

**BY ORDER OF THE COMMANDER  
HOLLOMAN AIR FORCE BASE**

**AIR FORCE INSTRUCTION 91-202**



**AIR COMBAT COMMAND  
Supplement**

**HOLLOMAN AIR FORCE BASE  
Supplement**

**26 SEPTEMBER 2013**

**Safety**

**THE US AIR FORCE MISHAP  
PREVENTION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Major Richard J. Wageman)

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**Air Force Instruction (AFI) 91-202, 5 August 11, *The US Air Force Mishap Prevention Program* and ACC Supplement, 9 October 2012 is supplemented as follows.** This supplement gives procedures for implementing the U.S. Air Force safety management program at Holloman AFB (HAFB). It applies to commanders, functional managers, supervisors, and all HAFB personnel. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by AFI 41-120, *Medical Resource Operations*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, to 49th Wing Safety (49 WG/SE), 490 First Street, Holloman AFB, NM 88330-8277.

1.2.1. **(Added)** Commanders will ensure compliance with AFI 91-202, as supplemented. This instruction outlines specific guidance applicable to the 49th Wing (49 WG) and, when combined with higher-headquarter guidance, establishes minimum safety requirements for all personnel assigned to and/or using 49 WG facilities or equipment. Command leadership is an essential

ingredient in establishing a robust mishap prevention program. Subordinates must clearly understand the commander's policy and emphasis placed on safety.

1.2.2. **(Added)** Supervisors will ensure their subordinates receive and fully understand mishap prevention information. Supervisors should continually assess the behavior of personnel and should be aware of any changes in attitudes which could lead to a potential mishap. Supervisors will ensure personnel are fully qualified to complete assigned tasks, safety directives are adhered to, and hazards are properly identified, reported, and corrected.

1.5.14.5. IAW AFI 65-601 V1, *Budget Guidance and Procedures*, unit commanders and 49 WG/SE may procure and provide small mementos (i.e. unit coins) as an incentive award for employee led safety and health program activities. In addition, employees who earn Wing-level or higher awards as outlined in AFI 36-2833, *Safety Awards*, may receive other awards (i.e. a time-off pass) at 49th Wing Commander (49 WG/CC) discretion.

1.15.14.5.1. **(Added)** Coins purchased with appropriated funds may not be given to non-appropriated fund (NAF) employees. Coins awarded to NAF employees must be purchased with non-appropriated funds.

1.5.14.12. 49 WG/SE will meet Occupational Safety and Health Administration (OSHA) representative(s) and provide escorts during their visits.

1.5.15.6. 49th Civil Engineer Squadron Fire Protection Flight (49 CES/CEF) and 49th Aerospace Medical Squadron Bioenvironmental Engineering Element (49 AMDS/SGPB) will coordinate all Risk Assessment Code (RAC) and Fire Safety Deficiency Code (FSDC) assignments with 49th Wing Ground Safety (49 WG/SEG). Notification that a RAC or FSDC has been assigned will occur within two duty-days, utilizing the AF Form 3, *Hazard Abatement Plan*.

1.5.15.12. 49th Wing Flight Safety (49 WG/SEF) will be responsible for conducting safety privilege training.

1.5.15.12.1. **(Added)** Aircrew documentation will be maintained through the use of Patriot Excalibur (PEX) software suite.

1.5.15.12.2. **(Added)** Maintenance, Interim Safety Board (ISB)/Safety Inspection Board (SIB), and other training will be documented on an MFR, maintained by 49 WG/SEF.

1.5.17.3. 49th Medical Group (49 MDG) will utilize an AF Form 1488, *Daily Log of Patients Treated for Injuries*, (or equivalent). This information will be provided, at a minimum, once per month to reflect complete information from the previous calendar month. AF Form 1488 columns I & J, which are to be completed by Staff Judge Advocate (SJA) or Claims Officer, are not required to be provided to 49 WG/SE.

