Resources Office  
**HQ**—Headquarters  
**IC**—Incident Commander  
**IO**—Investigating Officer  
**ISB**—Interim Safety Board  
**MAJCOM**—Major Command  
**MINA**—Mishap Investigation Non-Aviation  
**MO**—Medical Officer  
**MOFE**—Memorandum of Final Evaluation  
**MM**—Maintenance Member  
**NAF**—Non-appropriated Fund or Numbered Air Force  
**NCO**—Non-Commissioned Officer

**NM**—New Mexico  
**OCR**—Office of Collateral Responsibility  
**OPR**—Office of Primary Responsibility  
**OSHA**—Occupational Safety and Health Administration  
**OT&E**—Operational Test and Evaluation  
**PCS**—Permanent Change of Station  
**PH**—Public Health  
**PHA**—Physical Health Assessment  
**PHI**—Protected Health Information  
**PMV**—Private Motor Vehicle  
**ROC**—Recovery Operations Chief  
**RPA**—Remote Pilot Aircraft  
**SE**—Chief of Safety or Safety Office  
**SIB**—Safety Investigation Board  
**SIO**—Single Investigating Officer  
**SPO**—System Program Office  
**TO**—Technical Order  
**USAF**—United States Air Force  
**USC**—United States Code

### *Terms*

**Afloat Combat Support and Training Mishap**—An afloat mishap associated with a non-combat military exercise or training activity designed to develop a military member's physical ability, maintain or increase individual or collective combat and peacekeeping skills, and is due to either a mishap or the result of natural causes when the medical event occurs during or within 1 hour after any training activity where the exercise or activity could be a contributing factor. This includes all training activities, including command-directed or compulsory physical fitness training, that do not meet the definition or are not included as values in sports, recreations, and individual fitness.

**Afloat Industrial and Occupational**—An afloat mishap occurring on a vessel involving operations similar to those performed in private industry (such as boiler maintenance). Includes, but is not limited to, equipment maintenance, facility construction and maintenance, health care provision, laboratory research, and administrative and clerical tasks. A mishap that occurs on board that results from shipyard, repair facility, or private contractor operations are ground (industrial) mishaps.

**Afloat Miscellaneous**—An afloat mishap not assigned to another subcategory.

**Afloat Mishap**—An Air Force mishap occurring on board or resulting from or during the operation of a DoD vessel, including mishaps during DoD diving or swimmer operations; mishaps occurring while loading, off-loading, or receiving services at dockside; and mishaps occurring up to the high water mark during amphibious or inshore warfare training operations. It applies to all injuries to DoD personnel occurring on board, whether or not job related. A mishap occurring on board which results from shipyard, repair facility, or private contractor operations is a ground (industrial) mishap, not an afloat mishap.

**Afloat Sports, Recreation and Individual Fitness Mishap**—An afloat mishap associated with an activity that: Requires physical exertion and skill that is governed by a set of rules or customs and is often undertaken competitively; refreshes one's mind or body through activity that amuses or stimulates; involves the activity of exerting muscles in various ways to keep fit through the performance of exercise. This includes all fitness activities that do not meet the criteria for command-directed or organized fitness programs.

**Air Force At Large**—Used to record and account for losses. Mishaps involving exchange students, military members in a non-pay status while waiting for appellate review if they have no written or verbal orders to return to an Air Force installation, prior service personnel on leave before reporting to initial permanent duty assignment, Air Force personnel assigned to non-Air Force organizations, etc., are recorded to the Air Force at Large. Also, used for recording losses of non-accepted Air Force aerospace vehicles (AFI 91-204, para. 4.9.2), engine-confined non-FOD mishaps (AFI 91-204, para. 1.7.1) and aerospace vehicles leased to a non-DOD organization for modification, maintenance, repair, test, contract training, experimental ground mishaps and includes non-Air Force personnel when Air Force property or equipment fires cause injury.

**Air Reserve Components (ARC)**—All units, organizations, and members of the ANG and AFRC on active duty, on active duty for training, or in drill status, and ANG and AFRC technicians; include ANG and AFRC property and equipment. Military status starts upon beginning duty for military pay and ends when duty stops. All references to Air Force military personnel and property also apply to ARC military personnel and property.

**Causal Finding**—Causal findings are those, which, singly or in combination with other causal findings, logically result in damage or injury. They are identified with the word "Causal" at the start of the text of the finding and supported by factors within the analysis.

**Cause**—A cause is a deficiency, which if corrected, eliminated, or avoided, would likely have prevented or mitigated the mishap damage or significant injury.

**Class A Mishap**—The resulting total cost of damages to Government and other property is \$2 million or more, a DoD aircraft is destroyed (excluding UAS Groups 1, 2 or 3), or an injury or occupational illness results in a fatality or permanent total disability.

**Class B Mishap**—The resulting total cost of damages to Government and other property is \$500,000 or more, but less than \$2 million. An injury or occupational illness results in permanent partial disability, or when three or more personnel are hospitalized for inpatient care (which, for mishap reporting purposes only, does not include just observation or diagnostic care) as a result of a single mishap.

**Class C Mishap**—The resulting total cost of property damages to Government and other property is \$50,000 or more, but less than \$500,000; or a nonfatal injury or illness that results in 1 or more days away from work, not including the day of the injury.

**Class D Mishap**—The resulting total cost of property damage is \$20,000 or more, but less than \$50,000; or a recordable injury or illness not otherwise classified as a Class A, B or C mishap. A Class D mishap is any nonfatal injury or occupational illness that does not meet the definition of Lost Time. These are cases where, because of injury or occupational illness, the employee only works partial days, has restricted duties or was transferred to another job, required medical treatment greater than first aid. Loss of consciousness (not including G-induced loss of consciousness, which are considered Class E) is considered a Class D Mishap when they are direct result of a nonfatal injury or occupational illness.

**Combat Support and Training**—A mishap associated with a non-combat military exercise or training activity designed to develop a military member's physical ability, maintain or increase individual or collective combat and peacekeeping skills, and is due to either a mishap or the result of natural causes when the medical event occurs during or within one hour after any training activity where the exercise or activity could be a contributing factor. This includes all training activities that do not meet the definition or are not included as values in sports, recreation, and individual fitness. Note: The cause of death must be attributed to the mandatory physical exercise as determined by a competent medical authority.

**Convening Authority**—The individual who has the authority to order a safety investigation.

**Courtesy Report**—A mishap investigation report entered into AFSAS, in part or whole, by a safety staff other than the organizational safety staff responsible for the mishap asset (human, materiel or property). Any courtesy report will be finalized by the responsible safety office of the CA and the accountability will be adjusted accordingly before the report is deemed final. These type courtesy investigations and reports are often needed for, but not limited to, TDY, deployment, Joint Bases and off duty mishaps.

