

**BY ORDER OF THE COMMANDER
432D WING (ACC)**



**AIR FORCE INSTRUCTION 91-202
AIR COMBAT COMMAND Supplement**

**432D Wing
Supplement
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Safety

**THE US AIR FORCE MISHAP
PREVENTION PROGRAM**

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This publication supplements AFI 91-202, US Air Force Mishap Prevention Program, ACC Supplement. This supplement establishes the 432d Wing mishap prevention program requirements. It applies to commanders, functional managers, supervisors, and all other 432d Wing personnel. It does not apply to Air National Guard (ANG), Air Force Reserve Command (AFRC) units, 99 Air Base Wing, or 799 Air Base Group members. Forward recommended changes on AF Form 847, *Recommendation for Change of Publication*, to this instruction to 432 WG/SE, Building 1065, Creech AFB, Nevada 89108. **Note:** The inclusion of any specific commercial product, commodity, or service in this publication is for information purposes only and does not imply endorsement by the Air Force. 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.

1.5.21.7.1. Supervisors will report all ground mishaps resulting in injury, occupational illness or government property damage to the 432d Wing Safety Office (432 WG/SE) regardless of severity or cost. This includes personnel in a duty status (while on orders, 24 hours a day, on or off the installation, or traveling to and from work). Supervisors will complete an ACC Form 164, *Ground Mishap Report* to record the incident, attach any additional documentation of the patient by a competent medical authority, and forward the completed package to 432 WG/SEG (432WG.SEG@Creech.AF.MIL) within three workdays of the mishap. Serious mishaps resulting in death, hospitalization, lost work days, involving three or more persons, or damage over \$20,000 will be reported immediately.

1.5.21.7.2. **(Added)** Any aircraft incident or in-flight emergency (IFE) during local or combat operations (except incidents involving damage expected to be in excess of \$500,000) will be reported to 432 WG/SE (432WG.SE@US.AF.MIL) via a 432d Wing Aircraft Incident Worksheet.

1.5.21.9.1. **(Added) Purpose.** The Off-duty High Risk Activity (HRA) Program is a management tool for commanders and supervisors. The intent of the program is to ensure participants are familiar with the hazards and injury potential associated with a particular activity. This program is intended for military personnel only.

1.5.21.9.2. **(Added) High-Risk Activities.** These are activities having a higher potential for personal injury due to the level of competition, speed, risk, or skills needed and requiring greater agility, stamina, and dexterity. Some examples of high-risk activities are flying civil aircraft, hang gliding, skydiving, parasailing, white-water rafting, motorcycle and auto racing, scuba diving, bungee jumping, bronco and bull riding, snowboarding, snow skiing, mountain climbing, mountain biking, martial arts, extreme sports or any activity identified by the commander.

1.5.21.9.3. **(Added) Commander's/Supervisors Responsibility.** Commanders or supervisors must ensure all personnel are briefed about the HRA program regardless of their participation in HRAs. Each individual will be surveyed during in-processing, and if determined to be actively engaged or about to engage in an HRA, must meet one on one with their commander or supervisor. Ideally implemented, an HRA interview is not a briefing, but used for determining the mental and physical readiness, situational awareness, and preparedness of participants before the HRA occurs. The interviewer can discuss with the interviewee the risks of the activities and ascertain the likelihood that the participant can enjoy the activity without an unacceptable level of risk. Through this process the interviewer can determine such things as level of experience, knowledge of personal protective equipment (PPE) requirements, physical safety aspects of the area of participation, level of supervision or oversight by qualified professional staffs or officials, rules or recommended practices of professional organizations, and so on. If interviewers determine participants are not adequately trained or lack experience, they should require participants to seek additional training through a nationally recognized institute before participating in the activity.

1.5.21.9.4. **(Added) Individual Responsibility.** Individuals planning to engage

in HRAs, such as those described in paragraph **1.5.21.9.2**, are required to inform their immediate supervisor, and schedule an interview with their supervisor, squadron commander or designee. The individual engaging in a HRA is responsible for applying sound risk management practices to avoid jeopardizing life or limb and their ability to perform their Air Force duties.