1.5.17.5.4. Notifies 49 WG/SE of any requests for ISB/SIB support received from ACC/SGP. In addition, notifies 49 WG/SE of the final determination for answering the request.

1.5.17.6.8. **(Added)** Provide human factors expertise to all aspects of 49 WG missions.

1.5.17.6.8.1. **(Added) Human Factors Program Management (SEH).** The 49th Wing has integrated a Human Factors Branch into the 49th Wing Safety Staff. The Human Factors branch supports aviation, ground, and weapons safety programs by applying Human Factors (HF) expertise to identify, analyze, and control human sources of unacceptable risk in Air Force

operations, while promoting practices that protect and preserve combat assets. The program is managed and executed by the assigned Human Factors Officer/ Aerospace Physiology Officer (HFO/APO) and overseen by the Chief of Safety. 49th Aerospace Medical Squadron Commander (49 AMDS/CC) will maintain administrative control of all SEH personnel.

1.5.17.6.8.1.1. **(Added) Human Factors Officer (HFO).** A HFO/APO is assigned as permanent party staff to provide expert consultation across all safety disciplines related to the mission of the 49th Wing. Wing-assigned HFOs are encouraged to complete the Aviation Safety Program Management course, the Aircraft Mishap Investigation Course, the Officer Human Performance Enhancement course, and possess the “S” prefix certifying them as a Flight Safety Officer. Although HFOs are primarily human factors consultants, with the “S” prefix they can also serve as Wing Flight Safety Officers.

1.5.17.6.8.2. **(Added) SEH Core Competencies.**

1.5.17.6.8.2.1. **(Added) Core Competency 1:** Human factors, life support, medical, psychological and physiological expertise, investigation and research.

1.5.17.6.8.2.2. **(Added) Core Competency 2:** Aerospace and operational surveillance.

1.5.17.6.8.2.3. **(Added) Core Competency 3:** Mishap and incident investigation/consultation.

1.5.17.6.8.2.4. **(Added) Core Competency 4:** Safety and HF education.

1.5.17.6.8.3. **(Added) Oversight Requirements.** The HFO will instruct 49th Wing personnel on the human performance (HP) and physiological implications of all operations and operational support of 49th Wing.

1.5.17.6.8.2.4. **(Added) Monitoring.** The assigned HFO monitors 49th Wing personnel, and/or other flight, ground, or weapons operations as a part of a continuous human factors awareness and education program. Areas, topics, and programs include:

1.5.17.6.8.2.4.1. **(Added) Programs:**

1.5.17.6.8.2.4.1.1. **(Added)** Situational Awareness (SA) and Attention Management.

1.5.17.6.8.2.4.1.2. **(Added)** Crew/Maintenance Resource Management (CRM).

1.5.17.6.8.2.4.1.3. **(Added)** Risk Management (RM).

1.5.17.6.8.2.4.1.4. **(Added)** Self-Imposed and Mission-Imposed Stress.

1.5.17.6.8.2.4.1.5. **(Added)** Mission and Organizational Human Performance Factors.

1.5.17.6.8.2.4.1.6. **(Added)** Mishap and Injury Prevention.

1.5.17.6.8.2.4.1.7. **(Added)** HF Trends, Analyses, and Observations.

1.5.17.6.8.2.5. **(Added) Education and Training.** The HFO reviews trends and threats subsequently developing education and training programs that promote risk management, asset preservation, and HF awareness.

1.5.17.6.8.2.5.1. **(Added) Courses:**

1.5.17.6.8.2.5.1.1. **(Added)** RPA HFs/Instrument Refresher Course.

1.5.17.6.8.2.5.1.2. **(Added)** Crew Resource Management (CRM) Seminars.

1.5.17.6.8.2.5.1.3. **(Added)** Operational Supervisor/Risk Management Training.

1.5.17.6.8.2.5.1.4. **(Added)** Maintenance Resource Management (MRM).

