

**BY ORDER OF THE COMMANDER
62 AIRLIFT WING**



**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 91-202**

**AIR MOBILITY COMMAND
Supplement**

**62 AIRLIFT WING
Supplement**

13 MARCH 2026

Safety

MISHAP PREVENTION PROGRAM

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This instruction supplements the Department of the Air Force Instruction (DAFI) 91-202, *The Department of the Air Force Mishap Prevention Program* and DAFI 91-202, Air Mobility Command (AMC) Supplement. The purpose of this instruction is to expand on the guidance of DAFI 91-202 by providing local safety guidance requirements. Ensure all records generated as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*. Send recommendations for changes, improvements, or waivers to this supplement on an AF Form 847, *Recommendation Changes for Publications*, to the Office of Primary Responsibility (OPR) via e-mail to 62aw.se@us.af.mil. Route the AF Form 847 through the appropriate functional chain of command. This publication applies to all 62 Airlift Wing and 627 Air Base Group units, to include any active duty Air Force, Air National Guard, Air Force Reserve, and Air Force Civilian personnel contained within. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Title 29 United States Code (USC), Section 9013, Secretary of the Air Force. All records created, collected and stored under the guidance of this instruction are subject to the provisions of the Freedom of Information Act, as authorized by Title 5 USC § 552, *Public Information; Agency Rules, Opinions, Orders, Records, and Proceedings*, and IAW DoDM 5400.07_AFMAN 33-302, *Freedom of Information Act Program*. The System of Records Notice F036 AF PC Q, *Personnel*

Data System (PDS); F024 AF IL C Motor Vehicle Operator's Records, and F032 AF ILE, Enterprise Environmental, Safety and Occupational Health-Management Information System (EESOH-MIS) are available at: <https://dpcl.d.defense.gov/privacy/SORNS.aspx>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision implements additional requirements for job safety training outline and job specific training item record keeping on an online SharePoint.

1.6.21.21. 62AW Commander will sign the OSHA Form 300A for the applicable 62 AW/627 ABG personnel delineated via the Air Force Safety Automated System (AFSAS).

1.6.22.7. 62AW Safety office will manage the 62 AW master hazard abatement program master file. The file will be made available to the Joint Base Safety Office (JBSO) upon request.

1.6.22.8. 62AW Safety office will process and manage hazard reports affecting 62 AW mission units. All other hazard reports will be forwarded to JBSO for processing and management IAW the JBLM MOA.

1.6.22.22. Wing Safety Save Award Program: At any time, nominations may be received by the 62 AW Safety Office for individuals accomplishing extraordinary acts of safety on or off duty. Additionally, units may nominate an individual for exceptional safety program management, use of risk management, or other areas involved with proactive and aggressive use of safety knowledge. Normally, recognition for occupational/weapon safety accomplishments will be recognized during the Air Force Occupational Safety and Health (AFOSH) Council meetings and flight safety accomplishments will be recognized during the Flight Safety Meetings. Awards for nuclear surety accomplishments will be presented during the Nuclear Surety Council. Awards may also be presented during Commander's calls and Wing Staff Meetings.

1.6.27.2. A copy of the Unit Safety Representative (USR) appointment letter must be forwarded to 62 AW/SEG within 10 duty days of appointment.

1.6.27.2.2. **(Added)** Units with an Aviation Safety Program, as directed by [paragraph 7.1](#), will also appoint a Flight Safety Representative, Squadron Assigned Flight Safety Officer (FSO), or Non-Commissioned Officer (FSNCO) included on the USR appointment and will be forwarded to 62 AW/SEF within 10 duty days of appointment.

1.6.27.11. The unit commander will publish and distribute their personal "Commander's Safety and Occupational Health Expectations" in a letter or poster format and will ensure it is available to all unit personnel.

