

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**

AIR FORCE INSTRUCTION 91-204



**AIR FORCE SPACE COMMAND
Supplement**

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Safety

**SAFETY INVESTIGATIONS AND
REPORTS**

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 91-204, *Safety Investigations and Reports*. This publication applies to HQ Air Force Space Command and subordinate units. It does not apply to AFSPC-gained Air National Guard or Air Force Reserve units unless attached to AFSPC in a mobilized/activated status. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route the AF Form 847 from the field through the appropriate functional's chain of command. The reporting requirements in this directive are exempt from report control symbol (RCS) licensing in accordance with AFI 33-324, *The Air Force Information Collections and Reports Management Program*. This publication is consistent with Department of Labor (DOL) Occupational Safety and Health Administration (OSHA) standards 29 CFR 1960. Send a copy of NAF/Center and unit supplements to HQ AFSPC/SE, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4260, for review and approval before publication. The use of the name or mark of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed in accordance with the AF Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, and T-

3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 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.

SUMMARY OF CHANGES

Changes include replacing the requirement for off-duty fatality briefings with on-duty briefings; allowing the delegation of mishap convening authority (CA) to an appropriate level of command; and delegates the AFSPC Director of Safety as CA for HQ AFSPC-assigned personnel for Class C and below mishaps.

1.11.4.3 **(Added)** Restoration of government property includes items such as: removing water, carpet mold, debris, etc.

2.7.4. **(Added)** This paragraph applies to significant events as well.

2.7.5.9. **(Added)** HQ AFSPC/SE notification. Upon notification of a possible Class A/B mishap or exposure to toxic/caustic/acidic materials or propellants, safety staffs will make a telephonic or E-mail notification to HQ AFSPC/SE (DSN: 692-5810; Commercial: (719) 554-5810) through their respective NAF/Center safety office NLT 8 hours after the event. During non-duty hours contact the HQ AFSPC/SE through the AFSPC Command Center (DSN: 692-5758; Commercial: (719) 554-5758). Do not delay reporting for lack of complete information or inability to contact NAF/Center safety personnel; provide an advisory that the information is not yet complete and/or the NAF/Center could not be contacted. A courtesy copy will be sent to the applicable Center or NAF/SE and, if unable to contact the NAF/Center safety office, include name of individual contacted at AFSPC/SE. **(T-2)**.

2.8.7. **(Added)** Impound and control processing of all mission prelaunch, launch and post-launch recorded data (paper, electronic, imaging, etc.) at the range and/or satellite control facility. Authorize release of impounded data to the SIB president upon arrival. **(T-2)**.

4.2.2.1. **(Added)** AFSPC/CC delegates convening authority to the appropriate NAF, Center, Wing, ABG & CCG/CC. See **Table 4.1** for approved mishap delegation of mishap convening authority.

Table 4.1. (Added) AFSPC/CC Convening Authority Delegation.

Category	Class A	Class B	*Class C/D/E
Space	AFSPC/CC	NAF/CC Center/CC	Wing/CC 61 ABG/CC 5 CCG/CC SPO Director
Ground (On-duty)	AFSPC/CC	NAF/CC Center/CC	Wing/CC 61 ABG/CC 5 CCG/CC SPO Director
Ground (Off-duty)	Wing/CC 61 ABG/CC 5 CCG/CC	Wing/CC 61 ABG/CC 5 CCG/CC	Wing/CC 61 ABG/CC 5 CCG/CC SPO Director
Flight	AFSPC/CC	NAF/CC Center/CC	Wing/CC
Weapons	AFSPC/CC	NAF/CC Center/CC	Wing/CC 61 ABG/CC 5 CCG/CC SPO Director
*Note: CAs will determine means for reviewing and approving release of mishap investigations/reports to ensure intent of AFI 91-204 is met.			

4.2.2.2. **(Added)** For all mishaps/events, a higher-level commander may elect to assume investigative responsibility. The convening authority will ensure mishap reports are issued IAW timelines established in **Table 6.1**.

4.2.2.3. **(Added)** For Ground Safety Class C and below mishaps involving personnel assigned to AFSPC Headquarters, AFSPC/CC delegates mishap convening authority to the AFSPC Director of Safety.