1.5.17.6.8.2.5.1.5. **(Added)** HFs for Supervisors/Supervisor Safety Training (SST).

1.5.17.6.8.2.6. **(Added) Human Factors (SEH) Consultation Activities.** Investigates and consults ground, flight, and weapons safety incidents as required. Human Factors will provide consultation reports with HF causes, findings, and recommendations. The report itself will also include a detailed FAST© Fatigue Model when applicable. **Note:** There are some cases when non-reportable incidents should be tracked for trending and analysis.

1.5.17.6.8.2.6.1. **(Added)** Utilizes the Air Force Safety Automated System (AFSAS) to identify, trend and report HF-related mishaps, investigation outcomes, and recommendations. This process generates and tracks MDS specific Class A, B, C, and E Mishap Investigation recommendations, spot inspections, surveillance, and HF surveys. This data is tracked, trended and reported weekly to the 49 WG/SE to discuss potential risks and mitigation efforts. **Note:** Collected data is also compiled quarterly and annually for distribution as (i.e. Quarterly Flight Safety Meetings, Commander's Safety Council Meetings, Instrument Refresher Courses, etc.).

1.5.17.6.8.2.6. **(Added) Mishap Prevention Program.** Prevents mishaps and injuries by utilizing HF education tools such as pamphlets, briefings, seminars, lectures, and courses discussing current mishap trends and identified hazards. Prevention education is also delivered through Flight Safety Meeting's, Safety Days and Campaigns, Commander's Safety Meetings, Wing Staff Meetings, Squadron Commander Calls, Step/Shift Briefings, etc. Information is also disseminated through special interest studies and research projects.

1.5.20.1. In addition, commanders will appoint Squadron Assigned Flight Safety Officers (SAFSOs) and Unit Weapons Safety Representatives (UWSRs), as applicable to the unit's mission. Notify 49 WG/SE, in writing, of the appointment of SAFSOs and UWSRs. Throughout this Instruction, unless otherwise noted, the term "USR" will also refer to "SAFSOs" and "UWSRs".

1.5.20.6. Prior to purchasing the following items, units must pre-coordinate requests with 49 WG/SE to ensure the request complies with all safety guidelines.

1.5.20.6.1. **(Added)** Munitions.

1.5.20.6.2. **(Added)** Personal protective equipment (PPE) such as for eyes, face, head, and extremities.

1.5.20.6.3. **(Added)** Industrial equipment, such as defined in 29 CFR 1910, OSHA General Industry Regulations, Subpart O - Machinery and Machine Guarding.

1.5.20.6.4. **(Added)** Low-speed vehicles (ie Gators, golf carts, etc.).

1.5.21.9. An example off-duty High Risk Activity program is provided on the 49 WG/SE SharePoint site.

1.5.21.12. Supervisors are encouraged to provide a face-to-face pre-departure safety briefing for all members, including those aged 26 and older, who are scheduled for travel outside the local area.

1.5.22.14. [Personnel] Will not enter construction zones on Holloman AFB property without prior coordination and approval from 49th Civil Engineer Squadron (49 CES), 49th Contracting Squadron (49 CONS), and/or IAW applicable construction contract requirements.

2.2. **Unit Safety Representative (USR).** Assigned USRs must receive and document training from 49 WG/SE within 30 days after appointment. The unit is responsible for maintaining USR training records.

2.2.4. At a minimum, USRs will meet face-to-face with their unit commander once per quarter to report the status of their unit safety program.

2.5. **Library.** 49 WG safety library will be established electronically on the 49 WG/SE SharePoint site.

3.1. **General.** 49 WG/SE will accomplish a combined annual unit assessment and inspection. Ground USRs will conduct an annual unit self-assessment. These assessments and inspections will be scheduled on a Calendar Year (CY) basis by 49 WG/SE with unit input. Unit self-assessments should be planned to be accomplished six months following an annual unit inspection. The WG inspection schedule will include special and seasonal inspections.