1.6.28.5. Maintain Job Hazard Analysis (JHA) until included into applicable job guides or other definitive guidance.

1.6.28.10. **(Added)** Mishaps involving serious injuries, hospitalization, or government property damage estimated to be greater than \$60,000 must be reported (notification) to wing safety immediately. After duty hours, wing safety can be contacted through Command Post. Command Post personnel (or any others such as Fire Department, Security Forces or Maintenance Operations Center) should conduct notification IAW the instructions provided in the monthly 62 AW safety office on-call roster. Less serious mishaps will be reported (notification) to wing safety not later than close of business the next duty day. Follow all mishap notifications with an AF Form 978, Supervisor's Mishap Report, within five duty days. Late reports submitted will be tracked and may be included as an inspection item during the wing safety annual unit assessment/inspection. Submission can be via email, fax or hand carried to the wing safety office. This is in addition to other reporting requirements.

1.6.28.10.1. **(Added)** All Aviation mishaps meeting reportable criteria will be reported to Wing Flight Safety utilizing AMC Form 97. When the Aviation mishap includes injury of or to personnel, the AMC Form 97 will be accompanied with AF Form 978.

1.6.28.10.2. **(Added)** Mishaps to report: Report all on and off-duty military mishaps where medical attention has been sought or results in a change to duty processes; report all on-duty mishaps involving civilian workers; report all mishaps involving government vehicles; and report all mishaps where government property was damaged e.g. aircraft, vehicles, buildings, and equipment.

1.6.28.23. **(Added)** Educate work center/shop personnel on and encourage personnel to identify hazards and report them utilizing AFSEC's SAFEREP or ASAP applications.

2.1.4.4. **(Added)** On-Loan FSOs. The 4 AS, 7 AS, and 8 AS will each provide pilots to serve in the Wing Flight Safety office. One pilot will be an attached FSO to serve as Chief of Flight Safety. The remainder will be on-loan pilots to fill, Nuclear Surety Manager, and FSO billets for a minimum total of five Wing Safety Officers.

2.1.4.4.1. **(Added)** Commanders should select FSOs with at least 12 months remaining time on station following completion of formal safety training. When an on-loan FSO is selected to fill the Chief of Flight Safety billet, the total time assigned to Flight Safety should be a minimum of 18 months, with ideally 12 months in their new position.

2.1.4.4.2. **(Added)** The Chief of Flight Safety/Flight Safety Manager (FSM) will coordinate on-loan FSO duty schedules. The standard plan is for on-loan FSOs to serve rotational shifts in Wing Flight Safety two weeks at a time, rotating among the three flying squadrons. This plan may be adjusted as necessary to accommodate flight training, simulator training, ground training, TDY, and deployment requirements at the discretion of the Chief of Flight Safety/FSM. Squadron-requested changes to attached or on-loan FSO schedules must be approved by the Wing Chief of Safety or Wing Chief/Director of Staff.

2.1.4.4.2.1. **(Added)** On-loan FSOs will serve a minimum of two weeks in the Wing Flight Safety office at a time. One week will be their designated on-call week with no flying or on any other alert status (e.g. A/B/C Alert). The second week on-loan FSOs are restricted to local training flights only. The standard plan is to rotate weeks between the three flying squadrons on a two-week on, four-week off schedule.

2.1.4.4.2.2. **(Added)** During the two-week rotation, on-loan FSOs will report to and work out of the Wing Flight Safety office. During the four-week off rotation, on-loan FSOs will contact their respective squadrons for mission assignments and other requirements.

2.1.4.4.2.3. **(Added)** In order to meet mishap response requirements, the Chief of Flight Safety/FSM will ensure at least one on-loan FSO/FSM/FSNCO is available to man the Wing Flight Safety office to the maximum extent possible. If a flying squadron needs to use their on-loan FSO during scheduled two-week duty, the squadron will coordinate with the Chief of Safety and Wing Chief/Director of Staff and must supply an alternate AMIC-trained augmentee to replace their on-loan FSO. Time must be allotted to allow augmentees to receive a thorough in-brief by Wing Flight Safety prior to assuming on-call duty. The Chief of Safety must approve any such changes.

2.2. Unit Safety Representative (USR). USR replacements should be appointed at least 30 days prior to departure of outgoing USR for proper change over and continuity.

