

**BY ORDER OF THE COMMANDER
AIR MOBILITY COMMAND**

AIR FORCE INSTRUCTION 91-204



**AIR MOBILITY COMMAND
Supplement**

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Safety

SAFETY INVESTIGATIONS AND REPORTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 91-204, dated 12 Feb 2014 is supplemented as follows: this publication supplements AFI 91-204, dated 12 Feb 2014, to provide Air Mobility Command policy on flight, ground, explosives, and nuclear weapon system mishap investigation and reporting. It does not apply to AMC-gained Air Force Reserve Command units or to Air National Guard units, but may be used if desired. Submit waiver requests to HQ AMC/SE. 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. Ensure that 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 with 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 Form 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

1.4.6. Report all FOD that damages an aircraft and all aircraft parts or aircrew material FOD discovered during airfield inspections to Wing Safety.

2.7.3.3. **(Added)** Units will forward the ISB president name and contact information to AMC/SEF (DSN 779-0930, AMC.SEF@us.af.mil) or SEG (DSN 779-0940, AMC.SEG@us.af.mil) as appropriate within 24 hours of a Class A or B mishap.

2.8.1. Following any potential aviation Class A or B mishap, ensure both the Flight Data Recorder and the Cockpit Voice Recorder are depowered via circuit breaker or other means and documented immediately upon arrival at the aircraft.

2.9.4. Ensure 618 TACC/XOZ (“Senior Controller”) and AMC Command Center (DSN 779-0399) are notified of any aviation Class A or B mishap involving AMC assets tasked on TACC missions.

2.10.2. Populating and updating the AMC/SEF SharePoint for your Wing/Group satisfies the “roster” requirement. Wing/Group unit-level safety personnel will ensure the database is updated within 60 days of an assigned individual completing formal training and will complete an annual review during the last quarter of each fiscal year. Each Wing/Group will maintain a folder containing a WG/GP-SEF office roster and WG/GP safety trained personnel roster. In the event of a mishap solicitation notification, post their mishap nomination package to this folder.

2.10.3. **(Added)** The wing safety office (or equivalent) will immediately notify HQ AMC/SE of Class A or B mishaps involving AMC assets that are expected to gain high levels of DoD or public media attention. This includes mishaps that have the potential of meeting the Class B threshold. Ensure the Command Post coordinates with the Chief of Safety (CoS) prior to releasing an OPREP. The OPREP should not include a damage cost estimate. An initial OPREP is normally the first indication to senior authority that an incident has occurred. After duty hours, contact the on-call safety representative at (618) 570-8161 for any Class A or B mishap. Include the information from 2.10.3.Xbelow in the AMC/SE office notification.

2.10.3.1. **(Added)** AFSAS incident identification number (if known).

2.10.3.2. **(Added)** Date and time (local and Zulu) of occurrence.

2.10.3.3. **(Added)** Location.

2.10.3.4. **(Added)** Type of mishap/category.

2.10.3.5. **(Added)** Tail number(s), aircraft and aircrew owning Wing(s).

2.10.3.6. **(Added)** Type of injury/damage and estimated mishap cost or Class.

2.10.3.7. **(Added)** Brief narrative (factual information only, i.e. avoid speculation)

2.10.3.8. **(Added)** Toxicology accomplished or not.

2.10.3.9. **(Added)** ISB President or Investigator (if known).

2.13. SIO/SIB members assigned by AMC/CC/CV, 18 AF/CC or EC/CC to investigate a mishap will coordinate with AMC/SE prior to conducting any duty (including leave) other than what would be associated with the investigation.

3.3.3. Units storing privileged safety information in word processor systems or computers will ensure the information is secured to prevent unauthorized personnel access. It is the responsibility of the local unit safety staff to ensure individuals working with or having access to safety reports, messages, or cockpit voice recordings are knowledgeable of the limitations placed on the use of safety related materials and documents and the required privilege protection

requirements of the materials. These personnel must receive annual safety privilege training IAW AFI 91-202 requirements.

4.1.1. **(Added)** HQ AMC/SE will notify HQ AMC/JA when a Class A safety investigation is convened. The base Staff Judge Advocate's office and the safety staff will exchange non-privileged mishap information as soon as they become aware of property damage or personal injury involving Air Force operations.