5.3.2. **(Added)** Temporary Duty (TDY) Travel. When AFSPC/CC is the SIB convening authority, contact HQ AFSPC/SE to obtain the TDY travel authorization/order line of accounting (LOA). If a HQ AFSPC/SE LOA is not available, the unit budget office may seek reimbursement from HQ AFSPC/FM on an after-the-fact-funding basis. Travel authorizations/orders shall authorize variations.

6.5.4. **(Added)** For on-duty fatalities, a fatality briefing is required. The deceased member's commander will present the briefing, detailing mishap circumstances and other pertinent information. When non-AFSPC personnel perform a courtesy investigation, the commander experiencing the loss will coordinate the briefing with the investigating agency. The deceased member's commander will perform the face-to-face briefing to the AFSPC/CC or CV unless directed as a VTC. The accountable Wing/CC or designated representative will also attend. HQ

AFSPC/SEG will provide specific briefing guidelines. Briefings are due NLT 60 days after the fatality. (**Note:** HQ AFSPC/SG manages suicide briefings). (**T-2**).

6.7.3.1. (**Added**) After final message release, the SIB/SIO will utilize Attachment 9 to notify individuals found causal in a mishap.

7.1. (**Added**) **General Information.** NAF and Center safety staffs will review subordinate unit safety reports for compliance, thoroughness, and accuracy, returning reports for correction that do not meet the requirements of this AFI and applicable AFMAN 91-22X-series manuals. When safety investigations are re-opened by HQ AFSPC/SE due to report deficiencies, a notice will be sent to the applicable NAF/Center and will be annotated in AFSAS to allow proper tracking, oversight, and resolution. (**T-2**).

7.5.2. (**Added**) NAF and Center safety staffs will monitor mishap recommendations assigned to their subordinate-units, ensuring timely and appropriate updates are provided in AFSAS until closed. (**T-2**).

CLARK H. RISNER, Colonel, USAF
Director of Safety

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

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

Attachment 9 (Added)
PERSONS FOUND CAUSAL IN A MISHAP

Figure A9.1. (Added) Memo Template for the Opportunity to Submit Comments by Causal Participant.

<p>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, <i>Management of Records</i> when no longer needed for mishap prevention purposes.</p> <p style="text-align: right;">(Date)</p> <p>MEMORANDUM FOR (Rank and Name)</p> <p>SUBJECT: Opportunity to Submit Comments</p> <ol style="list-style-type: none"> 1. The SIB investigating AFSAS Mishap #XXXXXXX, which occurred on (mishap date), named you in its final report as a causal participant. Accordingly, you have an opportunity to submit comments IAW AFI 91-204, para 6.7, Notifying Person(s) Found Causal in Formal Reports. 2. A copy of the final message is available for your review at your local wing safety office. You cannot remove the message from that office nor reproduce any portion of it. The message is for official use only, and information contained therein is privileged, not releasable in whole or in part without the expressed approval of the disclosure authorities specified in AFI 91-204. 3. You are required to endorse this memorandum indicating receipt and your intention to either decline commenting or submit a statement. Sign, scan and email a copy of this memorandum to the HQ AFSEC/SE Org Box not later than five days after receipt. 4. If you provide a statement, it is privileged and becomes part of the safety investigation report. It shall be used solely to determine all factors relating to the mishap and, in the interest of mishap prevention, to preclude recurrence. HQ Air Force Safety Center will consider your statement during the mishap review process prior to releasing the memorandum of final evaluation message. Statements will be signed, scanned and emailed to the HQ AFSEC/SEG Org Box not later than 15 days after receipt. <p style="text-align: right; margin-right: 100px;">FIRST MI LAST, Rank, USAF Board President</p> <p>1st Ind, Rank and name of named person</p> <p>Receipt acknowledged on (Date)</p> <p>Intention:</p> <ol style="list-style-type: none"> a. <input type="checkbox"/> I understand the safety privilege restrictions outlined in this memorandum and decline commenting on the safety investigation report. b. <input type="checkbox"/> I understand the safety privilege restrictions outlined in this memorandum and will submit a statement commenting on the safety investigation report and furnish it as instructed no later than 15 days after receipt. <p style="text-align: right; margin-right: 100px;">FIRST MI LAST, Rank, USAF</p>