3.1.1. **(Added)** Unit self-assessments will utilize AFIA Safety checklists within the Management Internal Control Toolset (MICT). Units should determine which “Wing+Below” checklists are appropriate for their units. Unit commanders may add additional inspection items as they see fit. USRs will prepare a written report documenting the overall results of their self-assessment. This report will be endorsed by the unit commander, and be provided to 49 WG/SE within 30 days of the self-assessment. USRs are responsible for all findings and will provide 49 WG/SE with a follow-up status every 30 days until the finding is closed. A work order does not close an open discrepancy. Completion of applicable work orders will close a finding. 49 WG/SE will conduct a follow-up spot inspection once the unit closes an item. The schedule for conducting follow-up spot inspections will be coordinated between SE and the unit, to allow for multiple items to be inspected simultaneously.

3.4. **Annual Safety Inspections.** Annual Safety Inspections will utilize an overall three-tier rating system when assessing the unit’s program management: Outstanding, Satisfactory, and Unsatisfactory. Each applicable program management area will be scored using a five-tier rating system, ranging from 0 (program nonexistent) to 4 (program exceeds requirements). Individual program scores will be divided by the total number of graded areas to determine the final rating.

3.5.1.1. **(Added)** At a minimum, each unit will accomplish and document one spot inspection per week, per discipline. This spot inspection should be accomplished by the unit’s primary USR, SAFSO, and UWSR, but may be accomplished by an alternate. Findings will be forwarded to 49 WG/SEG, 49 WG/SEF, or 49th Wing Weapons Safety (49 WG/SEW), as appropriate, to be tracked until closure. 100% of workplaces within each unit will be inspected annually. It is the unit’s responsibility to identify and track workplaces to ensure this requirement is met.

3.5.1.2. **(Added)** At a minimum, 49 WG/SEG, 49 WG/SEF, and 49 WG/SEW personnel will each accomplish one spot inspection per week. One spot inspection per month of each discipline will be accomplished outside of normal duty hours (0730-1630). All High Interest Items (HIIs) will be inspected at least once per week, and may count as a weekly spot inspection.

3.5.1.3. **(Added)** The Chief of Safety should accompany 49 WG/SEG, 49 WG/SEF, and 49 WG/SEW personnel on spot inspections once per month, per discipline.

3.6. **High Interest Areas.** The Chief of Safety will identify high interest items based on trends noted during annual and spot inspections, or based on reported problems. A memorandum identifying 49 WG/SE high interest items signed by the Chief of Safety will be forwarded to all units.

7.3.1.5.4. The Holloman contingency plan will be included in the BASH plan. The BASH plan will be coordinated with 49th Civil Engineer Squadron Natural Resources Management Element (49 CES/CEAN).

7.3.5. SAFSOs will be responsible for investigating Class-C and below mishaps that occur within their unit, IAW AFI 91-204, *Safety Investigations and Reports*. When a mishap occurs, SAFSOs will coordinate all actions, notifications, and reports with 49 WG/SEF.

7.3.5.1.6. SAFSOs may maintain all required items electronically.

7.3.5.1.8.1. **(Added)** The following must be permanently posted on unit safety bulletin boards.

7.3.5.1.8.1.1. **(Added)** AFVA 91-307, *Air Force Occupational Safety and Health Program*, OSHA Occupational Rights and Responsibilities.

7.3.5.1.8.1.2. **(Added)** Wing CC and unit safety guidance memorandums.

7.3.5.1.8.1.3. **(Added)** Hazard Reporting - Post copies of AF Form 457s, *USAF Hazard Report*, along with example instructions.

7.3.5.1.8.1.4. **(Added)** Mishap Notification Procedures - Unit notification policies and procedures.