4.2.2.1. **(Added)** AMC/CC has delegated convening authority for all Class B (Aviation, Explosives, and on-duty Ground) mishap investigations to 18 AF/CC or EC/CC, unless specifically retained by AMC/CC.

4.2.2.2. **(Added)** AMC/CC has delegated convening authority for all **off-duty ground mishaps** and Class C (Aviation, Explosives, and/or on-duty Ground) and below mishap investigations to the Wing/CC, the independent Group/CC (i.e., 317 AG,) and the DRU/CC, unless specifically retained by AMC/CC, 18 AF/CC or EC/CC.

4.5. **Mishaps Involving Air Reserve Component Assets.** AMC will provide board members, as required, for any AFRC and ANG Class B and below mishaps involving AMC assets.

4.5.1. **(Added)** Active Duty wings are allowed to accept board member nominations from associate reserve and guard units for all mishaps, however AMC will not automatically pay man days or TDY pay for these members without prior coordination through AMC/SE.

4.10.2. If OSHA elects to conduct a separate investigation, provide a complete in-brief; however, do not grant access to or release copies of the report without AF/SE's approval. Notify AMC/SE immediately of the investigation and comply with AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*; or AFI 91-202, *The USAF Mishap Prevention Program*, guidance for notification of OSHA visit/investigations.

5.2. **Investigation Timeline.** Investigating Officers (IO) unable to meet safety investigation timelines will contact the appropriate convening authority safety office and follow AFSAS guidance to obtain an extension. The IO will report reasons and difficulties encountered resulting in the delay. In addition, the IO will provide an estimated completion date in a message or in the AFSAS narrative section. If granted an extension, submit a Status Message at the Final Message due date and every 30 days thereafter until release of the Final Message. The extension timeline is based on an increment from the date of the mishap and initial 30 day completion date, not the date of the request for extension. Transmit the Status Message on the scheduled Final Message due date. Once all investigative information is compiled and completed, forward Final Message to command for review.

5.2.1. **(Added)** When updating status of the mishap in AFSAS the IO will annotate updates in chronological order following the below example.

Example:

Narrative:

5 Dec 08: Engine induction and teardown took place at the Kelly Aviation Center 1 Dec 08 - 4 Dec 08. The Center identified the point of failure as xxxxx. Flight Data Recorder will ship to Kirtland this week. Maintenance records are being compiled for review.

4 Jan 09: Place next update here

5.3.2. TDY Travel. AMC/SE will obtain an Emergency and Special Program (ESP) code for AMC-convened Class A or B aircraft mishap investigation costs. Individuals performing SIB duties will travel on local unit orders/fund cite with ESP code.

5.5.1. Class A and B SIBs do not have to coordinate with AMC/SE when contacting AFSEC for technical assistance, but shall courtesy copy AMC/SEF/SEG/SEW, as appropriate, on all such requests.

5.7.5.2.1. Disposing of Evidence. For cases involving potential claims against the Air Force or litigation, all reasonable efforts will be made to properly document or preserve evidence at a mishap scene for later non-safety privileged use in litigation or other legal processes. HQ AMC/SE will coordinate with HQ AMC/JAA or the host base Staff Judge Advocate in these cases. SIB presidents will provide AMC/SE with the memorandums documenting transferal of evidence and wreckage to the AIB president.

5.12.1.1. **(Added) High Accident Potential (HAP) Events.** All HAP reports should have at least one recommendation to mitigate the risk of a potential mishap.

6.2.2. Preliminary Message. For Class C aviation mishaps, if an OPREP was not sent (or the investigator is unable to determine if an OPREP was sent), a notification email will be sent and/or a phone call/email to HQ AMC/SEF (DSN 779-0930, amc.sef@us.af.mil) will be accomplished within 2 working days of incident date.

6.5. **Briefing Investigation Results.** HQ AMC/SE will provide the SIB with the HQ AMC PowerPoint template for briefings to the AMC/CC and/or NAF/CC. All briefings will be scripted.

7.5.7.5. **(Added)** AMC/SE will track to closure all Recommendations and Other Recommendations of Significance (ORS) for which the AMC staff is an OPR/OCR. AMC units will track recommendations for which they are the OPR/OCR and report status to AMC/SE semi-annually (15 Apr and 15 Oct). Report will include AFSAS #, Rec #, action taken, OPR/OCR and projected close out date. AMC Units with no recommendations will submit a “negative” report.

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