2.2.2.5. Conduct safety briefings at least monthly and maintain documentation of the briefings for at least one inspection year.

2.2.2.8. **(Added)** Conduct USR SharePoint reviews at least annually and maintain documentation of the review for at least on inspection year located at <https://usaf.dps.mil/sites/62se/seg/Pages/UnitDocs.aspx?PageView=Shared&InitialTabId=Ribbon.WebPartPage&VisibilityContext=WSSWebPartPage>.

2.2.2.9. **(Added)** Ensure supervisors are reviewing and updating their section's job specific training items and job safety training outline on the USR SharePoint.

2.6. Environment, Safety and Occupational health Councils (ESOHC). The 62 AW Safety staff will host an AFOSH Council in lieu of ESOHC since there is not an Air Force Environmental shop within the Wing. The AFOSH council is a forum for discussing OSH problems, advising the commander on OSH-related matters, and recommending solutions of OSH problems to the commander.

3.4. (Added) Safety Program Assessments. Due to frequent rotations of personnel to fill mission requirements, Unit Aviation Safety Program Assessments will be conducted annually following the 62 AW/SE Annual Safety Assessment and Inspection Schedule.

3.6.1. **(Added)** 62 AW Safety personnel will only inspect 62 AW and applicable 627 ABG workplaces per the JBLM MOA and 62 AW/627 ABG MOA. 62 AW Flight Safety personnel will perform assessments on 62 AW units and any unit with sUAS that will operate on McChord Field in accordance with McChord Field sUAS Concept of Employment (CONEMP).

3.11. Staff Assistance Visits (SAV). 62 AW Safety SAVs should not be requested to occur within 90 days of a scheduled annual safety inspection for the unit requesting the SAV.

4.4.5. Hazard reports that involve installation level hazards (traffic safety, real property, etc.) will be reported/forwarded to the JBSO for tracking and action.

5.4.1. **(Added)** Squadron level analysis will be provided during annual inspections and new commander briefings. Group and Higher-level analysis will be included in the annual APMR and identified during monthly Wing Stand-Up Meetings

7.1.3. **(Added)** JBLM assigned units (encompassing all services/components) and tenant partners that conduct sUAS operations within McChord Field's airspace will ensure the proper Annex to the McChord Field sUAS CONEMP has been submitted and approved by the McChord sUAS Program Manager and forwarded to 62 AW/SEF. Units must also have an established Aviation Safety Program, see [paragraph 7.3.7](#), prior to conducting sUAS operations on McChord Field.

7.2.1.1. **(Added)** Due to the unique joint basing governance structure at Joint Base Lewis-McChord, the garrison commander holds responsibility for the Comprehensive Emergency Management Plan (CEMP) for JBLM. The 62 AW Safety Office will develop an aviation specific mishap response plan and coordinate inclusion into the CEMP.

7.3.1.1. **(Added)** Units conducting flight operations or support operations, to include the use of sUAS, will comply with guidance published in the 62 AW BASH Plan.

7.3.2.1. **(Added)** Operations of sUAS without the proper Flight Approvals, as found in McChord sUAS CONEMP section 13, will be reported following HATR program reporting procedures.

7.3.2.1.1. **(Added)** Unit commanders will ensure the forms are also available in sUAS dispatch kits.

7.3.2.2.1. **(Added)** The Wing Flight Safety Office will investigate HAPs and HATRs reported by unit safety offices, and file reports in AFSAS.

7.3.2.2.2. **(Added)** A copy of all reported HATRs on AF Form 651: HAZARDOUS AIR TRAFFIC REPORT. The flight safety officer will ensure the 62 AW/SEF is notified within 24 hours of receiving HATR, IAW DAFMAN91-223.

7.3.3. **(Added)** The Wing Flight Safety Office maintains the MACA program for the Wing.

7.3.3.7. **(Added)** SAFSOs will ensure MACA information is incorporated into Squadron Newcomer's Information and Guides.