7.3.5.1.8.1.5. **(Added)** Mishap Reporting - Post copies of ACC 164s, *Ground Mishap Report* and instructions with example.

7.3.5.1.8.1.6. **(Added)** CA-10 *What a Federal Employee Should Do When Injured At Work*. The appropriate Civilians mishap forms are: CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*, CA-2, *Notice of Occupational Disease and Claim for Compensation* and CA-10, for DAF; LS-201, *Notice of Employee's Injury or Death* and LS-202, *Employer's First Report of Injury or Occupational Illness* for NAF. Civilian forms can be found at their respective personnel offices.

7.3.5.1.8.1.7. **(Added)** Safety Points of Contact - Wing-level and unit points of contact.

7.3.5.1.8.1.8. **(Added)** We also recommend you post other Safety Communications - Newsletters, Seasonal Safety Information, Messages, etc.

7.5.2. At a minimum, 49 WG/SEF will conduct quarterly briefings targeted at Maintenance units covering relevant items.

8.1.4. Ground USRs will maintain the management book in accordance with Table 8.1.

Table 8.1. (Added) Ground USRs Management Book

<b>TAB A</b>	<b>USR Appointment Letter.</b>
	USR letter of appointment and record of training.
<b>TAB B</b>	<b>List of Section Safety Representatives in Unit.</b>
<b>TAB C</b>	<b>Wing Annual Safety Inspection and Unit Self-Inspection Reports.</b>
	Copies of the last annual safety inspection with corrective and follow-up actions.
	Copies of the last Unit self-inspection (accomplished annually, 6 months after Wing inspection).
<b>TAB D</b>	<b>Spot Inspection Records.</b>
	Copies of spot inspections conducted with at least one year on file (required weekly for USRs).
<b>TAB E</b>	<b>Hazard Report Information and Minor Hazard Deficiency Log.</b>
	Copies of all open hazard reports.
	Copies of all RACs 4 & 5 and current status of the hazards.
<b>TAB F</b>	<b>Unit Mishap Reporting Procedures, ACC Form 164's.</b>
	Squadron Mishap Reporting Procedures.
	A log/listing of mishaps experienced by unit.
<b>TAB G</b>	<b>Pre-Departure Safety Briefings, AF Form 4392, <i>Pre-Departure Safety Briefing, etc.</i></b>
	Supervisors shall use the guidance in AFI 91-202, Attachment 11 to give all military under the age of 26 a pre-departure safety briefing at least one day prior to departing on the local area.
<b>TAB H</b>	<b>Job Safety Training Guide (JSTG).</b>
	Supervisors must create a work center specific JSTG to provide specialized safety, fire protection, and health training to all personnel upon assignment and in the event of changes in equipment, procedures, processes, or safety, fire protection, and/or health requirements.
	Review of the JSTG must be documented at least annually and updates will be made as necessary. Supervisors will conduct and document refresher training, as required.
	All items in section 2 of the JSTG will be documented individually on the AF Form 55, <i>Employee Safety and Health Record</i> or equivalent.
<b>TAB I</b>	<b>JSTG Annual Review Log.</b>
	Maintain a log and ensure the unit commander is briefed quarterly (at a minimum) on safety within the unit. The log will document data reviewed and include the commander's signature. The unit safety representative will also sign and date the review log on a quarterly basis at a minimum.
<b>TAB J</b>	<b>AF Forms 55.</b>
	The AF Form 55, or an equivalent product, will be used to document safety, fire protection, and health training unless other specific documentation is specified elsewhere. Commanders, functional managers, supervisors, and

	staff members whose work environments are considered low-risk (such as administrative areas) do not require an AF Form 55. Supervisors, instructors, and employee's signatures may be required by OSHA and should be included on the AF Form 55. In addition, the AF Form 55 should be provided to individuals to hand-carry to their next assignments when they transfer. Destroy the AF Form 55 one year after personnel are separated or retired.
<b>TAB K</b>	<b>Responsible Area Listing/Confined Spaces &amp; Lockout/Tagout programs.</b>
	List of all facilities for which the unit is responsible (identify work centers within and work areas not in facilities).
	List of sections with confined spaces or Lockout/Tagout requirements.