1.5.21.9.5. **(Added) Documentation.** AF Form 4391, *High-Risk Activities Worksheet*, must be used to document the briefing, completed by the squadron commander, individual's supervisor, safety officer, or training manager.

1.5.21.20. **(Added)** Ensure safety bulletin boards are maintained in centrally located places where unit personnel have ready access. The minimum items to be posted are:

1.5.21.20.1. **(Added)** Blank AF Form 457, *Hazard Report* (with instructions).

1.5.21.20.2. **(Added)** Blank AF Form 651, *Hazardous Air Traffic Report* (only required in flying squadrons)

1.5.21.20.3. **(Added)** Blank AF Form 853, *Air Force Wildlife Strike Report* (only required in flying squadrons)

1.5.21.20.4. **(Added)** 432d Wing Aircraft Incident Worksheet

1.5.21.20.5. **(Added)** 432d Wing Contingency Room flyer

1.5.21.20.6. **(Added)** Unit mishap reporting procedures.

1.5.21.20.7. **(Added)** AFVA 91-209, *Air Force Occupational Safety and Health Program Visual Aid*. http://static.e-publishing.af.mil/production/1/af_se/publication/afva91-209/afva91-209.pdf

1.5.21.20.8. **(Added)** CA Form 10, *What a Federal Employee Should Do When Injured at Work* (required if DAF civilians work in the area).

1.5.21.20.9. **(Added)** 432d Wing Safety contact roster

1.5.21.20.10. **(Added)** Blank ACC Form 164, *Ground Mishap Report*

1.5.21.20.11. **(Added)** Current 432d Wing Commander Safety Policy

1.5.21.20.12. **(Added)** Squadron Commander Safety Policy

1.5.21.20.13. **(Added)** OSHA 300 Log (Posted Feb 1 thru 30 April)

1.5.21.20.14. **(Added)** The following information is recommended for display on safety bulletin boards:

1.5.21.20.14.1. **(Added)** Articles from magazines or newspapers on related duties.

1.5.21.20.14.2. **(Added)** Seasonal mishap prevention briefs, safety posters, photographs, or other information highlighting safety or mishap prevention themes.

2.1.10. **(Added)** Human Factors Officer (HFO). A full time HFO is assigned as permanent party staff to provide expert consultation across all safety disciplines related to the mission of the 432d Wing. Wing assigned HFOs will complete the Aviation Safety

Program Management (ASPM) course, the Aircraft Mishap Investigation Course (AMIC), 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, they can also serve as wing flight safety officers.

2.2. Primary Unit Safety Representatives (USR) will be civilians, officers, and/or non-commissioned officers (NCOs). Alternate USRs may be Senior Airmen as well as civilians, officers, and/or non-commissioned-officers (NCOs). As with either case, appointed safety representatives should be in good standing with the unit. A USRs term of service should be no less than one year in order to maintain program continuity. Newly assigned USRs will notify the wing safety office of their appointment, provide a copy of the appointment letter signed by their unit commander, and complete the initial Unit Safety Representative computer based training module at the following URL: <https://www.my.af.mil>. Once completed, the USR will e-mail the completion certificate to 432 WG/SEG and schedule supplemental training with the 432d Wing ground safety office. All training must be complete within 30 days of appointment notification to the 432d Wing ground safety office.

2.2.4.5. Safety briefings shall be accomplished weekly by the work center supervisor or their designee. The 432d Wing SharePoint can be a resource to access briefing topics/materials (i.e. Critical Days of Summer). Information in these briefings should be tailored to specific hazards associated with the squadron’s unique mission set. Weekly briefings should be documented in the electronic continuity book as defined in paragraphs 8.5.11.12. and 8.5.12.10.

2.3.2.2. Eligible personnel, determined by the unit commander or functional manager, who require Supervisor Safety Training (SST) will register for training using the 432d Wing Safety SharePoint: <https://creech.eim.acc.af.mil/org/432d/safety/default.aspx>

3.6.1. The 432d Wing Safety Chief of Safety will determine the frequency of spot inspections per a memorandum for record (MFR). This same MFR will also determine the number and frequency of spot inspections that will be performed outside normal duty hours.