7.3.4.2. **(Added)** The Wing Safety Office has established reoccurring safety awards, see [paragraph 1.6.22.22](#). The following categories are available for Wing Flight Safety Awards:

7.3.4.2.1. **(Added)** Aviation Individual of the Quarter/Year

7.3.4.2.2. **(Added)** Aviation Aircrew/Team of the Quarter/Year

7.3.4.3. **(Added)** Units should establish a strong flight safety awards program to recognize personnel for accomplishments unique to their unit. Unit Flight Safety Awards documentation will be maintained in Tab L of the Unit Safety Office continuity binder.

7.3.5.1. **(Added)** A copy of the appointment letter will be forwarded to Wing Flight Safety within 10 days of appointment and training by Wing Flight Safety will be accomplished within 30 calendar days of appointment.

7.3.5.2. **(Added)** Units with sUAS programs will also use McChord sUAS CONEMP in the administration of unit safety programs.

7.3.5.3. **(Added)** Recommended minimum items include MDS-specific and other pertinent safety mishap reporting information, safety meeting minutes, seasonal flying information, BASH, MACA, and other local flying safety awareness topics. All privileged information will be secured and maintained IAW DAFI 91-204.

7.3.5.5. **(Added)** Unit safety offices will conduct monthly spot inspections (SI), see [paragraph 7.6.3](#), and an annual unit aviation safety program self-assessment (SA). SAs may be completed at any time except the month the unit is being inspected/assessed by the Wing Flight Safety office. SI documentation will contain information required in [paragraph 3.7.2](#) and both, SIs and SAs, will be filed in the unit safety office continuity binder/guide, Tab F.

7.3.5.6. **(Added)** Units with sUAS programs will also maintain a copy of the McChord sUAS CONEMP. Aviation Safety publications will be maintained in Tab N of the Unit Safety Office continuity binder.

7.3.5.8.1. **(Added)** The flight safety bulletin board can be combined with occupational (see [paragraph 8.5.7.1](#)). The board will contain as a minimum:

7.3.5.8.1.1. **(Added)** AMC Form 97: *AMC IN-FLIGHT EMERGENCY AND UNUSUAL OCCURENCE WORKSHEET*.

7.3.5.8.1.2. **(Added)** AF Form 853: *AIR FORCE WILDLIFE STRIKE REPORT*.

7.3.5.8.1.3. **(Added)** AF Form 651: *HAZARDOUS AIR TRAFFIC REPORT*.

7.3.5.8.1.4. **(Added)** AF Form 457: *USAF HAZARD REPORT*.

7.3.5.8.1.5. **(Added)** Unit mishap notification and reporting procedures.

7.3.5.8.1.6. **(Added)** A locally developed visual aid of applicable mandatory reportable events found in DAFMAN91-223, chapter 3.

7.3.5.9. **(Added)** USR or SAFSO will attend aircrew certification boards. Squadron Commanders and DOs may fulfill this requirement in the absence of the assigned FSO.

7.3.5.10. **(Added)** SAFSO/Unit FSM will periodically inspect unit sUAS training and certification procedures to ensure compliance with the McChord sUAS CONEMP section 5.

7.3.5.11. **(Added)** SAFSO will ensure that the safety office's continuity binder includes sufficient content to aid in aviation safety program continuity during absence or change of SAFSO. Minimum requirements for combined safety continuity binder are listed in [attachment 2](#).

7.3.5.12. **(Added)** The squadron safety office will maintain a list of personnel who have received Privileged Safety Information (PSI) training, track the date personnel are due annual refresher training and maintain a Non-Disclosure Agreement for all listed personnel who have completed training.

7.3.7.5. **(Added)** Units with a sUAS program will adhere to all guidance provided in the McChord sUAS CONEMP.

7.5.1. **(Added)** Units with sUAS programs will also comply with the quarterly flying safety meeting requirement.

7.6.1. **(Added)** Flight Safety personnel will also conduct assessments/inspections of assigned units that have programs that involve aviation safety, including but not limited to the areas listed in [paragraph 7.6.3](#).

7.8. (Added) Flight Safety Mobility Posture.