8.1.5. **(Added) The Work Center Safety Book.** This book provides the supervisor with the basic safety requirements needed in the specific work center. Supervisors should tailor their programs to include safety programs such as confined spaces, lockout/tagout, hearing conservation program, etc. Other safety programs may be cross-referenced to other binders or files. Information in the safety book will be maintained for a minimum of one year. Work centers will use the safety book format in Table 8.2 which includes the basic requirements for a work center safety program:

**Table 8.2. The Work Center Safety Book**

<b>TAB A</b>	<b>Wing/Unit Safety Guidance Memorandums.</b>
<b>TAB B</b>	<b>Job Safety Training Guide/Lesson Plan.</b>
	Supervisors must create a work center specific JSTG to provide specialized safety, fire protection, and health training to all personnel upon assignment and in the event of changes in equipment, procedures, processes, or safety, fire protection, and/or health requirements.
	Review of the JSTG must be documented at least annually and updates will be made as necessary. Supervisors will conduct and document refresher training, as required.
	All items in section 2 of the JSTG will be documented individually on the AF Form 55 or equivalent.
<b>TAB C</b>	<b>AF Forms 55, Employee Safety and Health Records.</b>
	The AF Form 55, or an equivalent product, will be used to document safety, fire protection, and health training unless other specific documentation is specified elsewhere. Commanders, functional managers, supervisors, and staff members whose work environments are considered low-risk (such as administrative areas) do not require an AF Form 55. Supervisors, instructors, and employee's signatures may be required by OSHA and should be included on the AF Form 55. In addition, the AF Form 55 should be provided to individuals to hand-carry to their next assignments when they transfer. Destroy the AF Form 55 one year after personnel are separated or retired.
<b>TAB D</b>	<b>Monthly Safety Inspections.</b>
	Supervisors must conduct and document safety inspections at least monthly.
<b>TAB E</b>	<b>Monthly On-duty Safety Briefings.</b>

	Supervisors should focus on specific workplace hazards. It is recommended that all workplace hazards are briefed at least annually.
	Briefings must be documented.
<b>TAB F</b>	<b>Monthly Off-duty Safety Briefing, “Holidays, Long Weekends, and/or Recreational Activity Safety Awareness”.</b>
	Wing safety sends information with briefing topics at least monthly. Topics are timely for the season.
	Supervisors shall use the guidance in AFI 91-202, Attachment 11 to give all military under the age of 26 a pre-departure safety briefing at least one day prior to departing the local area.
	Briefings must be documented.
<b>TAB G</b>	<b>Responsible Area Listing/Confined Spaces &amp; Lockout/Tagout programs (if applicable).</b>
	List of all facilities for which the unit is responsible (identify work centers within and work areas as well as facilities utilized).
	List of sections with confined spaces or lock-out/tag-out requirements.

8.5. **Ground Unit Safety Representative (USR) Responsibilities.** Ground USRs should be non-commissioned officer (NCO), officer, or civilian equivalent with a minimum of 12 months retainability at the time of selection. In order to maintain continuity, it is recommended that new USRs be assigned prior to the departure of the previous USR.

9.5.4. UWSRs will maintain a unit safety management/continuity book containing all material identified in the UWSR guide provided during UWSR training. UWSRs are encouraged to utilize the Wing Weapons Safety Sharepoint site to upload and maintain all required material listed in the UWSR guide.