**Department Of Defense Civilian Personnel**—DoD Civil Service System employees (including Reserve component military technicians (dual status), unless in a military duty status), non-dual status technicians, and non-appropriated fund employees. To avoid dual reporting this excludes military personnel working part-time; Corps of Engineers Civil Works employees; Youth or Student Assistance Program employees; foreign nationals employed by the DoD Components; and Army-Air Force Exchange Service employees. Foreign national employees fall into two categories: 1) Direct Hire – Under the direct hire system, the U.S. Forces are the legal employer of the foreign national and assumes responsibility for all administrative and management functions with foreign national employment.

2) **Indirect Hire**— The host government serves as the legal employer of U. S. Forces' foreign nationals. Although the host government is the official employer for the foreign national personnel, it grants operational control to the U. S. Forces for the day-to-day management of such personnel. See DoD 1400.25-M, Sub-Chapter 1231 for additional information.

**Department of Defense Military Personnel**—All US military personnel on active duty or Reserve status under the provisions of 10 U.S.C. (reference (m)). National Guard personnel under the provisions of 32 U.S.C. (reference (n)); Service Academy cadets; Reserve Officer

Training Corps cadets when engaged in directed training activities; foreign national military personnel assigned to the DoD Components.

**Department of the Air Force (DAF) Civilian Personnel**—Includes Senior Executive Service, general schedule (GS), wage board, and NSPS employees, including ANG and AFRC technicians, unless in military duty status. Includes non-appropriated fund (NAF) employees who are not military personnel working part time. This includes Youth Opportunity Program and Student Assistance Program employees. This includes foreign-national civilians employed by Air Force (Air Force Foreign Nationals [AFFN]). This includes Air Force responsibility for any compensation claims arising from employment injury. Air Force Foreign National employees fall into two categories (see Department of Defense Civilian Personnel).

**Department of the Air Force (DAF) Military Personnel**—Personnel on active duty with the Air Force, or ANG and AFRC personnel in Title 10 status. Also includes US Air Force Academy cadets, US Air Force Academy Preparatory School cadet candidates, and Reserve Officer Training Corps (ROTC) cadets engaged in directed training activities. Additionally, includes members of other US military services serving on extended active duty with the Air Force or foreign-national military personnel assigned to the Air Force.

**Disability**—See permanent partial disability or permanent total disability.

**Event**—An unplanned occurrence, or series of occurrences, that does not meet the reporting criteria of a mishap.

**Fatal Injury (Class A)**—Injuries resulting in death.

**Findings**—Findings are the conclusions of the safety investigator. They are statements, in chronological order, of each significant event or condition sustaining the sequence leading to the mishap.

**First Aid Case**—Any initial one-time treatment and any follow-up visit for observation of minor scratches, cuts, burns, and splinters, etc., that does not ordinarily require medical care. Such one-time treatment and follow-up visit for observation is considered first aid, even though provided by a physician or medical professional. The following information describes those cases that would be considered first aid. Treatment outside this finite list is considered medical treatment greater than first aid:

- Using a non-prescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);
- Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment).
- Cleaning, flushing or soaking wounds on the surface of the skin.
- Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (Other wound-closing devices, such as sutures, staples, tapes, or glues are considered medical treatment).
- Using oxygen per protocol for suspected conditions or events (chemical exposure, smoke in a cockpit, decompression sickness, etc.). Note: Oxygen prescribed by a physician or medical professional for confirmed conditions constitutes more than first aid.
- Using politzer bag or comparable device for ear and sinus block.

- Using hot or cold therapy.
- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes).
- Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.).
- Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister.
- Using eye patches.
- Removing foreign bodies from the eye using only irrigation or a cotton swab.
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means.
- Using finger guards.
- Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes),
- Drinking fluids for relief of heat stress.

Note: See 29 CFR 1904, Recording and Reporting Occupational Injuries and Illness, for further guidance for injury and illness classifications.

**Government Motor Vehicle (GMV)**—A motor vehicle that is owned, leased, or rented by a DOD Component (not individuals) primarily designed for over-the-road operations; and whose general purpose is the transportation of cargo or personnel. Examples of GMVs are passenger cars, station wagons, sport utility vehicles, vans, ambulances, buses, motorcycles, trucks, tractor-trailers, rental vehicles authorized by official travel orders, and General Service Administration (GSA) vehicles leased on a long- or short-term basis. Vehicles on receipt to, and operated by, non-DOD persons or agencies and activities such as the US Postal Service or the American Red Cross are not GMVs.

**Government Motor Vehicle (GMV) Mishap**—A motor vehicle mishap involving the operation of a GMV as defined in this instruction.

**Government Vehicle Other (GVO)**—Vehicles designed primarily for off-the-highway operation such as construction-tracked vehicles, forklifts, road graders, agricultural-type wheeled tractors and aircraft tugs. Also includes military combat and tactical vehicles (e.g., tanks, self-propelled weapons, armored personnel carriers, amphibious vehicles ashore, and high-mobility multipurpose wheeled vehicles).

**Greater Than First Aid**—Any action in excess of First Aid (see FIRST AID CASE definition).

**Ground (Occurring On Land)**—An Air Force mishap that occurs to on-duty DoD civilian and on- or off-duty DoD military personnel and does not meet the mishap category definition of nuclear, space, aviation, guided missile, explosives and chemical agents, directed energy, afloat, or motor vehicle as defined by this instruction. Note: A mishap involving both on- and off-duty military personnel is considered to be an on-duty mishap. This category also includes ground mishaps previously categorized as Fire, Contractor, and Natural Phenomena were replaced with questions in AFSAS.

**Ground Mishap**—For the purposes of this instruction, a mishap that falls into one of the following mishap categories: afloat, motor vehicle, ground (occurring on land). Note: A ground mishap may involve materiel/equipment that is not traditionally thought of as happening on the ground (e.g., an off-duty military person flying a private plane). Former category Off-Duty Military and sub-categories of fire, contractor, and natural phenomena have been replaced with questions in AFSAS. Damage to public or private property or injury to non-DoD personnel caused by DoD operations are ground mishaps.

**Ground and Industrial Mishap**—An Air Force mishap that does not meet the mishap category definition of nuclear, space, aviation, guided missile, explosives and chemical agents, directed energy, afloat, motor vehicle, or off-duty military as defined by this instruction.

**Hazard**—Any real or potential condition that can cause injury or occupational illness to personnel; damage to or loss of a system, equipment or property; or damage to the environment.

**High Accident Potential (HAP) Event**—Any hazardous occurrence that has a high potential for becoming a mishap that does not fit the definition of a Hazardous Air Traffic Report (HATR).

**Industrial and Occupational Mishap**—A ground mishap involving operations similar to those performed in private industry. Includes, but is not limited to, equipment maintenance, facility construction and maintenance, health care provision, laboratory research, and administrative and clerical tasks.

**Injury**—A traumatic wound or other condition of the body caused by external force or deprivation (fractures, lacerations, sprains, dislocations, concussions, compressions, drowning, suffocation, exposure, cold injury, and dehydration), including stress or strain, which results from an unplanned event. The injury is identifiable as to the time and place of occurrence and member or function of the body affected, and is caused by a specific event or incident or series of events or incidents in a single day or work shift.

