



502 ABW MISHAP REPORTING PROCEDURES



The key to **MISHAP REPORTING** is timely notification. If you cannot locate an individual, do not delay reporting, proceed to the next step.

STEPS:

1. If an on- or off-duty military person is injured, an on-duty civilian is injured, or government equipment/property is damaged:

- a. **NOTIFY SUPERVISOR IMMEDIATELY**
- b. **NOTIFY YOUR UNIT SAFETY REPRESENTATIVE (USR) IMMEDIATELY**

PRIMARY UNIT SAFETY REP: _____ **Number:** _____

ALTERNATE UNIT SAFETY REP: _____ **Number:** _____

2. **USR NOTIFIES THE FOLLOWING OF A MISHAP:**

- a. **DURING NORMAL DUTY HOURS: Unit Commander and Wing Safety Office**
- b. **AFTER NORMAL DUTY HOURS: 502 ABW Command Post**

502 ABW OL-A Safety Office (Lackland AFB): DSN 473-5028/Comm 210-671-5028

502 ABW OL-B Safety Office (Randolph AFB): DSN 487-1842/Comm 210-652-1842

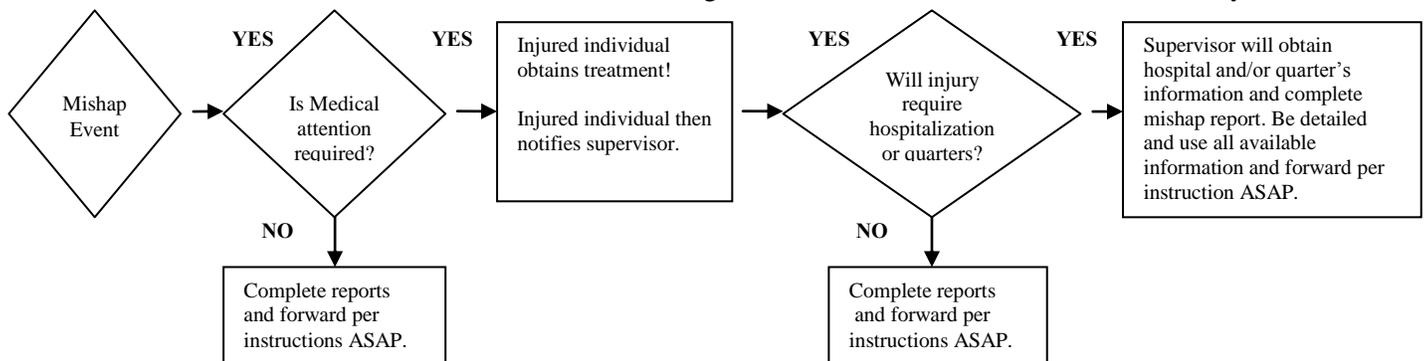
502 ABW Safety Office (Fort Sam Houston): DSN 421-3836/Comm 210-221-3836

502 ABW Command Post: DSN 473-4225/Comm 210-671-4225

IMMEDIATELY UPON NOTIFICATION

AETC FORM 435, CA-1, and LS-202

- Supervisors will complete the AETC FORM 435 for each Military, Civilian, and NAF person injured. **NOTE:** In addition to supervisors completing the AETC Form 435, a Form CA-1 is required for DOD Civilians, and a Form LS-202 is required for NAF personnel. Supervisors will review the AETC Form 435, sign the form, and forward it to the USR along with the Form CA-1 or LS-202 as applicable.
- USR will review for appropriate documentation, sign, and forward to the Commander.
- Commander will review the document, add comments, sign, and return to USR to forward to the Safety Office.



NOTE: Follow the FOUO Policy on email transmissions. There should be no additional email notifications on a specific mishap unless providing new information that is relevant to the mishap.