7.8.1. **(Added)** All individuals, who have attended formal safety training courses, are on mobility status and can be tasked for both accident/incident investigations and AMC tasked deployments for safety billets at any time. AMC/SE will request members for Class A and B safety investigations and safety billet deployments through TMT taskers.

7.8.2. **(Added)** Upon request from AMC and through coordination between the Chief of Safety and the appropriate Group Commander and Squadron Commander, names will be forwarded for deployments and safety investigations. These names can be updated through the Wing Staff Agency UDM or Wing Safety. Names should be reviewed monthly and updated when appropriate. If a member is unable to fill the tasking, the member must notify the Wing Staff Agency UDM or Wing Safety.

8.3.7. The JBSO will forward applicable work requests, project designs, and specifications for review by the 62 AW Safety Staff.

8.3.10. All local purchase requests for industrial tools and equipment (or any similar items that may need to meet OSHA or other compliance standards) must be approved by the Occupational Safety Office prior to purchase. Purchase requests may be coordinated via email. Provide the following as a minimum: Item description, brand, model#, etc., and contact information/website as applicable

8.3.15. The Joint Base (Installation) Safety Office (JBSO) is the primary point of contact for all federal and state OSHA visits to the installation. 62 AW Safety will be the primary point of contact for 62 AW units visited by OSHA representatives IAW the 62 AW OSHA Reception Plan.

8.3.23. **(Added)** The JBSO will conduct newcomers' safety orientation (Local Conditions Course II) per the Joint Base Memorandum of Agreement (MOA).

8.5.7.1. **(Added)** The USR will ensure all unit safety bulletin boards (or electronic equivalent) are current and maintained IAW this instruction. It is preferable to have a separate bulletin board for safety material; however, if this is not viable, then the safety material will be visibly separated from all other material posted on the board. The following will be posted on the safety bulletin board (or electronic equivalent):

8.5.7.1.1. **(Added)** Unit Commander's Safety and Occupational Health Expectations or info to where it is located (if in an OI for example).

8.5.7.1.2. **(Added)** AFVA 91-209, *Air Force Occupational Safety and Health Program*.

8.5.7.1.3. **(Added)** Unit Mishap Notification and Reporting Procedures.

8.5.7.1.4. **(Added)** Blank **AF Form 457** "*USAF Hazard Report*," and a sample/instructional AF Form 457.

8.5.7.1.5. **(Added)** Form CA-10, *What a Federal Employee Should Do When Injured at Work*" (if applicable)

8.5.7.1.6. **(Added)** Other safety-related material.

8.5.10. **(Added)** Maintain the USR Continuity Book IAW this instruction. All documentation (i.e. mishap reports, spot inspections, meeting minutes, etc.) will be kept from annual inspection to annual inspection.

8.5.10.1. **(Added)** The first tab will be labeled TAB A and will contain the Letter of Appointment

8.5.10.1.1. **(Added)** Unit Commanders will appoint by letter a primary and alternate safety representative including telephone numbers and office symbols. A copy of this letter and a copy of the training certification letter from wing safety will be filed in this tab.

8.5.10.1.2. **(Added)** Forward a copy of this letter to 62 AW/SEG.

8.5.10.2. **(Added)** The second tab will be labeled TAB B and will contain Unit Commander's Safety and Occupational Health Expectations letter/guidance.

8.5.10.2.1. **(Added)** An updated Unit Commander's Safety and Occupational Health Expectations letter/guidance should be published by each squadron. The expectations should include the importance of safety both on and off-duty. A copy of this document will be maintained in this section of the continuity guide and posted on each safety bulletin board.

8.5.10.3. **(Added)** The third tab will be labeled TAB C and will contain Unit Mishap Reporting Procedures.

8.5.10.3.1. **(Added)** File the Unit's Mishap Reporting Procedures Letter.

8.5.10.4. **(Added)** The fourth tab will be labeled TAB D and will contain Unit Safety briefings and Meeting Minutes.