**Lost Time Case (Class C)**—Any injury or occupational illness or disease that causes loss of one or more days away from work beyond the day or shift it occurred. When determining if the mishap is a Lost Time Case, count the number of days the employee was unable to work as a result of the injury or illness, regardless of whether or not the person was scheduled to work on those days. Weekend days, holidays, vacation days, or other days off are included in the total number of days, if the employee would not have been able to work on those days because of a work-related injury or illness. Don't count the day of the injury/illness or the day the individual returns to work. Note: While 29 CFR 1904.5(b)(2)(iii) and 1904.5(b)(2)(iv) exempts reporting of certain occurrences that result from voluntary participation in wellness and fitness programs, or recreational activities such as exercise class, racquetball, or baseball or injuries or illnesses resulting to an employee eating, drinking, or preparing food for personnel consumption, the Air Force requires reporting of these occurrences.

**MAJCOM**—The term “MAJCOM” as used in this instruction includes the Major Commands, ANG, DRUs and FOAs.

**Minimum Stress and Strain**—Simple, natural, and nonviolent body positions or actions, as in dressing, sleeping, coughing, sneezing, etc.

**Mishap**—A mishap is an unplanned occurrence, or series of occurrences, that results in damage or injury and meets Class A, B, C or D mishap reporting criteria IAW AFI 91-204, paragraph 1.10. Damage or injury includes: damage to DOD property; occupational illness to DoD military or civilian personnel; injury to DoD military personnel on- or off-duty; injury to on-duty DoD civilian personnel; damage to public or private property, or injury or illness to non-DoD personnel caused by Air Force operations.

**Miscellaneous Ground Mishap**—Mishaps that do not fit into any of the other subcategories identified in this instruction.

**Motor Vehicle Mishap**—An Air Force mishap involving the operation of a motorized land vehicle operated by Air Force personnel. An Air Force mishap involving the operation of a DoD-owned or leased motorized land vehicle by non-Air Force personnel while operationally controlled by a DoD component. Fatalities or injuries to pedestrians or bicyclists involving moving motor vehicles are included in this category. This category does not include ground and industrial mishaps such as injuries occurring while loading or unloading, mounting or dismounting a non-moving vehicle; cargo damaged by weather; damage to a properly parked DoD vehicle, unless caused by an operating DoD vehicle. Additionally, damage to an Air Force vehicle caused by objects thrown or propelled into it by weather or natural phenomena, or by fire when no collision occurred; or damage to an Air Force vehicle when it is being handled as cargo and not operating under its own power and is properly parked, are not categorized as motor vehicle mishaps. Motor vehicle mishaps are divided into the following subcategories: Government Motor Vehicle (GMV), and Private Motor Vehicle (PMV).

**No Lost Time Case (Class D)**—Any on-duty injury or occupational illness or disease that restricts work activities and does not meet the definition of Lost Time Case (Class C). These are cases where, because of injury or occupational illness or disease, Air Force personnel only worked partial days, were placed on restricted work, were transferred to another job, required medical treatment greater than first aid, lost consciousness, were struck by a contaminated needle sticks/sharps, or were diagnosed with a significant injury or illness/disease by a physician or other licensed health care professional. Significant injuries or illnesses include those that do not result in death, days away from work, restricted work or job transfer, medical treatment greater than first aid, or loss of consciousness. Do not count the day of the injury/illness or the day the individual returns to work (these do not meet the definition of Lost Time). Note: While 29 CFR 1904.5(b)(2)(iii) and 1904.5(b)(2)(iv) exempts reporting of certain occurrences that result from voluntary participation in wellness and fitness programs, or recreational activities such as exercise class, racquetball, or baseball or injuries or illnesses resulting to an employee eating, drinking, or preparing food for personnel consumption, the Air Force requires reporting of these occurrences.

**Observation or Diagnostic Care**—Inpatient hospitalization or restriction from assigned work activities for observation or diagnosis provided no treatment or medication is given for the suspected injury or occupational illness, and a competent medical authority determines the

individual could have returned to his or her normal job without impairment or disability, or where an individual is temporarily restricted from regularly assigned duties to prevent exceeding time-weighted exposure limits. This care does not create a “lost-time case,” “no lost-time case,” or “first-aid case.”

**Occupational Illness**—Any reported condition that does not meet the definition of injury. Any abnormal physical condition or disorder, other than one resulting from an occupational injury, resulting in adverse consequences and caused by occupational factors associated with employment. Includes all confirmed cases of acute and chronic illnesses or diseases caused by inhalation, absorption, ingestion or direct contact with suspect substances.

**Off—Duty**—DoD personnel are off-duty when they are not on-duty (see on-duty definition). Personnel participating in base team sporting activities or in a permissive temporary duty (TDY) status are off-duty. Air Force Academy Cadets participating in inter-collegiate, intramural sports, and club activities are off-duty. Reserve and National Guard personnel performing inactive duty training will be considered off-duty: when traveling to or from the place at which such duty is performed; or while remaining overnight, immediately before the commencement of inactive-duty training; or while remaining overnight between successive periods of inactive-duty training, at or in the vicinity of the site of the inactive-duty training, if the site of the inactive-duty training is outside reasonable commuting distance of the member's residence. This definition is for mishap reporting purposes only and has no relation to compensability or line-of-duty determination. Personnel driving their private motor vehicle prior to or after their duty day are considered off-duty for mishap reporting purposes. Note: A mishap involving both on- and off-duty military personnel in the same mishap will be categorized as an on-duty mishap.

**On-Duty**—DoD personnel are on-duty when: Physically present at any location where they are to perform their officially assigned work. Officially assigned work includes organization-sponsored events an employee is permitted to attend, regardless of location. This includes those activities incidental to normal work activities that occur on DoD installations, such as lunch, coffee, or rest breaks, and all activities aboard military vessels. Note: Personnel walking to and from work place parking areas at the start and end of the duty day are in an on-duty status. Personnel who eat lunch and then deviate from normal lunch activities (example shopping) are considered off-duty. Being transported by DoD or commercial conveyance to perform officially assigned work. (This includes travel in PMVs or commercial conveyances while performing official duty, but not routine travel to and from work).

- On temporary duty, personnel on assignment away from the regular place of employment are covered 24 hours a day for any injury or occupational illness that results from activities essential or incidental to the temporary assignment. Essential or incidental activities include travel between places of business or lodging and eating establishments, drugstores, barbershops, places of worship, cleaning establishments, bowling centers, officer and enlisted clubs, gymnasiums, and similar on-base non-appropriated fund (NAF) facilities and similar places required for the health or comfort of the member, are considered on-duty. However, when personnel deviate from the normal incidents of the trip and become involved in activities, personal or otherwise, that are not reasonably incidental to the duties of the temporary assignment contemplated by the employer, the person ceases to be considered on-duty for investigation and reporting purposes of injuries or occupational illnesses. Injuries or occupational illnesses to personnel resulting from

activities unrelated to the temporary duty assignment or non-commander directed sports and recreation activities (e.g., jogging, golfing, basketball) will be reported as off-duty mishaps. Military members are working in part-time Non-appropriated Fund (NAF) positions. Note: Use the NAF position series (instead of the military Air Force Specialty Code (AFSC) for safety reporting.