ANDREW A. CROFT, Colonel, USAF  
Commander

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

AFI 36-2833, *Safety Awards*, 31 October 2012

AFI 41-120, *Medical Resource Operations*, 18 October 2001

AFI 65-601 V1, *Budget Guidance and Procedures*, 16 August 2012

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

AFI 91-202 ACC Sup, *The US Air Force Mishap Prevention Program*, 9 October 2012

*Adopted Forms*

ACC Form 164, *Ground Mishap Report*

AF Form 1488, *Daily Log of Patients Treated for Injuries*

Form CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*,

**Form CA-2**, *Notice of Occupational Disease and Claim for Compensation*

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

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

*Abbreviations and Acronyms*

**49 AMDS/SGPB**—49th Aerospace Medical Squadron Bioenvironmental Engineering Element

**49 CES**—49th Civil Engineer Squadron

**49 CES/CEAN**—49th Civil Engineer Squadron Natural Resources Management Element

**49 CES/CEF**—49th Civil Engineer Squadron Fire Protection Flight

**49 CONS**—49th Contracting Squadron

**49 SFS**—49th Security Forces Squadron

**49 WG**—49th Wing

**49 WG/CC**—49th Wing Commander

**49 WG/SE**—49th Wing Safety

**49 WG/SEG**—49th Wing Ground Safety

**49 WG/SEF**—49th Wing Flight Safety

**49 WG/SEW**—49th Wing Weapons Safety

**AFRIMS**—Air Force Records Information Management System

**AFSAS**—Air Force Safety Automated System

**APO**—Aerospace Physiology Officer

**BRC I**—Basic Rider Course I  
**BRC II**—Basic Rider Course II  
**CRM**—Crew Resource Management  
**CY**—Calendar Year  
**DIP**—Driver Improvement Program  
**FSDC**—Fire Safety Deficiency Code  
**FTAC**—First-Term Airmen Center  
**HAFB**—Holloman AFB  
**HF**—Human Factors  
**HFO**—Human Factors Officer  
**HII**—High Interest Items  
**HIP**—Holloman In-Processing  
**HP**—Human Performance  
**ISB**—Interim Safety Board  
**JSTG**—Job Safety Training Guide  
**MRM**—Maintenance Resource Management  
**MSF**—Motorcycle Safety Foundation  
**NAF**—Non-Appropriated Fund  
**OPR**—Office of Primary Responsibility  
**OSHA**—Occupational Safety and Health Administration  
**PEX**—Patriot Excalibur  
**RAC**—Risk Assessment Code  
**RDS**—Records Disposition Schedule  
**RM**—Risk Management  
**SA**—Situational Awareness  
**SAFSO**—Squadron Assigned Flight Safety Officers  
**SHE**—Human Factors Program Management  
**SIB**—Safety Inspection Board  
**SJA**—Staff Judge Advocate  
**SST**—Supervisor Safety Training  
**USR**—Unit Safety Representative  
**UWSR**—Unit Weapons Safety Representatives

**Attachment 19 (Added)****EDUCATION SERVICES**

**A19.1. (Added)** The objective of the USAF Safety Education Program is to reduce the frequency and severity of mishaps, both on and off-duty. A brief introduction to the available courses and required attendees follows:

**A19.1.1. (Added) Course II - Local Conditions.** Course II provides safety awareness information essential to a safe tour. Training is for newly-assigned military and Department of the Air Force personnel and takes place during Holloman In-Processing (HIP).

**A19.1.2. (Added) Course III – Traffic Safety Training.** Course III is designed for officer and enlisted Airmen upon arrival at their first permanent duty station. Enlisted Airmen are trained during First-Term Airmen Center (FTAC) attendance and officers must make an appointment with 49 WG/SEG to receive the training.

**A19.1.2.1. (Added)** Individual units are responsible for tracking Courses III attendance.

**A19.1.3. (Added) Course IVA - Basic Rider Course I (BRC I).** This course is for beginner motorcycle riders. It is recommended that riders bring their own required Personnel Protective Equipment (PPE). Individuals must come to the Ground Safety office prior to registering for this course. All attendees pay an up-front \$190 fee for the course, but this fee is reimbursable upon completion. This course is required for military personnel who operate a motorcycle on- or off-duty, or civilians who operate a motorcycle while on-duty.

