

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

**ROBINS AIR FORCE BASE INSTRUCTION
90-100**



16 FEBRUARY 2012

Special Management

DIRECTIVES AND ADVISORIES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: WR-ALC/SH

Certified by: WR-ALC/CC
(Robert H. McMahon)

Pages: 5

The purpose of this instruction is to put in place a mechanism for which occupational safety and health directives or advisories can be issued from the Center Chief of Safety to the ALC Wings, Directorates and Tenant organizations. Directives (Robins AFB Form 111) and Advisories (Robins AFB Form 110) will be used when OIs, Process Orders, or tech data cannot be accomplished in a timely manner to meet mission need. This publication applies to all employees at Robins AFB including Tenant organizations. 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 AF Forms 847 from the field through the appropriate functional chain of command. 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/afrims/afrims/afrims/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

Chapter 1

RESPONSIBILITIES

1.1. Center Chief of Safety (COS). Approval authority for implementation and cancellation of directives and advisories.

1.2. Center Occupational Safety and Health Office (WR-ALC/SH). Review and or develop directives and advisories that are necessary to provide a safe and healthy work environment for base employees. Office with primary responsibility for initiating directives or advisories and for initiating or cancelling directives and advisories. Assist COS in adjudication process for resolving directive or advisory issues.

1.3. Center EN. Serves as steering advisor for safety and health directives and advisories. Assist COS in adjudication process for resolving directive or advisory issues.

1.4. Wings. Responsible for reviewing and implementing directives and advisories or issuing a reclama.

1.5. Directorates. Responsible for reviewing and implementing directives and advisories or issuing a reclama.

1.6. Tenants. Responsible for reviewing and implementing directives and advisories or issuing a reclama.

Chapter 2

INSTRUCTION

2.1. Draft directives (Robins AFB Form 111) and advisories (Robins AFB Form 110) will be vetted through the WR-ALC/SH prior to initiating the coordination process through EN, Wings, Directorates, and Tenant organizations. Draft directives (Robins AFB Form 111) and advisories (Robins AFB Form 110) will be sent from WR-ALC/SH to EN for review and coordination prior to COS approval. Upon COS approval, COS will initiate a seven (7) day suspense to Wings, Directorates and Tenant organizations for coordination. At the end of seven days, COS will arbitrate reclaims within a three (3) day adjudication period with assistance from WR-ALC/SH and EN. Those issues that cannot be adjudicated will be boarded by WR-ALC/CC for resolution. See attachment 1, Flow process.

2.2. Robins AFB Form 111, *WR-ALC Safety and Health Directive*, and Robins AFB Form 110, *WR-ALC/Safety and Health Advisory*, will be used when OIs, Process Orders, or tech data cannot be accomplished in a timely manner to meet mission need.

Mitchel H. Butikofer, Colonel, USAF
Commander, 78 ABW

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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

Abbreviations and Acronyms

ALC—Air Logistics Center

OI—Operating Instruction

Tech— Technical

AFB—Air Force Base

EN—Engineering Directorate

Adopted Forms

AF Form 847, Recommendation for Change of Publication

Prescribed Forms

Robins AFB Form 110 (Advisory)

Robins AFB Form 111 (Directive)

Attachment 2

DIRECTIVE AND ADVISORY FLOW

Figure A2.1. Directive and Advisory Flow