- Taking part in compulsory physical fitness training, sporting events, and physical fitness evaluation activities (including cycle ergo-metric testing when permitted). On-duty compulsory fitness training and activities include directed sports activities at professional military education (PME) and formal training courses such as Basic Military Training, Technical Training Schools, Airman Leadership School, Squadron Officer School and the Air Force Academy. These activities are considered on-duty when a superior directs participation at a specific location and time. This includes supervision-directed physical conditioning activities when a mandatory location and time are designated. Air Force civilian employees authorized to participate in physical fitness activities during normal duty hours are also on-duty.

Note: The definitions above are for mishap reporting purposes only and have no relation to compensability or line-of-duty determination.

**Permanent Partial Disability (Class B)**—Any injury or occupational illness that does not result in death or permanent total disability, but in the opinion of competent medical authority, results in permanent impairment through loss or loss of use of any part of the body. Exceptions: Loss of teeth, fingernails, toenails; loss of fingertips or toe tips without bone involvement; repairable inguinal hernia; disfigurement; sprains or strains that do not cause permanent limitation of motion.

**Permanent Total Disability (Class A)**—Any nonfatal injury or occupational illness that, in the opinion of competent medical authority, permanently and totally incapacitates a person to the extent that he or she cannot follow any gainful occupation and results in a medical discharge, retirement, separation. The loss, or the loss of use of both hands, both feet, both eyes, or a combination of any of those body parts as a result of a single mishap will be considered as a permanent total disability.

**Private Motor Vehicle (PMV)**—A non-commercial vehicle that is neither a GMV nor GVO. A vehicle normally registered for highway use.

**Private Motor Vehicle (PMV) Mishap**—A motor vehicle mishap, regardless of identity of the operator, that does not involve a GMV or GVO, but results in a fatality or reportable injury to military personnel on- or off-duty or to on-duty civilian personnel, or reportable damage to DoD property. Fatalities and injuries to bicyclists and pedestrians in the traffic environment are included in this category.

**Privilege**—A common law doctrine or statutory rule of evidence that protects certain communications and products from being used as evidence in court or otherwise released.

**Privileged Safety Information**—Information that is reflective of a deliberative process in the safety investigation or given to a safety investigator pursuant to a promise of confidentiality, which the safety privilege protects from being released outside safety channels or from being

used for any purpose except mishap prevention. It includes products such as draft and final findings, evaluations, opinions, preliminary discussions, conclusions, mishap causes, recommendations, analyses, and other material that would reveal the deliberations of safety investigators, including reviews and endorsements. It also includes information given to a safety investigator pursuant to a promise of confidentiality and any information derived from that information or direct or indirect references to that information.

**Property Damage**—Damage to facilities, equipment, property, materiel, or resources. If the occurrence meets mishap reporting criteria, then the cost of environmental cleanup shall be included in property damage costs.

**Recommendations**—Recommendations are feasible and effective solutions to eliminate identified hazards, or if the hazard cannot be eliminated, to mitigate the hazard's potential consequences. Actions likely to prevent a similar mishap or reduce its effects.

**Recordable Injury or Illness**—For civilian personnel, an occupational injury or illness meeting the recording requirements of part 1904 of Reference (h). For military personnel, an on-duty injury or occupational illness meeting the recording requirements of part 1904 of Reference (h) or an off-duty injury resulting in death or 1 or more days away from work.

**Root Cause**—Underlying cause(s) in the causal chain where an intervention could reasonably be implemented to change performance and prevent an undesirable outcome (effectively answers the question why).

**Safety Investigation**—A thorough assessment of the hazards, cause(s), and outcome of circumstances leading to a mishap or event.

**Safety Investigator**—An individual authorized and qualified to investigate a mishap or event. Examples include members of an ISB or SIB an SIO and members of a safety staff.

**Safety Privilege**—The term the Air Force uses to describe privileges recognized by the courts that protect safety information from release. It is an executive privilege afforded a head of an agency to protect information from release that would hamper the efficient operation of an important Government program and perhaps impair the national defense or security.

**Safety Report**—Safety reports include message reports (preliminary, status and final), formal reports, and injury and occupational illness forms and logs.

**Sports, Recreation and Individual Fitness**—A mishap associated with an activity that requires physical exertion and skill that is governed by a set of rules or customs and often undertaken competitively and/or refreshes one's mind or body through activity that amuses or stimulates. Involves the activity of exerting muscles in various ways to keep fit through the performance of exercise. This includes all fitness activities that do not meet the criteria for command-directed or organized fitness programs.

**System-Related Failures**—Failures specifically attributed to inadequate system design.

**Terrorist Act**—Terrorist act/incident is a premeditated, unlawful act, dangerous to human life that is intended to further political or social objectives.

### **Tier/Waiver**

**Tier 0 (T-0)**—Determined by respective non-AF authority (e.g. Congress, White House, Office of Secretary of Defense, Joint Staff). The waiver authority is non-applicable, or external to AF.

**Tier 1 (T-1)**—Non-compliance puts Airmen, Commanders or the USAF strongly at risk of mission or program failure, death, injury, legal jeopardy or unacceptable fraud, waste or abuse. The waiver authority is the MAJCOM/CC, delegable no lower than MAJCOM Director, with the concurrence of the AFI Certifying Official.

**Tier 2 (T-2)**—Non-compliance may degrade mission or program effectiveness or efficiency and has potential to create moderate risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste or abuse. The waiver authority is the MAJCOM/CC (delegable no lower than MAJCOM Director).

**Tier 3 (T-3)**—Non-compliance may limit mission or program effectiveness or efficiency and has a relatively remote potential to create risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste, or abuse. The waiver authority is the Wing/DRU/FOA/CC (delegable no lower than Group/CC or equivalent).

**Workplace Violence**—Injuries and illness that result from any act of physical violence, i.e., physical assaults, homicide, disruptive behavior, that occurred at the work site.

## Attachment 2

### GENERAL COMPOSITION OF A FORMAL REPORT

#### A2.1. General Information.

A2.1.1. Formal reports present both factual and analytical information for Class A and select on-duty Class B mishaps. The SIB normally produces a formal safety report with three parts: (T-1)

A2.1.2. Part 1 contains Factual Information and Releasable Material. Part 1 information is releasable to the GAIB. However, portions of Part 1 are not releasable to the public since it may include information protected by the Privacy Act or Export Control Act.

