

**BY ORDER OF THE COMMANDER**

**AIR FORCE INSTRUCTION 91-204  
OFFUTT AFB SUPPLEMENT 1**

**1 MAY 2007**

**Safety**

**SAFETY INVESTIGATIONS AND REPORTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes policies and procedures governing mishap reporting for 55th Wing members, HQ ACC, and non-ACC Associate units located on Offutt AFB, and 55th Wing units at geographically separated operating locations attached to the 55th Wing. All paper and digital records created by this publication will be retained according to the standard Air Force records disposition schedule. Send comments and suggested improvements to this publication on an AF Form 847, *Recommendation for Change of Publication*, through channels to 55 WG/SE, 513 SAC Blvd, Ste 201, Offutt AFB NE 68113-3210.

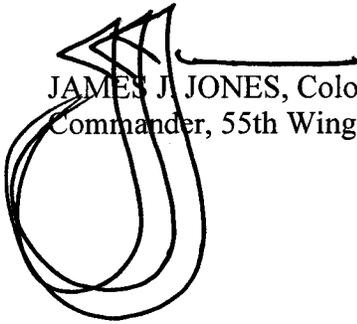
**SUMMARY OF CHANGES**

This publication has been substantially revised and must be completely reviewed.

1.3.1.1.1. (Added) In the event that an on or off-duty mishap should occur, it is the responsibility of the individual to report it and fully cooperate in the mishap investigation. It is imperative that accurate and complete mishap information be reported to ensure proper precautionary measures can be implemented to prevent future mishaps. To achieve this, all 55th Wing and associate units will use the OAFB Form 164, Ground Mishap Report. This form mirrors the information required in the Air Force Safety Automated System (AFSAS)...the tool used by the 55th Wing Safety Office to report all Class A, B, C, and D mishaps.

1.3.1.1.2. (Added) OAFB Form 164 will be accomplished by the individual's supervisor and forwarded to the unit safety representative (USR) for processing. The initial notification to Wing Safety (faxed or e-mailed OAFB Form 164) must be accomplished within 2 duty days of the mishap. The form must then be signed by the USR and the squadron commander and forwarded to Wing Safety within 5 duty days of the mishap. All correspondence will be properly marked with FOUO in the subject and the FOUO statement attached to e-mails or fax cover sheets.

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