8.5.10.4.1. **(Added)** The USR will brief and disseminate to unit personnel the following information: safety concerns of the commander, a review of mishap trends, and the introduction of new OSHA or AF requirements. This may be in the form of a mass e-mail or part of monthly unit correspondence that is distributed to all work centers. A copy of the unit safety briefing will be filed in this tab.

8.5.10.4.2. **(Added)** A copy of the Wing Safety USR meeting minutes will be maintained in this tab as applicable. A copy of the Squadron Commander's quarterly review will also be maintained in this tab.

8.5.10.5. **(Added)** The fifth tab will be labeled TAB E and will contain Mishap Record Keeping.

8.5.10.5.1. **(Added)** A copy of each AF Form 978, *Supervisor's Mishap Report* will be kept in this tab. The AF Form 978 will be used to document all on or off-duty injuries involving military personnel who seek medical attention, on-duty civilian personnel, mishaps involving damage to real property and mishaps involving government vehicles. The USR will ensure that 62 AW/SEG is promptly notified of all mishaps and that the supervisor of the person(s) involved in a mishap fills out an AF Form 978. The form will be completed in enough detail to help identify the cause and include a synopsis of the mishap. Supervisors should also identify preventative actions. Send to the wing safety office within five workdays. The form can be submitted via email, fax or hand-carried to the safety office. The USR will maintain these forms for trend analysis for one inspection year and keep the Unit Commander informed of all trends.

8.5.10.5.1.1. **(Added)** Wing safety may inspect the AF Form 978s during the unit's annual safety assessment/inspection to verify corrective actions have been documented and coordinated to prevent future occurrence and verify that notification between the unit and SEG has occurred.

8.5.10.6. **(Added)** The sixth tab will be labeled TAB F and will contain Inspections.

8.5.10.6.1. **(Added)** This tab will contain all inspections performed by the USR and wing safety. The USR will perform and document spot and monthly inspections. Wing safety will perform an annual inspection and may perform no-notice spot inspections.

8.5.10.7. **(Added)** The seventh tab will be labeled TAB G and will contain Hazard Tracking Log for RAC 4 & 5.

8.5.10.7.1. **(Added)** The USR will maintain a log to track the status of all hazards assigned a RAC 4 or 5 until the hazard is abated. If an Individual Job Order (IJO) or work order (DA Form 4283 for example) is submitted, it will be tracked using the hazard tracking log.

8.5.10.8. **(Added)** The eighth tab will be labeled TAB H and will contain Listing of all Unit Work Centers and Facilities.

8.5.10.8.1. **(Added)** List all work centers assigned to the unit to include all building numbers and applicable room numbers if a shared facility. This list will be reviewed and updated prior to the scheduled annual safety inspection as required.

8.5.10.8.2. **(Added)** Provide a copy of this listing to the 62 AW/SEG upon request.

8.5.10.9. **(Added)** The ninth tab will be labeled TAB I and will contain Bulletin Board.

8.5.10.9.1. **(Added)** Include copies of applicable documents required per [paragraph 8.5.7.1](#) of this publication or a cross-reference to applicable location for bulletin board documents.

8.5.10.10. **(Added)** The tenth tab will be labeled TAB J and will contain AF Form 55/Employee Safety Training Documentation.

8.5.10.10.1. **(Added)** The AF Form 55, (Employee Safety and Health Record) or other applicable documentation should be maintained by the supervisor; however, if the unit commander determines the USRs maintain the forms, they can be filed in this tab. Otherwise, place a cross-reference to the location of the forms/records in this tab.

8.5.10.11. **(Added)** The eleventh tab will be labeled TAB K and will contain Job Safety Training Outline.

8.5.10.11.1. **(Added)** All personnel must have job safety training. USRs can file copies of the JSTOs under this tab or a cross-reference to the applicable location.

8.5.10.12. **(Added)** The twelfth tab will be labeled TAB L and will contain Awards Program.

8.5.10.12.1. **(Added)** Units should establish a strong awards program to recognize personnel for accomplishments unique to their unit. File any awards documentation under this tab.