A2.1.3. Part 2 contains Board Conclusions and Non-Releasable Material. This is the most important part of the report. It draws on all portions of the report to provide a complete picture of what happened. It is a thorough analysis of all evidence and the findings, causes and recommendations. This section records the opinions of the SIB/SIO, and it either accepts or rejects all scenarios or theories in the report. Only in the case of a minority report are there differing findings, causes or recommendations. Life sciences recommendations related to causal findings will be included with other SIB/SIO recommendations.

A2.1.4. Part 3 contains other material pertaining to final briefing slides. Part 3 is not releasable to the public since it may include information protected by safety privilege, the Privacy Act or Export Control Act. Release authorities are AFSEC/JA and/or MAJCOM/SE.

#### A2.2. Tab Format.

A2.2.1. Sample Tabs (A through Z) are available on AFSEC/SEG SharePoint which will be used as templates for the formal report. (T-1)

A2.2.2. Tab Header. Ensure the following appears on each page of the report in the header block: "Mishap Category, Mishap Subcategory, Class, Date, and AFSAS number" (e.g., Motor Vehicle, PMV-2, Class A, 10 February 2009, AFSAS #123456). The header will be in 12 point Times New Roman, all caps, italicized and page centered. (T-1)

A2.2.3. Tab Footer.

A2.2.3.1. Place footer on each page in Part 1 for tabs containing For Official Use Only (FOUO) IAW AFI 31-401, Information Security Program Management or Privacy Act information IAW AFI 33-332, The AF Privacy & Civil Liberties Program. Example: (T-1)

**Note:** The information herein is For Official Use Only (FOUO) which must be protected under the Privacy Act of 1974, as amended. The unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.

A2.2.3.2. Place footer on each page in Part 2 of privileged safety reports using the Privilege Warning Statement from AFI 91-204, Attachment 3. The footer will be in 12 point Times New Roman, italicized and page centered. Example: (T-1)

FOR OFFICIAL USE ONLY

THIS CONTAINS PRIVILEGED, LIMITED-USE SAFETY INFORMATION.

UNAUTHORIZED USE OR DISCLOSURE CAN SUBJECT YOU TO CRIMINAL

PROSECUTION, TERMINATION OF EMPLOYMENT, CIVIL LIABILITY, OR OTHER ADVERSE ACTIONS. SEE AFI 91-204, CHAPTER 3 FOR RESTRICTIONS. DESTROY IN ACCORDANCE WITH AFMAN 33-363 WHEN NO LONGER NEEDED FOR MISHAP PREVENTION PURPOSES.

A2.2.4. Tab Composition. Use Times New Roman, 12 point, for text documents. Use past tense throughout. Set top, bottom and side margins to 1.0 inch. Name each tab file according to the name used in the Tab Title (e.g., “D2. VEHICLE AF Form 1800”). For tabs having 2nd level contents (e.g., “G13.1. TRAINING RECORDS DATED 2009”), create sub-titles. Center page numbers at the bottom of each page. Pages should be numbered consecutively through each tab. Numbering will be the tab letter followed by a hyphen and the page number (e.g., J-1, J-2, J-3, etc.). Number the page, even if there is only one page in the tab. If Tab is not used, type “NOT USED” centered on page, all caps. If a page is left blank, type “INTENTIONALLY LEFT BLANK” centered on page, all caps.

A2.2.5. When finished, build the finalized Table of Contents. Save each finalized tab as a single PDF document (do not upload multiple documents in Tabs unless absolutely necessary) and upload to AFSAS. (T-1)

### **A2.3. Part 1. Tabs A – S, Factual Information and Releasable Material.**

A2.3.1. **(Mandatory)** TAB A. Safety Investigator Information.

A2.3.1.1. A1. CA appointment orders for the SIB or SIO. (T-2).

A2.3.1.2. A2. Contact Information for SIB members or SIO and advisors. (T-2).

A2.3.1.3. A3. Controlling Information Collected by the SIB/SIO. SIB presidents/SIOs will ensure all information, privileged or not, collected by safety investigators, is not released outside safety channels except as prescribed in AFI 91-204 or upon approval of CA. (T-2)

A2.3.1.4. A4. Safety Investigation Non-Disclosure Agreement. (T-2)

A2.3.1.5. The Recorder will complete this Tab. (T-2).

A2.3.2. TAB B. This Tab is currently not used for ground mishap investigations.

A2.3.3. TAB C. This Tab is currently not used for ground mishap investigations.

A2.3.4. **(Optional)** TAB D. Maintenance Report, Records and Data. Required when AF equipment is involved in a mishap. The MM will complete this Tab if required.

A2.3.5. TAB E. This Tab is currently not used for ground mishap investigations.

A2.3.6. **(Optional)** TAB F. Weather and Environmental Records and Data. Include when weather or other environmental conditions were factors in the mishap. Provide weather conditions at the time and location of the mishap. The IO will complete this Tab.

A2.3.7. **(Mandatory)** TAB G. Personnel Records. Includes maintenance records and other personnel evaluation and training records. This would include records from personnel in career fields such as Vehicle Maintenance or Aircraft Maintenance. The appropriate SIB member will complete this Tab. (T-2)

A2.3.8. TAB H. This Tab is currently not used for ground mishap investigations.

A2.3.9. **(Optional)** TAB I. Deficiency Reports (DRs). Include all DRs submitted in conjunction with the mishap investigation. Include a copy of the submitted DR report containing the following information: Report Control Number, Cognizant Official, name of part (nomenclature), and part number. The MM will complete this Tab.

A2.3.10. **(Optional)** TAB J. Releasable Technical Reports and Engineering Evaluations. If DoD military/civilian or contractor personnel provided written reports or on-scene evaluations, include them in this tab. Do not provide a promise of confidentiality to DoD military/civilian or contractor personnel. When contractors are involved in ground mishap investigations ensure Figures A3.9 and A3.10 of AFI 91-204 are included in this Tab. Refer to AFI 91-204, Attachment 4 for a recommended format for technical reports. Factual reports or information provided by a contractor or Joint Air Logistics Center (ALC) without a promise of confidentiality are placed in this tab. Any analysis referring to privileged information (e.g., board conclusions, etc.) should be included in Tab W.

A2.3.10.1. Refer to AFI 91-204, Attachment 4 for a recommended format for technical reports. Factual reports or information provided by a contractor or Joint Air Logistics Center (ALC) without a promise of confidentiality are placed in this tab. Any analysis referring to privileged information (e.g., board conclusions, etc.) should be included in Tab W.

A2.3.10.2. These reports should determine what parts are bent, broken or burned; whether it happened before, during or after the mishap; and how, etc. These reports will not state certain systems or parts, "did or did not cause the mishap." The SIB will determine what caused the mishap, and it will be filed in Tab T.

A2.3.11. Tab K. This Tab is currently not used for ground mishap investigations.