3.7.1. The 432d Wing Safety staff will ensure all high interest areas/items identified by the 432d Wing Chief of Safety are inspected at least weekly and may be counted as a normal spot inspection. Spot inspections of high interest areas/items will be documented as such in the spot inspection database.

3.9.6. **(Added)** Staff Assistance Visits (SAVs): SAVs are conducted to assist newly assigned unit safety representatives when problems, deficiencies, or special subjects require on-scene assistance. They may also be necessary when new missions, equipment, or programs are being implemented that impact mishap prevention. The object is to help develop solutions. SAVs will not be performed within 90 days of the scheduled annual inspection.

7.3.4.1. **(Added)** Safety Awards Program. Awards are presented on a monthly, quarterly, and annual basis IAW AFI 36-2833 and current ACC Safety Awards Guidelines. Submit an AF IMT 1206, *Nomination for Award*, with a detailed account of the exceptional performance to the 432d Wing Safety organizational e-mail

account (432wg.se@us.af.mil). Examples are posted on the 432d Wing Safety SharePoint.

7.3.4.1.1. **(Added)** Monthly award nominations are due to wing safety no later than the sixth day of the month following the month for which the award is written. Nominations are for events that occurred within 60 days of the ACC due date. The following awards are presented monthly:

7.3.4.1.1.1. **(Added)** Pilot Safety Award of Distinction

7.3.4.1.1.2. **(Added)** Aircrew Safety Award of Distinction

7.3.4.1.1.3. **(Added)** Crew Chief Safety Award of Distinction

7.3.4.1.1.4. **(Added)** Flight Line Safety Award of Distinction

7.3.4.1.1.5. **(Added)** Ground Safety Award of Distinction

7.3.4.1.1.6. **(Added)** Weapons Safety Award of Distinction

7.3.4.1.1.7. **(Added)** Unit Safety Award of Distinction

7.3.4.1.2. **(Added)** Quarterly award nominations are due to Wing Safety no later than the sixth of the first month of the new quarter (i.e. 6 Jan for first quarter submissions). Quarterly awards are for an individual only (units or multiple nominees are not eligible) and consideration is for sustained superior performance. The following awards are presented quarterly:

7.3.4.1.2.1. **(Added)** Flight Safety Award of the Quarter

7.3.4.1.2.2. **(Added)** Ground Safety Award of the Quarter

7.3.4.1.2.3. **(Added)** Weapons Safety Award of the Quarter

7.3.4.1.3. **(Added)** Annual award nominations for annual Air Force-level awards are due to wing safety no later than 01 October. In addition to awards listed in AFI 36-2833, the following ACC-level awards are presented annually. Nominations for ACC-level awards are also due to wing safety no later than 01 October. The following awards are presented annually:

7.3.4.1.3.1. **(Added)** Flight Safety Officer of the Year

7.3.4.1.3.2. **(Added)** Flight Safety NCO of the Year

7.3.4.1.3.3. **(Added)** Crew Chief Safety Outstanding Achievement Award

7.3.4.1.3.4. **(Added)** Flight Line Safety Outstanding Achievement Award

7.3.4.1.3.5. **(Added)** Weapons Safety Outstanding Achievement Award

7.3.4.1.3.6. **(Added)** Ground Safety Outstanding Achievement Award

7.3.4.1.3.7. **(Added)** Ground Safety Special Achievement Award

7.3.4.1.3.8. **(Added)** Traffic Safety Special Achievement Award

7.3.5.1.7. Units will retain data in their Flight Crew Information File (FCIF) Volume V for a period of two years.

8.5.10. **(Added)** USR Meetings. USRs, or a suitable designee, will attend the quarterly USR meeting conducted by wing ground safety. A follow up one-on-one meeting may be set up on a case-by-case basis for those squadrons unable to provide representation.