9.1.2. 62 AW Weapons Safety will maintain explosives safety oversight for all active duty Air Force units on JBLM per JBLM MOA and 62 AW/627 ABG MOA.

9.4.7. The 62 AW Weapons Safety Staff will brief all applicable quantity distance (Q-D) waivers, exemptions, deviations, compensatory measures, and associated risk for each, during the April AFOSH Council. AFOSH Council minutes will serve as documentation of briefing to commanders.

9.4.7.12. The JBLM Physical Security Plan addresses DOE SAFE HAVEN procedures.

9.5.5. **(Added)** Maintain a page on the 62 AW Weapons Safety SharePoint Site at https://usaf.dps.mil/sites/62se/Weapons/Unit_Pages/Weapons_Home.aspx.

9.5.5.1. **(Added)** Annual weapons safety inspection reports will be maintained for two (2) inspection years.

9.5.5.2. **(Added)** Spot Inspections will be maintained for one (1) calendar year.

9.7. Nuclear Surety. The local plan titled “62 AW SPlan 91-101” addresses the 62 AW / 627 ABG Nuclear Surety Program.

9.10.2. The JBSO is the primary point of contact for all Department of Defense Explosives Safety Board (DDESB) visits to the installation. 62 AW Safety will be the primary point of contact for 62 AW units visited by DDESB representatives.

9.11.2.1. Due to the dissimilar explosives operations conducted by the 62 OSS Aircrew Flight Equipment (62 OSS/OSL) and 62 OSS Airfield Management Operations (62 OSS/OSAA), 62 OSS/CC will appoint a primary and an alternate Additional Duty Weapon Safety Representative (ADWSR) from each of the flights.

9.11.3. Units must document initial and recurring explosives safety training.

14.1. Job Safety Training Outline.

14.1.1. Training Requirements. Supervisors will provide and document safety training to all newly assigned individuals (i.e., PCS, PCA or work center change to include deployment) on the hazards of their job before they start work and immediately when there is a change in equipment, processes, work environment or safety, fire and health requirements. Refresher training will be conducted and documented when employees demonstrate a lack of understanding of their required safety responsibilities or training such as is called for in DAFMAN 91-203, Chapter 21, *Hazardous Energy Control*, has a specified frequency for recurrence. **(T-1)**

14.1.1.5. **(Added)** Supervisors will ensure the job safety training outline is reviewed and updated on the USR SharePoint at least annually and maintain documentation of the inspection for at least one inspection year located at <https://usaf.dps.mil/sites/62se/seg/Pages/UnitDocs.aspx?PageView=Shared&InitialTabId=Ribbon.WebPartPage&VisibilityContext=WSSWebPartPage>.

14.1.3. **Job Specific Training Items.** Supervisors will provide specific training based on the program requirements of the work place, provide application-level training, and document prior to employee performing task. If the Career Field Education Training Plan (CFETP) covers a particular training program, then no additional documentation beyond the CFETP is required. **Note:** Subjects listed below may not be mandatory for every job, but are dependent upon the type job/tasks individuals will be performing. Items listed below may not be all inclusive, refer to specific program requirements. **(T-2)**

14.1.3.1.1. **(Added)** Supervisors will ensure all job specific training items are reviewed and updated on the USR SharePoint at least annually and maintain documentation of the inspection for at least one inspection year located at <https://usaf.dps.mil/sites/62se/seg/Pages/UnitDocs.aspx?PageView=Shared&InitialTabId=Ribbon.WebPartPage&VisibilityContext=WSSWebPartPage>.