A2.3.12. **(Optional)** Tab L. Factual Parametric, Audio, and Video Data from On-Board Recorders. This tab may include, for example, data from vehicle electronic information systems.

A2.3.13. **(Optional)** Tab M. This Tab is currently not used for ground mishap investigations.

A2.3.14. **(Optional)** Tab N. Transcripts of Voice Communications. These are written transcripts of recorded transmissions such as, Fire Department or Law Enforcement communications, Air Traffic Control to vehicle working on the airfield, as well as any other voice communications that aid the investigation. Begin the transcript as early in the mishap sequence as is practical and end the transcript when all damage and injury has occurred. The IO completes this Tab.

A2.3.15. **(Mandatory)** TAB O. Any Additional Substantiating Data and Reports. This is supporting data not otherwise defined. It can include local operating instructions (OI), directives, approach and landing charts and other forms as applicable. If the SIB cites a brief document (such as a three-page local OI), place it within this Tab. Do not mark, highlight or extract a particular page to show the SIB's exact area of interest. Highlighted pages are placed in Tab V. For lengthy documents, it is sufficient to show a listing of documents or records reviewed by the SIB and their effective dates. The IO completes this Tab. (T-2)

A2.3.16. **(Optional)** TAB P. Damage Summaries.

A2.3.16.1. P1. Certificate of Damage. This lists the total damage to all government property, materiel and equipment. See AFI 91-204, Chapter 1 for rules on calculating damage costs. Provide a detailed statement that includes acquisition, replacement or repair costs (as applicable) for all property, material or equipment damaged. Include nomenclature and national stock number (NSN) if available.

**Table A2.1. Example of a Certificate of Damage.**

Item (National Stock Number)	Cost
AGE Air Compressor NSN XXXX-XXX-XXX	6,200.00
Centerline Pylon NSN XXXX-XX-XXX-XXXX	12,000.00
Flare Mod Engine Test Stand NSN XXXX-XX-XXX-XXXX	4,500.00
Portable Eye Wash Inoperative NSN XXXX-XX-XXX-XXXX	880.00
Destroyed GMV NSN XXXX-XX-XXX-XXXX	9,500.00
<b>Total Cost</b>	<b>33,080.00</b>

A2.3.16.2. P2. Statement of Damage to Private Property. Omit if no private property was damaged in the mishap. If private property was damaged, the IO will draft a statement indicating the type of property damage involved (e.g., 20' x 30' x 15' deep crater in NW corner of property, 5 acres of grasslands affected, etc.). The statement will not contain damage cost estimates, but only describe the damage incurred. Additionally, do not state the cause of the property damage (e.g., 5 acres of grassland affected by post impact fire). Statement should be no more than a brief description of the type and extent of damage to civilian personnel and property.

A2.3.16.3. The IO and MM complete this Tab.

A2.3.17. (Mandatory) TAB Q. GAIB Transfer Documents. For ground mishaps, a CDI or GAIB may be convened. If so, insert the appropriate information given to the CDI or GAIB in this tab. (T-2)

A2.3.17.1. Q1. When the SIB completes its investigation and reporting tasks, it will have numerous documents, non-privileged analysis reports, records and other items of evidence. The SIB president, will turn over all of these and Part 1 of the formal safety report to the GAIB's legal advisor, GIAB president or local SJA office. This will be accomplished via a Memorandum of Transfer documenting each item turned over such as; Individual training records, Technical Orders, training plans, technical expert's reports, and results from AFMES drug screening and autopsies. Ensure both the SIB BP and the GAIB legal advisor/president or SJA office signs the Memorandum. (T-2)

A2.3.17.2. Q2. Wreckage Disposition Letter. Include a memorandum from the SIB President or SIO regarding the location and disposition of all involved wreckage and components involved in the mishap sequence. This includes items sent to an Air Logistics Center or other locations for analysis. (T-2)

A2.3.17.3. The IO and Recorder complete this Tab. (T-2)

A2.3.18. (**Mandatory**) TAB R. Releasable Witness Testimony. Note: Place the statements and testimonies of each individual together in chronological order with the earliest on top to make it easier to compare the individual's impressions. (T-2)

A2.3.18.1. R1. List of Witnesses and Contact Information. Include a list of witnesses and involved personnel. Include the full name, organization, DSN and commercial duty telephone numbers, official mailing address and indicate the person's role in the mishap in general terms (e.g., witness, vehicle operator, passenger, etc.). (T-2)

A2.3.18.2. R2. Releasable (Non-privileged) Witness Statements.

A2.3.18.2.1. Investigators take testimony from all individuals involved in the mishap and those who were witnesses to the mishap. Testimony includes both written statements and recorded interviews. Place testimony from individuals and witnesses that were not granted a promise of confidentiality in this Tab. (T-2)

A2.3.18.2.2. If a promise of confidentiality was offered to an individual, the testimony will be placed in Tab U. See AFI 91-204, Chapter 3 for discussion of promise of confidentiality. All testimony must be properly documented stating if a promise of confidentiality has or has not been extended IAW AFI 91-204, Chapter 3. (T-2)

A2.3.18.2.3. For non-privileged interviews: read, record and transcribe the Notice to Witness that Recorded Statement is not Confidential (AFI 91-204, Attachment 3). For non-privileged written witness statements, include a copy of Memorandum for Non-Privileged Written Witness Statements (AFI 91-204, Attachment 3). (T-2)

A2.3.18.2.4. Include 72 hour history in this Tab. (T-2)

A2.3.18.3. The IO completes this Tab. (T-2)

A2.3.19. (**Mandatory**) TAB S. Releasable Photographs, Videos, Diagrams and Animations.

A2.3.19.1. S1. Place an index of photographs at the beginning of the Tab. Include releasable photographs and diagrams as needed to enhance the mishap narrative. Use them to show damage, impact areas, metal fractures, vehicle travel, etc. Only include photographs aiding in understanding the mishap, and reference them in the analysis in Part 2, Tab T. (T-2)

A2.3.19.1.1. Photographs of deceased personnel or injuries are not placed in Tab S due to their sensitivity. They will be placed in Tab Y if they support findings or recommendations. Medical pictures may be given to the GAIB. (T-2)

A2.3.19.1.2. Do not refer to privileged safety information on the page captions or in comments on the index. Photographs are privileged if they are staged for the board's analysis. Staged photographs are placed at Tab T near the related narrative. Assembling or reconstructing damaged parts or aligning parts to show failure patterns or impact marks are examples of staged photographs. Pointing with a finger or other device at a portion of wreckage does not make the photograph staged. (T-2)

A2.3.19.1.3. Hold all photographs and videos taken by the SIB, except those staged for analysis, for use by the GAIB. Every photograph and video needs to be labeled by

the photographer. If a DoD photographer is used, they should label the photo with name, office symbol and office phone number. If a civilian photographer is used, then the investigator should label the photo with name, address and phone number (if the person will provide this information). (T-2)