**A19.1.4. (Added) Course IVB – Basic Rider Course II (BRC II).** Course scheduling is determined primarily by the motorcycle rider's experience level and availability of courses. Both BRC I and BRC II courses are taught by certified Motorcycle Safety Foundation (MSF) instructors. Participants must have a current motorcycle license or endorsement, or a temporary permit to enroll in and complete the BRC II course. Participants will supply their own motorcycle and protective gear during the course. This course is recommended for personnel 120 days following BRC I.

**A19.1.5. (Added) Course V - Driver Improvement Program (DIP).** This training course is intended as a driver skills improvement and traffic offender rehabilitation course. Commanders are encouraged to make this course mandatory for personnel convicted of serious moving traffic violations, exercise poor judgment while driving or who have been determined to be at fault in a traffic accident involving a GMV.

**A19.1.6. (Added) ATV/Dirtbike Training.** These courses are taught by certified ATV and/or dirtbike coaches. Course demand will determine frequency and dates for the training. These courses are mandatory for on-installation operation. After successful completion, riders will be able to access the Holloman AFB ATV/Dirtbike track.

**A19.1.7. (Added) Supervisor Safety Training (SST).** Supervisors are key to the Wing's mishap prevention program. Supervisors are directly responsible for providing and maintaining a safe and healthy work environment. This course will provide supervisors the essential tools necessary for mishap prevention.

A19.1.7.1. (**Added**) Individual units are responsible for tracking Supervisor Safety Training and determining when individuals are due for the course. SST completion dates must be documented on the AF Form 55 or equivalent.

**Attachment 20 (Added)****MISHAP NOTIFICATION PROCEDURES**

**A20.1. (Added)** A mishap is an unplanned occurrence or series of occurrences that results in damage or injury and meets Class A, B, C, D, or E event reporting criteria. Damage or injury includes: damage to DoD property (excluding normal wear-and-tear or aging); occupational illness to DoD military or civilian personnel; damage to public or private property, or injury or illness to non-DoD personnel caused by Air Force operations.

**A20.2. (Added)** 49th Security Forces Squadron (49 SFS) will notify Command Post of any injury or death resulting from a mishap, motor vehicle mishap (GMV or PMV), property damage as a result of a mishap, and any other mishaps deemed appropriate by 49 SFS.

**A20.3. (Added)** Wing Safety will provide Command Post with a quarterly 49 WG/SE On-Call Notification Letter.

**A20.4. (Added)** Command Post will notify Wing Safety of the following, at any time, utilizing the 49 WG/SE On-Call Notification Letter, as appropriate.

A20.4.1. **(Added)** Activation of the Incident Control Center.

A20.4.2. **(Added)** On-duty mishap involving DoD civilian or military personnel, which results in a fatality or injury requiring an overnight (or longer) hospital stay.

A20.4.3. **(Added)** Off-duty mishap involving DoD military personnel, which results in a fatality or injury requiring an overnight (or longer) hospital stay.

A20.4.5. **(Added)** Any mishap involving explosives handling or storage.

**A20.5. (Added)** Command Post will notify Wing Safety of the following any day, between 0730 and 1630 utilizing the 49 WG/SE On-Call Notification Letter, as appropriate.

A20.5.1. **(Added)** On-duty mishap involving injury to DoD civilian or military personnel which requires less than an overnight hospital stay.

A20.5.2. **(Added)** Off-duty mishap involving injury to DoD military personnel which requires less than an overnight hospital stay.

A20.5.3. **(Added)** Non-injury mishap resulting in damage to a DoD facility, aircraft, vehicle, or other equipment.

A20.5.4. **(Added)** Non-injury mishap resulting in damage to private property, to include motor vehicle mishaps.