8.5.11. **(Added)** Ground Safety Electronic Continuity Books. USRs will maintain a ground safety electronic continuity book located on the 432d Wing Safety SharePoint website,

<https://creech.eim.acc.af.mil/org/432d/safety/06%20Squadron%20Electronic%20Safety%20Books/Forms/AllItems.aspx>. The electronic continuity book will contain the following material:

- 8.5.11.1. **(Added)** Appointment Letter
- 8.5.11.2. **(Added)** Training Certificates
- 8.5.11.3. **(Added)** Policy Letters
- 8.5.11.4. **(Added)** Inspections (Self, External, Spot Inspections)
- 8.5.11.5. **(Added)** Job Safety Training Guides (JSTG)
- 8.5.11.6. **(Added)** Squadron Commander's Monthly Review
- 8.5.11.7. **(Added)** Open Discrepancy Tracker
- 8.5.11.8. **(Added)** Work Center Specific Training Documentation
- 8.5.11.9. **(Added)** Pre-Departure Safety Briefings
- 8.5.11.10. **(Added)** High Risk Activities
- 8.5.11.11. **(Added)** Equipment Manuals
- 8.5.11.12. **(Added)** Weekly Safety Briefs
- 8.5.11.13. **(Added)** USR-MSR Meeting Minutes
- 8.5.11.14. **(Added)** All other folders

8.5.12. **(Added)** If applicable, flights and work centers will maintain a ground safety electronic continuity book located on the 432d Wing Safety SharePoint website, <https://creech.eim.acc.af.mil/org/432d/safety/06%20Squadron%20Electronic%20Safety%20Books/Forms/AllItems.aspx>. The flight/work center electronic continuity book will contain the following material:

- 8.5.12.1. **(Added)** Appointment Letter
- 8.5.12.2. **(Added)** Policy Letters
- 8.5.12.3. **(Added)** Inspections (Self, External, Spot Inspections)
- 8.5.12.4. **(Added)** Job Safety Training Guides (JSTG)
- 8.5.12.5. **(Added)** Open Discrepancy Tracker
- 8.5.12.6. **(Added)** Workcenter Specific Training Documentation
- 8.5.12.7. **(Added)** Pre-Departure Safety Briefings
- 8.5.12.8. **(Added)** High Risk Activities

- 8.5.12.9. **(Added)** Equipment Manuals
 - 8.5.12.10. **(Added)** Weekly Safety Briefs
 - 8.5.12.11. **(Added)** Confined Space Program (if applicable)
 - 8.5.12.12. **(Added)** Fall Protection Program (if applicable)
 - 8.5.12.13. **(Added)** Lockout/Tagout Program (if applicable)
 - 8.5.12.14. **(Added)** All other folders
- 9.5.4. **(Added)** Weapons Safety Continuity Books. Additional Duty Weapons Safety Representatives (ADWSRs) will maintain a weapons safety continuity book within their squadron. The squadron continuity book will be standardized in accordance with the ADWSR Guide. Wing weapons safety will maintain a master continuity book in the safety office.

BARRY R. CORNISH, Col, USAF
Commander, 99 ABW

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

AFI 91-202, *The US Air Force Mishap Prevention Program*, 05 Aug 2011

AFI 91-202 ACC Sup 1, *The US Air Force Mishap Prevention Program*, 09 Oct 2012

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

Abbreviations and Acronyms

432 WG—432d Wing

432 WG/SE—432d Wing Safety Office

432 OSS/OSA—432d Operations Support Squadron/Operations Support Airfield Management

99 AMDS/SGP—99th Aerospace Medicine Squadron/Chief of Aerospace Medicine

ACC—Air Combat Command

ADFSO—Additional Duty Flight Safety Officer

ADWSR—Additional Duty Weapons Safety Representative

AFCENT—Air Force Central Command

AFSAS—Air Force Safety Automated System

AFSOC—Air Force Special Operations Command

HFO—Human Factors Officer

QFSM—Quarterly Flight Safety Meeting

SAFSO—Squadron Assigned Flight Safety Officer

SRF—Safety Read File