A2.3.19.2. S2. Civil Engineering Diagrams. (Fallout, Impact Area, etc.). Ensure diagrams are self-explanatory. Include only those diagrams that add to the report such as wreckage patterns, impact areas or route-of-travel. Indicate direction with a northward pointing arrow on each diagram. If practical, indicate scale. (T-2)

A2.3.19.2.1. Ensure the diagrams do not depict the location of human remains. Such diagrams should be placed in Part 2, Tab X, of the formal report to protect the privacy interests of the decedent's family. (T-2)

A2.3.19.3. The IO completes this Tab. (T-2)

#### **A2.4. Part 2. Tabs T – Z, Board Conclusions and Non-Releasable Material.**

A2.4.1. **(Mandatory)** TAB T. Investigation, Analysis and Conclusions. Building this Tab creates the foundation of analysis for the Formal Report and a shortened version should be transferred to the final message to include sufficient analysis to support the investigation. All members of the SIB contribute to this Tab as applicable. The IO is responsible to complete this Tab. (T-1)

A2.4.1.1. DoD HFACS nano-codes will be cited in Tab T and/or the mishap narrative within the I&A. An example of how they will be reported is: "P1 was walking down the stairs not paying attention to his/her surroundings and tripped/fell injuring his/her right leg [PC101 – Not Paying Attention, Causal]." Identify causal factors and contributory factors using DoD HFACS nano-codes listed AFI 91-204, Attachment 6. The MO/HF member, if applicable, will contribute to the SIB's efforts in writing the factors in Tab T and/or Mishap Narrative. Do not include names or identifying information in the table of contents; however it is acceptable to leave the name of the individual in scanned documents. (T-2)

A2.4.1.2. Tab T Outline: Below is a recommended outline to help incorporate the SIB or SIO's analysis in specific areas of investigation: (**Note:** Tab T will be tailored to the specific mishap.)

### **T1. GLOSSARY OF TERMS AND ACRONYMS**

#### **T2. EXECUTIVE SUMMARY**

##### **T2.1. HISTORY OF MISHAP**

##### **T2.2. SIB CONCLUSIONS**

#### **T3. BACKGROUND INFORMATION**

##### **T3.1. MISHAP MEMBER**

##### **T3.2. MISHAP ORGANIZATION (CC, CHIEF, FIRST SERGEANT, ETC.)**

T3.3. MISHAP IMMEDIATE SUPERVISOR

T3.4. MISHAP WITNESSES

T4. OPERATIONS AREAS INVESTIGATED

T4.1. INVESTIGATIVE SOURCES OF DATA

T4.2. DESCRIPTION OF SYSTEMS, PROCESSES, ORGANIZATIONS

T4.3. FACTORS: This list is not all inclusive

T4.3.1. ORGANIZATIONAL MANAGEMENT

T4.3.2. JOINT BASE OPERATIONS

T4.3.3. STANDARD OPERATING PROCEDURES

T4.3.4. UNIFIED FACILITIES CRITERIA

T4.4. NON-FACTORS

T5. MAINTENANCE AREAS INVESTIGATED

T5.1. INVESTIGATIVE SOURCES OF DATA

T5.2. DESCRIPTION OF SYSTEMS, PROCESSES, ORGANIZATIONS

T5.3. FACTORS: This list is not all inclusive

T5.3.1. TECHNICAL ORDER COMPLIANCE

T5.3.2. MECHANICAL EVALUATION

T5.3.3. LICENSING AND TRAINING

T5.4. NON-FACTORS

T6. LOGISTICS AREAS INVESTIGATED

T6.1. INVESTIGATIVE SOURCES OF DATA

T6.2. DESCRIPTION OF SYSTEMS, PROCESSES, ORGANIZATIONS

T6.3. FACTORS: This list is not all inclusive

T6.3.1. RISK MANAGEMENT

T6.3.2. PERSONAL PROTECTIVE EQUIPMENT

T6.3.3. WEATHER

T6.4. NON-FACTORS

T7. NON-FACTORS WORTHY OF DISCUSSION: Examples listed below.

T7.1. No dedicated portable radio to facilitate command and control or situational awareness

T7.2. While OBJ1 was adequate for the task it placed OBJ2 closer to the dock edge than would be considered ideal for safe movement.

T8. FINDINGS AND CAUSES

T9. RECOMMENDATIONS

T10. OTHER FINDINGS AND RECOMMENDATIONS OF SIGNIFICANCE

T11. AUTHENTICATION PAGE: Include an authentication page after the last page of Tab T. Include each primary SIB member's name, grade, position and date on this page. Have each concurring member, including primary members from other services on Joint Investigations, sign above their name for authentication of the report or for any changes to the report. If a final SIB or SIO message report needs to be changed after it is completed the authentication page must be updated and inserted in front of the original. (T-1)

T12. MINORITY REPORTS: The primary members determine findings, causes and recommendations. Primary members who disagree with the results may submit a separate minority report. Minority reports will include reasons for disagreement, in a narrative format, and list suggested findings, causes and recommendations if different from those contained in the original report. If a SIB member submits a minority report, their signature block still appears on the Tab T authentication page but they do not sign above it. Instead, they sign the minority report. (T-1)

A2.4.2. **(Optional)** TAB U. Witness Testimony Provided Under a Promise of Confidentiality. This Tab can only be used when AF/SE grants approval to give witnesses promises of confidentiality in a ground mishap investigation. When confidential witness statements are taken, include a list of witnesses interviewed in this Tab. Also, include statements the SIB or SIO believe are pertinent.

A2.4.2.1. Transcripts of complete interviews must contain the agreements in AFI 91-204 for written or recorded statement as appropriate. In cases where witness testimony is summarized by the interviewer, it must be clear that the witness was advised and understood the agreements.

A2.4.2.2. Include only meaningful statements and testimonies in this Tab. Place the statements and testimonies of each individual together in chronological order with the earliest on top to make it easier to compare the individual's impressions. Consider all statements and testimonies included in this tab in the analysis section of Tab T.

A2.4.2.3. The IO completes this Tab.

A2.4.3. **(Optional)** TAB V. Other Supporting Privileged Products. Whenever findings or recommendations involve deficiencies in or changes to T.O., checklists, local operating procedures or directives, include the applicable portions of the original publications in this Tab. The SIB's/SIOs conclusion that a particular paragraph of a document was or was not a mishap factor is privileged. Place highlighted pages or publication extracts revealing the deliberative process of the board in this Tab. Include copies of submitted AFTO Forms 22, Technical Manual Change Recommendation and Reply, or AF Forms 847, Recommendation for Change of Publication, in this Tab. Additionally, statements made by persons found causal to the mishap should be filed in this Tab. The IO completes this Tab.

A2.4.4. Tab X. Privileged Photographs, Videos, Diagrams, and Animations.