JESSICA REGNI, Colonel, USAF
Commander

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

DAFI 91-202, *The Department of the Air Force (DAF) Mishap Prevention Program*, 20 March 2020

DAFI 91-204, *Safety Investigations and Reports*, 10 March 2021

(Added) DAFI 91-202_AMCSUP, *The Department of the Air Force (DAF) Mishap Prevention Program*, 6 March 2025

(Added) 62 AW SPlan 91-101, *Nuclear Surety Plan*, 1 December 2024

(Added) AFVA 91-209, *Air Force Occupational Safety and Health Program*, 14 October 2016

Adopted Forms

AF Form 847, *Recommendation Changes for Publications*

AMC Form 97, *AMC In-Flight Emergency and Unusual Occurrence Worksheet*

AF Form 853, *Air Force Wildlife Strike Report*

OSHA Form 300A, *Summary of Work-Related Injuries and Illness*

(Added) Form CA-10 “*What a Federal Employee Should Do When Injured at Work*”

(Added) DA Form 4283, *Facilities Engineering Work Request*

Abbreviations and Acronyms

ABG—Air Base Group

ADWSR—Additional Duty Weapon Safety Representative

AEF—American Expeditionary Forces

AFGM—Air Force Guidance Memorandum

AMC—Air Mobility Command

ASQ—Airlift Squadron

AW—Airlift Wing

DA—Department of the Army

DAFI—Department of the Air Force Instruction

FSM—Flight Safety Manager

IAW—In Accordance With

IJO—Individual Job Order

JBLM—Joint Base Lewis-McChord

JBSO—Joint Base Safety Office

OSH—Occupational Safety and Health

OSS—Operations Support Squadron

Q-D—Quantity Distance

SEF—Flight Safety Office Symbol

UDM—Unit Deployment Manager

Terms

Formal Safety Training Courses—Courses include but are not limited to: Aircraft Mishap Investigation and Prevention (AMIP), Aircraft Mishap Investigation Course (AMIC), Aviation Safety Program Management (ASPM), Mishap Investigation Non-Aviation (MINA) course, Safety and Accident Investigation Board President Course (BPC), Life Sciences Equipment Investigation Course, or the Weapons Safety Manager Course.

Attachment 2 (Added)

UNIT SAFETY OFFICE CONTINUITY BINDER REQUIREMENTS

Table A2.1. Unit Safety Office Continuity Binder Requirements.

Tab A	Appointment Letter(s) Wing Training Certification Memo(s)
Tab B	Wg/CC Safety Expectations Letter Sq/CC Aviation Safety Expectations/Policy Letter (as applicable) Sq/CC Safety and Occupational Health Expectations/Policy Letter
Tab C	Unit's Mishap Notification and Reporting Procedures
Tab D	Unit Safety Meetings & Minutes Quarterly Aircrew Flying Safety Meetings & Minutes (as applicable) Wing Safety USR Meeting Minutes Sq/CC Quarterly Review
Tab E	Mishap Record Keeping: AF Form 651: <i>HAZARDOUS AIR TRAFFIC REPORT</i> . (as applicable) AMC Form 97: <i>AMC IN-FLIGHT EMERGENCY AND UNUSUAL OCCURENCE WORKSHEET</i> (as applicable) AF Form 978, <i>SUPERVISOR'S MISHAP REPORT</i>
Tab F	Inspection Records: USR Monthly & Spot Inspections SAFSO Monthly Spot Inspections (as applicable) SAFSO Unit Self Inspections (as applicable) Wing Safety Annual Inspections
Tab G	Hazard Tracking Log for RAC 4 & 5
Tab H	Listing of all Unit Work Centers and Facilities
Tab I	Safety Bulletin Board Items
Tab J	Employee Safety Training Documentation AF Form 55, <i>EMPLOYEE SAFETY AND HEALTH RECORD</i> Unit Privileged Safety Information Trained Roster & NDAs (as applicable)
Tab K	Job Safety Training Outline
Tab L	Safety Awards Procedures
Tab M	Newcomer's Briefing Guide

Tab N	Current Safety Directives & AMC/62 AW Supplements (DAFI's 91-202, 91-204, 91-212 and DAFMAN 91-223) Unit Specific Annex to McChord sUAS CONEMP (as applicable)
Tab O	Squadron Certification Board Procedures (as applicable) Unit sUAS Certification Documentation (as applicable)
Tab P	Unit Specific Duties & Responsibilities: Unit Safety Representative Squadron Assigned Flight Safety Officer (as required) Additional Duty Weapons Safety Representative (as required)