A2.4.4.1. X1. Privileged Photographs. Well-defined photos help in mishap analysis. These typically include photos showing deliberative SIB analysis of the mishap damage, impact area, etc. Ensure diagrams are self-explanatory, indicating mishap locations in association with structures, facilities, etc. (T-2)

A2.4.4.2. X2. Privileged Videos. Only upload videos relevant to the investigation and make a reference in the Tab X .pdf document. (T-2)

A2.4.4.3. X3. Privileged Diagrams. Attach appropriate copies to all reports, if applicable.

A2.4.4.4. X4. Privileged Animations. If applicable, include the final version of the privileged animation and make a reference in the Tab X .pdf document.

A2.4.4.5. The IO completes this tab. (T-2)

A2.4.5. **(Mandatory)** TAB Y. Summary of Injuries and Sensitive Medical Information.

A2.4.5.1. Summary of Injuries. This section is a brief narrative describing the type of injuries and mechanism of injuries.

A2.4.5.1.1. If photos of human remains are included in the report, they are placed in this Tab due to the sensitive nature of such photos. In very rare instances and with HQ AFSEC/SEH approval, they may be included in Tabs other than Tab Y if deemed absolutely necessary to define injuries. Otherwise, use injury pattern diagrams to define injuries. (T-2)

A2.4.5.2. Sensitive Medical Information. Sensitive Medical Information is usually non-privileged information and can be provided to the GAIB. If provided, only give unmarked factual documents; do not give sections, pages deemed appropriate to the mishap or marked-up records as those would be considered the workings of the board and privileged. Provide the GAIB with original hard copies of the information. Non-safety privileged medical documents are protected by other laws and regulations (HIPAA, Privacy Act, etc.). Limit sensitive medical information in Tab T and/or the mishap narrative to the minimum required to adequately describe the role of a diagnosis or

medication in the mishap sequence. For example, a mishap member is found to have a previously undisclosed irregular heartbeat being treated by a civilian doctor with amlodipine (Norvasc). If this condition did not contribute to the mishap, this might be mentioned as an OFS in Tab T and/or the mishap narrative, but shall be summarized as “member found to have a previously undisclosed heart condition being treated with a medication that may reduce heart rate and blood pressure.” This Tab may spell out the diagnosis and exact medication in detail. However, if this condition directly contributed to the mishap, then the details may be needed to more explicitly explain the mishap sequence. For questions on where sensitive medical information may be placed, contact AFSEC/SEH. (T-2)

A2.4.5.2.1. Toxicology reports. Relevant toxicology test material will be included in this Tab. (T-2)

A2.4.5.2.2. Pre-Mishap Medical Information. Include scanned copies of Armed Forces Health Longitudinal Technology Application (AHLTA) print-outs of all physical exams, most recent Physical Health Assessment (PHA), DD Form 2766, any active waivers, current medications/supplements and the person’s current serial profile. (T-2)

A2.4.5.2.3. Post Mishap Medical Information and/or Autopsy Report. If there are no injuries sustained in the mishap, this section will include the statement “No post-mishap injuries sustained.” Factual post-mishap physicals and/or autopsy reports must be included here. Photos of human remains highlighting fatal injuries may be included as an attachment to the autopsy report. Also include factual radiology reports and statements of prognosis. (T-2)

A2.4.5.3. The MO and/or HF member usually completes this tab or assists the SIB.

A2.4.7. **(Mandatory)** TAB Z. SIB Proceedings and BP comments.

A2.4.7.1. Use this Tab to provide reviewing agencies about investigation difficulties and make recommendations for improving reporting and investigating procedures. Comments on technical assistance coordinated through AFSEC are also appropriate. (T-2)

A2.4.7.2. The BP and IO complete this Tab. (T-2)

**A2.5.** Part 3. Other Material. Part 3 is provided to upload the SIO/SIB Final Briefing in AFSAS.

## Attachment 3

## MISHAP RESPONSE/INVESTIGATION KIT

Table A3.1. MISHAP Response/Investigation Kit.

<b>Note:</b> This list of suggested kit contents is tailored for the SIB/SIO investigating a ground mishap.	
Documentation, Measurement and Calculation Supplies	Witness Interview Equipment
Scientific calculator (preferably with solar battery)	Tape recorder (micro-recorder with voice activation suggested)
Quad-ruled paper (used for diagramming)	Extra batteries for recorder
Tape measure (50 – 100 foot, bright color, large numbers)	Extra secure digital cards (SDC)/tapes for recorder
Steno Pads	Witness Statement Forms (IAWAFI 91-204)
Accident Investigator's Traffic Template or Pilot's plotter (serves as a ruler, protractor and inclinometer)	
Small level (preferably one that reads in degrees) {Used to measure roadway slopes and super-elevation}	Miscellaneous
Pencils, pens, grease pencils, Pencil sharpener or extra leads and ink cartridges	List of contents
Rulers, 6 and 12 inch (used for reference marks in photographs)	Small first aid kit
Lensatic compass	Leather gloves
Laser range-finder (golfer's distance gauge serves well)	Dust masks
Blank mishap information forms	Safety goggles or glasses
Clipboard or zippered notecase	Cellular phone
	Carrying case
Evidence Gathering and Evaluating Equipment	Personal Equipment*
Magnifying Glasses (5X and 10X)	Boots
Small tape measure	Gloves: Leather, Rubber
Flashlight and batteries (flexible neck style recommended)	Hat
Mirrors (maintenance inspection and metal camping)	Moist towelettes and/or waterless cleaner and disinfectant
Tags with ties for tagging parts and evidence	Ear plugs, safety glasses or goggles
3 by 5 inch index cards	Multipurpose pocket tool
Sealable plastic bags (assorted sizes,	Magnifying glass

heavy-weight with writable area)	
Tools (e.g., pliers, wrenches, wire cutters, screwdrivers, knife, small adjustable clamps, etc.)	Suitable clothing for the weather conditions (rain gear, cold weather gear, etc.)
Mechanics extension magnet and flex gripper	Credit cards, ID cards and Driver's License as necessary
Small brushes (soft and stiff bristled)	Sunscreen
Small clean containers for fluids and other evidence	
Masking Tape 1 and 2 inch sizes (use as sealer and for temporary labels)	
* These items are suggested as part of your personal kit for your health, safety and comfort. Not all will be required at every mishap investigation, so individual discretion is advised. Review this list and tailor it to professional needs.	

**Attachment 4**

**FORMAT/OUTLINE FOR THE NARRATIVE IN MISHAP REPORTS**

**4. Narrative:**

4.1. Brief Synopsis:

4.2. Sequence of Events:

4.3. Investigation and Analysis: (See Table 6.2 for factors to consider)

4.3.1. Causal Factors investigated:

4.3.2.1.

4.3.2.2.

4.3.2. Contributory Factors investigated:

4.3.2.1.

4.3.2.2.

4.3.3. Non-factors investigated:

4.3.3.1.

4.3.3.2.

4.3.4. Non-factors worthy of discussion:

4.3.4.1.

4.3.4.2.

4.3.5 Conclusion:





